

Royal Society of Chemistry

Divisions

Model Rules approved by Council

1. Preamble

1.1 These Rules, made by the Council of the Royal Society of Chemistry (RSC) on the 9th December 2010 in accordance with By-law 75 and Standing Orders made there under, shall apply to the Materials Chemistry Division 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 Division.

3. Purpose

3.1 The purpose of the Materials Chemistry Division is:

To encourage, assist and extend the knowledge and study of materials chemistry and related science both nationally and internationally in educational, industrial, business settings and with the public by setting, driving and delivering the materials chemistry strategy within the RSC.

To further the objects of the RSC, to organise meetings, conferences and symposia and to bestow awards appropriate to the subject area of the Division.

To work with the other Divisions, Subject Groups and the Local Sections and other parts of the RSC or, when appropriate, any other external body in furthering the objectives of the RSC in materials chemistry.

To offer advice, as appropriate, to the RSC on its publications related to materials chemistry and related science

4. Membership of the Materials Chemistry Division

4.1 Only members of the RSC shall be eligible to be members of the Materials Chemistry Division. 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 Materials Chemistry Division shall be responsible to committees as decided by the RSC Council.

6. Management of the Materials Chemistry Division

6.1 The Committee of the Materials Chemistry Division shall be known as the Materials Chemistry Division Council.

6.2 The Officers of the Materials Chemistry Division shall be the President, Immediate-Past President, President-Elect, and no more than two others.

6.3 The management of the day-to-day activities of the Materials Chemistry Division shall be the responsibility of a Council of up to 16 persons from among the members of the Division [or co-opted by the Division Council]. The Materials Chemistry Division Council may appoint,

delegate some of its functions to, and dissolve sub-committees of its own members and non-members, subject to the general rules and procedures as set out in *RSC Council, Boards and Committees – General Principles*.

The quorum necessary for the transaction of any business members of the Materials Chemistry Division Council shall be as set out in *RSC Council, Boards and Committees – General Principles*. Questions arising at any meeting of the Materials Chemistry Division Council 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 Materials Chemistry Division Council will be produced and distributed as set out in *RSC Council, Boards and Committees – General Principles*.

7. Communication with Members

7.1 The Materials Chemistry Division Council may use any means of communication with members as set out in *RSC Council, Boards and Committees – General Principles*.

8. Officers and periods of Materials Chemistry Division Council membership

8.1 The President (Chair) shall be elected from amongst members of the Materials Chemistry Division and shall serve for a maximum of three years and the term of office shall run from one Annual General Meeting (AGM) of the RSC to another.

8.2 The President-Elect shall serve for one year and the Immediate-Past President shall serve for one year.

8.3 Other officers, if appointed, shall be appointed from among the members of Materials Chemistry Division Council.

8.4 Members of the Materials Chemistry Division Council shall include up to six Elected Members and four appointed members.

9. Election of the Materials Chemistry Division Council Members

9.1 Division elections will be conducted in accordance with the RSC electoral regulations for Divisions as set out in *RSC Council, Boards and Committees – General Principles* and will be reviewed on an annual basis.

10. Casual vacancies on the Materials Chemistry Division Council, and co-options

10.1 The Materials Chemistry Division Council may make appointments to fill a casual vacancy that arises through death, resignation or other reason may be filled in accordance with the provisions in the *RSC Council, Boards and Committees – General Principles*

10.2 The Materials Chemistry Division Council may, from time to time, co-opt up to two additional Members of the Council 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 Council.

11. Finance

11.1 The RSC provides financial support for the Materials Chemistry Division and the amount will be agreed on an annual basis and is subject to approval by RSC Council as part of the RSC budget setting process.

12. Accounts and reports

12.1 The Materials Chemistry Division Council will submit a report of its activities for the year to the appropriate RSC committee and that report shall be made available to all members of the Materials Chemistry Division.

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

13. Activities and Scientific Meetings

- 13.1 The Materials Chemistry Division Council is expected to undertake a programme of activities that will further the purpose of the Materials Chemistry Division for which central RSC staff support will be provided.
- 13.2 There will be at least one business meeting each year of Materials Chemistry Division Council to cover such items as review of the subject and supporting activities and future actions.

14. Lectures and Scientific Communications

- 14.1 An activity organised by the Materials Chemistry Division Council in pursuit of the purpose of the Materials Chemistry Division may involve the presentation of a scientific communication or the delivery of a lecture at a meeting of the Materials Chemistry Division members on any subject coming within the scope and objectives of the Materials Chemistry Division. 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 RSC 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 The RSC Media Team is required to authorise the release of any RSC public statement; a representative of the Materials Chemistry Division Council must have a prior discussion with the appropriate RSC staff member about any proposed public statement. This procedure does not apply to the day-to-day activities of the Materials Chemistry Division.

16. General Meetings of the Materials Chemistry Division

- 16.1 A general meeting of the Materials Chemistry Division may be called by the Council who shall give at least three months notice of the meeting. A general meeting may be requisitioned, by at least ten members of the Council, specifying the purposes of the proposed meeting, to the President of the Division, and if the President 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 Division Council concerned may themselves call the meeting.

17. Annual General Meeting

- 17.1 Divisions do not hold an Annual General Meeting

18. Regional Organisation

- 18.1 Materials Chemistry Division Council may set up one or more Regional Committees of the Division within such geographical areas and the materials chemistry Division Council shall prescribe rules governing the constitution, functions and responsibilities of the Regional Committees, subject to the agreement of the RSC Council.
- 18.2 Materials Chemistry Division Council may make monies available to Regional Committees of the Division for the conduct of their affairs.

19. Interest Groups

- 19.1 Subject to the provisions of By-law 75, the RSC Council may by Standing Order create or dissolve Interest Groups of the RSC. Such Standing Orders shall prescribe the names of such Interest Groups and shall, either directly or in subordinate rules made under such Standing Orders, provide for the powers, constitutions and governance of such Interest Groups.

20. Amendments to the Rules and Dissolution of the Materials Chemistry Division

- 20.1 A proposal for the alteration of the Rules may be put forward by the Materials Chemistry Division Council or by the members of the Division. In the latter case, the proposal must be

sent to Materials Chemistry Division Council in writing signed by not fewer than forty members of the Division.

20.2 No proposal for an alteration to these Rules shall be considered except at a General Meeting of the Division called for the purpose, and any such proposal shall require for its adoption a majority of not less than two-thirds of those voting in person or by proxy.

20.3 In accordance with the By-laws and Standing Orders, the RSC Council may at any time amend these Rules or dissolve the Materials Chemistry Division.

21. In cases of disagreement

21.1 Any disagreement relating to the interpretation or application of these rules should, if not resolved by a consensus of the Materials Chemistry Division Council, be referred to RSC Council