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## ROYAL SOCIETY OF CHEMISTRY

### Rules of the Chemistry Biology Interface Forum

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#### 1. Preamble

- 1.1 These Rules, made by the Council of the Royal Society of Chemistry (RSC) on the # day of # of 2009 in accordance with By-law 75 and Standing Orders made thereunder, shall apply to the Chemistry Biology Interface Forum of the RSC.
- 1.2 These Rules supersede all previous Rules.

#### 2. Name

- 2.1 The names of Interest Groups shall be as specified from time to time in Standing Orders made under By-Law 75. The name of this Interest Group is the Chemistry Biology Interface Forum.

#### 3. Purpose

- 3.1 The purpose of the Chemistry Biology Interface Forum is to:
  - i. Set, drive and deliver the strategy for the chemistry-biology interface within the RSC
  - ii. Increase our influence in key decision making bodies, relating to bioscience issues
  - iii. Help the RSC to broaden its science base e.g. publishing products, policy work
  - iv. Foster the study and teaching of interdisciplinary sciences and emphasise the importance of the chemical sciences in inter- and multi-disciplinary research
  - v. Improve our channels of communication by liaising with specialist interest groups in the chemistry-biology interface area
  - vi. Pursue activities in partnership with other organisations e.g., funding bodies, medical charities, government, Members of Parliament, the media, other biological learned societies, and universities

#### 4. Membership of the Chemistry Biology Interface Forum

- 4.1 Eligibility for membership of the Chemistry Biology Interface Forum shall be as defined by the By-laws and Standing Orders. Lists of members shall be maintained by the RSC.

#### 5. Responsibility to RSC Council

- 5.1 In accordance with the By-laws and Standing Orders, the Chemistry Biology Interface Forum shall be responsible to the RSC Council.

## **6. Management of the Chemistry Biology Interface Forum**

- 6.1 The Committee of the Chemistry Biology Interface Forum shall be known as the Chemistry Biology Interface Forum Executive Committee.
- 6.2 The management of the day-to-day activities of the Chemistry Biology Interface Forum shall be the responsibility of a Committee of up to 15 persons elected by and from among the members of the Forum [or co-opted by the Committee]. The Committee may appoint, delegate some of its functions to, and dissolve sub-committees of its own members. Subject to the general rules and procedures as set out in RSC Council, Boards and Committees – General Principles.
- 6.3 Three members of the Chemistry Biology Interface Forum Executive Committee shall be the quorum necessary for the transaction of any business. Questions arising at any meeting of the Forum shall be decided by a majority of votes and in the case of an equality of votes the Chair of the meeting shall have a second or casting vote.
- 6.4 Minutes of all meetings of the Chemistry Biology Interface Forum Executive Committee will be produced and distributed as agreed by the Committee.

## **7. Communication with Members**

- 7.1 Except in the case of a General Meeting of the Group (16 below), the Committee may use any means of communication with members it considers expedient, including placing information on that part of the RSC website designated for the purpose. The Committee shall communicate with members at least once a year.

## **8. Officers and periods of Chemistry Biology Interface Forum Executive Committee membership**

- 8.1 The Chair and Vice Chair (Honorary Secretary/Treasurer) shall be elected by the Chemistry Biology Interface Forum Executive Committee from amongst members of the Chemistry Biology Interface Forum who are members of the RSC. Such officers shall serve for a maximum of three years and their terms of office shall run from one Annual General Meeting (AGM) of the RSC to another.
- 8.2 The Chair-Elect shall serve for one year.
- 8.3 Members of the Chemistry Biology Interface Forum Executive Committee shall include four representatives from related interest groups and up to four other Members. Members should serve a period of three years.

## **9. Election of the Chemistry Biology Interface Forum Executive Committee**

- 9.1 Up to 15 members of the Chemistry Biology Interface Forum Executive Committee who are members of the Chemistry Biology Interface Forum shall be eligible for election to the Executive Committee and the elections and periods of office of members of the Executive Committee shall be arranged so that a proportion of the Executive Committee members retire each year. Retiring members are eligible for re-election but may only serve a maximum of two terms in office.
- 9.2 The Chair of the Executive Committee shall notify members of the Chemistry Biology Interface Forum of the Member seats on the Executive Committee to be filled by elections with effect from a forthcoming AGM of the RSC and shall invite nominations.

- 9.3 Nominations shall be made with the agreement of the candidate and supported by at least two other members of the Chemistry Biology Interface Forum and shall be lodged with the Chair at least 6 weeks before the AGM of the RSC.
- 9.4 Where the number of declared vacancies equals or exceeds the number of nominations received, the candidates shall all be deemed elected to the Executive Committee. Their election shall be announced on the day of the AGM of the RSC.
- 9.5 Where the number of nominations received exceeds the number of vacancies on the Executive Committee, a ballot shall be held. In this instance, at least 28 days before the AGM of the RSC, the Secretary shall notify all members of the Chemistry Biology Interface Forum of the candidates and the number of vacancies to be filled. Members shall communicate their votes to the Secretary before the AGM of the RSC or hand them to the Secretary immediately before the meeting. The results of the ballot shall be declared on the day of the AGM of the RSC.
- 9.6 In the event of a ballot being required the Chair of the Chemistry Biology Interface Forum Executive Committee shall appoint two members to act as Scrutineers to assist in the subsequent counting of votes. The Scrutineers shall be neither Members of the Executive Committee nor candidates for the election.
- 9.7 The results of the ballot shall be declared on the day of the AGM of the RSC.
- 9.8 The Secretary may use and require such means of communication for the ballot as deemed appropriate by the Executive Committee.

## **10. Casual vacancies on the Chemistry Biology Interface Forum Executive Committee, and co-options**

- 10.1 The Executive Committee may make appointments to fill vacancies arising otherwise than through the completion of a designated term of office. Members appointed to fill such 'casual' vacancies shall serve until the next AGM of the RSC, at which time they should be eligible for election or re-appointment. A member who fills a casual vacancy shall, in addition, be eligible to serve two full terms of office consecutively.
- 10.2 The Executive Committee may, from time to time, co-opt additional members of the Executive Committee to fulfil a special role, for a defined period not exceeding three years. A former co-opted member shall be eligible for election to the Executive Committee.

## **11. Finance**

- 11.1 The RSC may provide financial support for the Chemistry Biology Interface Forum and the amount will be agreed, in consultation with the Director, Science Education & Skills and the RSC Finance Department, on an annual basis and is subject to approval by RSC Council.

## **12. Accounts and reports**

- 12.1 The Chemistry Biology Interface Forum Executive Committee will submit a report of its activities for the year to RSC Council and that report shall be made available to all members of the Chemistry Biology Interface Forum.
- 12.2 Every five years there will be a review of the Chemistry Biology Interface Forum.

### **13. Activities and Scientific Meetings**

13.1 The Chemistry Biology Interface Forum Executive Committee is expected to undertake a programme of activities that will further the purpose of the Chemistry Biology Interface Forum for which central RSC staff support will be provided.

13.2 There will be at least one business meeting each year of the Chemistry Biology Interface Forum Executive Committee to cover such items as review of the subject and supporting activities, future actions and Executive Committee elections.

### **14. Lectures and Scientific Communications**

14.1 An activity organised by the Chemistry Biology Interface Forum Executive Committee in pursuit of the objectives of the Chemistry Biology Interface Forum may involve the presentation of a scientific communication or the delivery of a lecture at a meeting of the Chemistry Biology Interface Forum members on any subject coming within the scope and objectives of the Chemistry Biology Interface Forum. In such cases, if it is intended that the communication or lecture shall be published, it must be submitted in the first instance to the Publishing Board of the RSC, or whatever body succeeds it. The Publishing Board may publish the communication or lecture in such a form as it may decide. The provisions of By-law 91 shall apply to every such lecture or communication.

### **15. Publicity**

15.1 Unless the subject relates solely to the day-to-day activities of the Chemistry Biology Interface Forum, neither the Chemistry Biology Interface Forum nor its Executive Committee shall authorise or countenance, or cause to be published or communicated any statement or other communication, either in the name of the RSC or the Chemistry Biology Interface Forum, without prior discussion with the appropriate RSC staff member.

### **16. General Meetings of the Chemistry Biology Interface Forum**

16.1 A general meeting of the Chemistry Biology Interface Forum may be called by the Chair who shall give at least three months notice of the meeting. A general meeting may be requisitioned, by at least ten members of the committee by writing, specifying the purposes of the proposed meeting, to the Chair, and if the Chair fails to call the necessary meeting within three months of the date of receipt of the letter of requisition, then the members of the Chemistry Biology Interface Forum Executive Committee concerned may themselves call the meeting.

### **17. Amendments to the Rules and Dissolution of the Chemistry Biology Interface Forum**

17.1 In accordance with the By-laws and Standing Orders, the RSC Council may at any time amend these Rules or dissolve the Chemistry Biology Interface Forum.

### **18. In cases of disagreement**

18.1 Any disagreement relating to the interpretation or application of these rules should, if not resolved by a consensus of the Chemistry Biology Interface Forum Executive Committee, be referred to RSC Council.