



European Association for Chemical and Molecular Sciences

Directives for Divisions

1.0 Introduction

- 1.1 EuCheMS is a non-profit-making organisation, with the legal status of 'aisbl' (Association internationale sans but lucratif) in Belgium. Its object is to promote the advancement of chemical sciences and the practice of chemistry in Europe.
- 1.2 EuCheMS seeks to achieve its objectives, among other means, by establishing Divisions (Constitution paragraph 5.6), to further the object of EuCheMS within their respective spheres of interest.
- 1.3 Divisions are advised to make use of these Directives and not to make decisions contrary to them without prior approval from the Executive Board.
- 1.4 Divisions are an integral part of EuCheMS aisbl and must act in accordance with the EuCheMS constitution.
- 1.5 For the successful running of a Division, EuCheMS relies on its member organisations to
 - nominate delegates to the Division Council
 - encourage and support their delegate to participate fully in the work of the Division
 - distribute information provided by their delegate on the Division's activities
- 1.6 Member organisations are responsible, where necessary, for the travel and subsistence costs incurred by the delegates, especially for attendance at the annual meeting of the Division Council, but it is hoped that expenses may sometimes be borne by employers, or by other means.

2.0 Criteria for Division status and obligations

- 2.1 Divisions promote active collaboration, maintain effective communication, and disseminate chemical knowledge among chemists in Europe working in a broad area of chemistry; e.g. by preparing progress reports, investigating important problems and suggesting topics for symposia.
- 2.2 A proposal to establish a Division must have the active participation of at least 20 EuCheMS member organisations

- 2.3 A Division has an obligation to organise a European conference at least every other year.
- 2.4 A Division will be prepared to make a contribution to the scientific programme or to a special symposium for the EuCheMS Chemistry Congresses
- 2.5 A Division will maintain an annual programme of activities in support of its field of chemistry; e.g. symposia, publications, recommendations, or providing information to the scientific community. (An indicative list of some possible activities is given in the Annex)
- 2.6 A Division will ensure that information on its activities is provided regularly to the EuCheMS Secretariat so that its official web pages can be updated
- 2.7 Divisions will ensure proper budgeting and accounting for the financial transactions of the Division Council in accordance with the requirements of EuCheMS as a legal entity. Division budgets and accounts will be incorporated in the overall EuCheMS budgets and annual accounts.

3.0 Formation of Divisions

- 3.1 A EuCheMS Working Party which fulfils the criteria in section 2.0 may make an application to the EuCheMS Executive Board to become a Division.
- 3.2 Decisions on the establishment of a Division are made by the General Assembly.

4.0 General Procedures for Divisions

- 4.1 The Division Council is the governing body of the Division and is responsible for taking all decisions concerning the affairs of the Division
- 4.2 A Division will hold an annual meeting for its delegates; the delegates may attend in person or participate by appropriate electronic means.
- 4.3 The Division shall ensure that its work does not overlap with the fields covered by other Divisions and that it fosters collaborative activities with other Divisions and other European and international organisations where appropriate.
- 4.4 Each Division shall submit an annual report on its activities to the Executive Board and, via its delegates, to the EuCheMS member organisations.
- 4.5 Divisions may form sub-groups to handle specialist areas within their broad sphere of activity.
- 4.6 Division Chairs may invite observers to participate in meetings for specific purposes, without a vote
- 4.7 Divisions may adopt supplementary working procedures for conducting their business

5.0 **Chair, Secretary and delegates to the Division Council**

- 5.1 Nominees for the position of Division Chair must have support from their EuCheMS member organisation prior to becoming a candidate.
- 5.2 The Chair shall normally be elected by and from the delegates serving on the Division Council in a ballot managed in accordance with good practice for elections; proxy voting and electronic voting are permitted
- 5.3 The term of office of the Chair is three years. Normally re-election for only one further term is possible. A third term is allowed on the basis of a special case, with the agreement of the Executive Board, provided at least two-thirds of the member organisations represented on the Division have voted in favour.
- 5.4 The duties of the Chair (or Secretary where appropriate) shall include:
- convening and conducting meetings of the Division
 - drawing up the agenda for the meetings, taking account of proposals from delegates
 - participating in the EuCheMS General Assembly, in a non-voting capacity, or arranging for an alternate to attend
 - attending, or arranging for an alternate to attend, the annual meetings of the Divisions and Working Parties Forum
 - seeking opportunities to engage in the development of EuCheMS policy positions
 - ensuring that the EuCheMS Newsletter and the Brussels News Updates are circulated to members of the Division
 - representing the Division, on invitation, at national, European or international events in the area of interest of the Division
- 5.5 The Secretary shall normally be a delegate from a EuCheMS member organisation. Nominees must have support from their EuCheMS member organisation prior to becoming a candidate.
- 5.6 The duties of the Secretary (or Chair where appropriate) shall include:
- maintaining accurate records of the names, contact details and terms of office of delegates from EuCheMS member organisations
 - keeping accurate records of decisions taken by the Division and ensuring that voting is conducted in accordance with the proper procedures
 - undertaking correspondence with delegates and member organisations to ensure that retiring members are replaced in a timely manner; the Secretary or Chair of the Division may suggest the name of an individual known to be active in the field
 - providing up-to-date information to the EuCheMS Secretariat to maintain informative Division web pages
 - promoting and publicising the activities of the Division in appropriate journals, newsletters and websites
 - preparing an annual report on the activity of the Division
 - other documentary tasks in support of the Divisions' activities

- 5.7 Each member organisation of EuCheMS can appoint up to two delegates to each Division Council
- 5.8 Appointed delegates should be leaders in the field of activity of the Division who are active in the EuCheMS member organisations and/or in national or European bodies in the field
- 5.9 Within the framework of the Division the duties of delegates shall include
- developing and contributing to the Division's scientific activities
 - seeking information from, and reporting back to, the EuCheMS member organisation
 - participating in the annual meeting of the Division Council and other activities
 - seeking opportunities to promote the activities of the Division in their own country, through meetings and publications, using electronic means of communication where possible
- 5.10 Should a delegate fail to participate in the activities of the Division for two consecutive years, the Division Chair shall inform the relevant EuCheMS member organisation, asking it to reconsider its nomination and to appoint a new delegate.

6.0 **Voting**

- 6.1 Where possible, decisions shall be taken by consensus. Where voting is required there shall be one vote per EuCheMS member organisation. On location of conferences there shall be one vote per country. Only properly nominated delegates may vote.
- 6.2 Decisions may be taken either at Division Council meetings, or by electronic means.
- 6.3 Acceptance of proposals is by simple majority (except for a proposal for a third term of office for a Chair under paragraph 5.3) provided that more than half of the members of the Division Council, being the representatives of EuCheMS member societies, are present and/or taking part in the vote.

7.0 **Winding-up of a Division**

- 7.1 The decision to wind up a Division shall be taken by the General Assembly, on recommendation of the Executive Board.
- 7.2 Reasons for dissolution of a Division include
- it no longer meets the criteria for Division status
 - there has been insufficient activity on the part of the Division for two successive years
- 7.3 A Division no longer fulfilling the criteria for Division status may elect to revert to a Working Party, with the approval of the Executive Board.

Approved by the Executive Board, October 2010

Annual Programme of activities

With reference to paragraph 2.5 an annual programme of activities may include some or all of the following or other activities, depending on the priorities of the Division:

- Summary and critical assessment of the lectures and discussions held at symposia, and if appropriate, publishing the results
- Preparation of recommendations for future Symposia, after prior discussion and agreement with appropriate organisations.
- Supplementing existing data in the area of interest, by co-operation and collaboration with university departments, industry, other institutions, and any existing national groups; e.g. by preparing registers of active researchers and research centres, or by making comparative studies between different European countries
- Replying to questions posed by EuCheMS member organisations which are of general interest, require a European dimension in their answers, and cannot satisfactorily be dealt with by a national body.