

Materials Chemistry Forum (MCF)

Terms of Reference

- Set, drive and deliver the strategy for materials chemistry within the RSC.
- Attract the necessary expertise within and outside the RSC.
- Liaise with specialist interest groups in the area of materials chemistry.
- Advise the RSC on publications in the materials chemistry sphere.
- Advise and influence the teaching of materials chemistry.
- Advise the RSC on new developments, key issues and keynote conferences that should be held in the materials chemistry area.
- Influence external groups, e.g., funding bodies, charities, government, Members of Parliament, the media, other learned societies, and universities.

Objectives

- Work closely and network with specialist interest groups.
- Mapping special interest group activities in the materials sciences.
- Inviting representation from all interested parties.
- Defining outputs, e.g., support for the area, meetings etc.

Rules of the Materials Chemistry Forum

1. Preamble

- 1.1 These Rules, made by the Council of the Royal Society of Chemistry (RSC) on the 6 day of May of 2004 in accordance with By-law 75 and Standing Orders made thereunder, shall apply to Interest Groups 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 Materials Chemistry Forum.

3. Purpose

- 3.1 The purpose of the Materials Chemistry Forum is:
 - (a) Set, drive and deliver the strategy for materials chemistry within the RSC.
 - (b) Influence external groups such as funding bodies, charities, government, Members of Parliament, the media, other learned societies, and universities in relation to materials chemistry.
 - (c) Liaise with specialist interest and industrial groups with interests in materials chemistry.
 - (d) Advise the RSC on publications in the materials chemistry sphere.
 - (e) Advise the RSC on influencing the teaching of chemistry with a materials emphasis.

- (f) Advise the RSC on new developments, key issues and keynote conferences that should be held in the materials chemistry area.
- (g) Attract the necessary expertise within and without the RSC.

4. Membership of the Materials Chemistry Forum

- 4.1 Eligibility for membership of the Materials Chemistry 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 Materials Chemistry Forum shall be responsible to the Science and Technology Board.

6.1 Management of the Materials Chemistry Forum

- 6.1 The Committee of the Materials Chemistry Forum shall be known as the Materials Chemistry Forum Executive Committee
- 6.2 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. The management of the day-to-day activities of MCF shall be the responsibility of the Executive Committee of up to 9 persons elected by and from among the members of MCF.
- 6.3 The Secretary to the Executive Committee (non-voting) will be a member of the RSC's permanent staff appointed by the Director of the Science and Technology Department.

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 Materials Chemistry Forum Executive Committee membership

- 8.1 The Chair and Ordinary Members shall be elected by and from the Materials Chemistry Forum. 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 Materials Chemistry Forum may co-opt the following members for a period of up to three years. Where such a representative is not a member of the RSC, then he/she will not have voting rights.
 - (i) Representatives from Organic, Dalton, Faraday and Analytical Councils and the Industry & Technology Forum, appointed by the relevant Council/Forum
 - (ii) Representatives of other relevant RSC and non-RSC specialist

interest groups, appointed by the relevant groups.

- (iii) One representative from the "Journal of Materials Chemistry" Editorial Board serving as an ex-officio member

8.3 The Chair-Elect shall serve for one year and the Immediate-Past Chair shall serve for two years.

9. Election of the Materials Chemistry Forum Executive Committee Members

9.1 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. Executive Committee members may serve only one term unless the second term is as Chair. There shall be a minimum period of two years before an individual may be considered for reappointment.

9.2 The Secretary of the Executive Committee shall notify members of the Materials Chemistry Forum of the vacancies on the Executive Committee to be filled by elections with effect from a forthcoming AGM of the RSC and shall invite nominations. Nominations shall be made with the agreement of the candidate and supported by at least two other members of the Materials Chemistry Forum and shall be lodged with the Secretary at least 6 weeks before the AGM of the RSC.

9.3 Where the number of declared vacancies equals or exceeds the number of nominations received, the candidates shall all be deemed elected to the Materials Chemistry Forum. Their election shall be announced on the day of the AGM of the RSC.

9.4 Where the number of nominations received exceeds the number of vacancies on the Materials Chemistry Forum, 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 Materials Chemistry 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.

9.5 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 Materials Chemistry 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 another full term of office.

10.2 The Executive Committee may, from time to time, co-opt up to two 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 Materials Chemistry Forum and the amount will be agreed by the Science and Technology Board on an annual basis.

12. Accounts and reports

12.1 The Materials Chemistry Forum Executive Committee will submit a report of its activities for the year to the Science and Technology Board and that report shall be made available to all members of the Materials Chemistry Forum.

12.2 Every five years there will be a review of the Materials Chemistry Forum.

13. Activities and Scientific Meetings

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

13.2 There will be at least one business meeting each year of the Materials Chemistry 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 Materials Chemistry Forum Executive Committee in pursuit of the objectives of the Materials Chemistry Forum may involve the presentation of a scientific communication or the delivery of a lecture at a meeting of the Materials Chemistry Forum members on any subject coming within the scope and objectives of the Materials Chemistry 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 Materials Chemistry Forum, neither the Materials Chemistry 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 Materials Chemistry Forum, without the prior knowledge and express permission of the Science and Technology Board.

16. General Meetings of the Materials Chemistry Forum

16.1 A general meeting of the Materials Chemistry Forum may be called by the Secretary 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 Secretary, and if the Secretary fails to call the necessary meeting within three months of the date of receipt of the letter of requisition, then the members of the Materials Chemistry Forum Executive Committee concerned may themselves call the meeting.

17. Amendments to the Rules and Dissolution of the Materials Chemistry 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 Materials Chemistry 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 Materials Chemistry Forum Executive Committee, be referred to RSC Council.