

DNRC – EuCheMS
Division on Nuclear and Radiochemistry
of the
European Association for Chemical and Molecular Sciences
Procedures and Practices

Introduction

The Division of Nuclear and Radiochemistry (DNRC) is part of the European Association for Chemical and Molecular Sciences and as such is a European, scientific, non-political, non-profit-making, non-governmental organisation.

The supplementary working procedures and practices stated in this document complement and are consistent with the EuCheMS **Constitution, Bylaws** and its **Guidelines for Divisions**.

Mission and Objectives

- 1.1 The Division of Nuclear and Radiochemistry is a network of societies and their scientists working in nuclear and radiochemistry throughout Europe and aims to have close links to related institutions all over the world. A broad communicative basis is achieved by cooperation with relevant supranational bodies such as IUPAC and IAEA as well as with journals and newsletters. It endeavours to establish and maintain the highest quality standards in science and research. DNRC accepts a role to coordinate education and training in all aspects of nuclear and radiochemistry and to offer a means of communication and collaboration between scientists working in the fields.
- 1.2 Objectives of the DNRC are:
 - (1.2.1) To contribute to the advancement of nuclear and radiochemistry in Europe;
 - (1.2.2) To identify important areas in science, technology and other human activities relevant to nuclear and radiochemistry, and to stimulate actions in such fields;
 - (1.2.3) To address aspects of importance in or to nuclear and radiochemistry which need regulation, harmonisation, standardisation or codification, and to make recommendations as appropriate;
 - (1.2.4) To encourage cooperation between nuclear and radiochemists whether working in academia, industry or governance, in particular within the countries of the member societies of EuCheMS
 - 1.2.5) To foster close contacts and cooperation of DNRC with the European Commission and other relevant institutions;
 - (1.2.6) To safeguard the interests of the nuclear and radiochemistry community, especially concerning recognition and legitimisation in matters of regulation and legislation as well as decision making in economic and in social areas;
 - (1.2.7) To assist and strengthen quality in teaching and training of nuclear and radiochemistry in education and in daily practice;
 - (1.2.8) To support the transfer and exchange of knowledge, equipment and personnel in the areas of DNRC expertise both within Europe and in non-European countries;
 - (1.2.9) To hold a European Conference at least every other year;
 - (1.2.10) To assume a general promotion and coordination function for other conferences and courses in Europe related to DNRC activities;
 - (1.2.11) To disseminate information to the wider scientific community and general public about nuclear and radiochemistry and its achievements.

2. Delegates, Observers and Guests

2.1 Delegates.

(2.1.1) Any member society of EuCheMS may be represented in DNRC by up to two **Delegates**. The Delegate is expected to participate in DNRC activities including the Annual Meeting (Section 4.1). The Delegate conveys information between DNRC and the Society represented. In case of a formal decision, the Delegates cast the votes on behalf of the societies represented; there shall be one vote per EuCheMS member organisation.

(2.1.2) A **Delegate** must have expertise in a field relevant to nuclear and radiochemistry. A Delegate is appointed by an EuCheMS member society, which ensures the financial support necessary to perform the duties resulting from the mandate. A Delegate serves on DNRC for a period according to the rules of the society represented. It is recommended that the societies appoint their Delegate(s) for a period of three years, extendible at least once. The member societies notify DNRC on the change of their Delegate(s).

(2.1.3) In the case that an appointed **Delegate** cannot participate in the Annual Meeting or other DNRC activities, the society represented may mandate a substitute for this event. This must be notified to the Chairperson (Section 3.1) or the Secretary (Section 3.3) in writing and in advance.

(2.1.4) Additional general duties apply as listed in the EuCheMS Guidelines for Divisions.

2.2 Observers

(2.2.1) DNRC desires fruitful contacts with bodies which are actively related to nuclear and radiochemistry even though they are not members of EuCheMS, E.g. IUPAC, IAEA and other Societies.

At the request of DNRC such bodies may nominate an expert in a field of nuclear and radiochemistry as an **Observer** to DNRC.

(2.2.2) **Observers** may attend DNRC meetings and participate in other DNRC activities, however, Observers have no voting rights in DNRC business.

2.3 Guests

For specific purposes and with the consent of the Delegates, a specialist may be requested by the DNRC Chair (Section 3.1) to attend DNRC meetings or to cooperate in DNRC activities as a **Guest**. Guests may give their views but shall have no voting rights.

3. Organisation

3.1 Chairperson

(3.1.1) The **Chair** represents DNRC in all external affairs and to the public in general. The Chair presides at the Steering Committee meetings (Section 3.4), convenes and conducts the Annual Meeting (Section 4.1) and other meetings of DNRC.

(3.1.2) The **Chair** reports on DNRC activities during the Annual Meeting and is responsible for keeping the Delegates, Observers and Guests informed on any important developments between the Annual Meetings. The Chair in cooperation with the Secretary (Section 3.3) maintains relations to the scientific community in nuclear and radiochemistry and as necessary to other related groups and the general public. To this end they Produce newsletters and keep the **DNRC web site** updated.

(3.1.3) The Chair attends the **EuCheMS Divisions and Working Parties Forum** meetings and participates in the EuCheMS General Assembly, in a non-voting capacity. On request of the Chair, the Secretary (Section 3.3) may fulfil this duty.

(3.1.4) The **Chair** supported by the Secretary stimulates activities of DNRC and solicits appointments of Delegates and nominations of Observers and nominations for the Biannual Conference.

(3.1.5) The **Chair**, who shall be a Delegate, is elected for 3 years and may be re-elected once for a second period. A third term is allowed on the basis of a special case specified in the **Guidelines for Divisions**.

(3.1.6) Normally the call for **nominations for the Chair** is made at the Annual Meeting in the year before the election. A nomination should be made by a society confirming their moral and financial support of the chairmanship. A nomination must be notified to the Secretary not later than three months before the Annual Meeting at which the election takes place. The candidature will be announced with the invitation to the Annual Meeting. Normally the Chair assumes office on 1 January following the election; the period in between is used for familiarisation with the current business. In case of filling an unexpected vacancy, the Chair elect assumes the office immediately after the election.

3.2 Vacancy

In case of an unexpected vacancy of the Chair, the immediate past Chair will act as **Chair ad interim** to run the current business up to the next Annual Meeting at which it is possible to elect a new Chair. If the immediate past Chair is unable to act, the Secretary will act as Chair ad interim.

3.3 Secretary

(3.3.1) The **Secretary** shall conduct the correspondence with the Delegates. In cooperation with the Chair, the Secretary draws up agendas for DNRC meetings, prepares the minutes and compiles at least twice a year a Letter of Information. The Secretary dispatches copies of this material to the DNRC Delegates, the societies they represent, the Observers and Guests, and maintains the related list of names and full addresses for postal, courier and electronic delivery.

(3.3.2) The **Secretary** is ex officio member of all DNRC **Task Forces** to facilitate mutual exchange of information.

(3.3.3) The **Secretary** is proposed by the Chair (or Chair elect). Normally the Secretary is a Delegate; the society represented is requested for moral and financial support of the appointment. The Secretary is approved by the Annual Meeting for a term of office of three years, which may be renewed.

3.4 Treasurer

(3.4.1) The **Treasurer**, will handle the DNRC budget line along with the EuCheMS Treasurer and following the directions of the Chair. The Treasurer will report to the annual meeting.

(3.4.2) The **Treasurer** is proposed by the Chair (or Chair elect). Normally the Treasurer is a Delegate; the society represented is requested for moral and financial support of the appointment. The Treasurer is approved by the Annual Meeting for a term of office of three years, which may be renewed.

(3.4.3) The Annual meeting may decide to combine the function of the **Treasurer** with the **Secretary**,

3.5 Task Force

(3.5.1) A **Task Force** may be set up to review areas of importance to DNRC. The **Head** of a Task Force is appointed by the Annual Meeting and is normally a Delegate, otherwise a Guest according Section 2.4. The Head of a Task Force reports to the Annual Meeting following its instalment giving recommendations for further action in the particular matter.

(3.5.2) Members of a Task Force shall be nominated by the respective Head and appointed by the Annual Meeting. The **membership** of all groups is approved each year at the Annual Meeting. Normally the groups meet in conjunction with the DNRC Annual Meeting.

4 Meetings

4.1 Annual Meeting

(4.1.1) DNRC Delegates meet regularly once a year for the **Annual Meeting**, which constitutes the supreme authority of DNRC. Among the duties of the Annual Meeting are

- to elect the Chair,
- to approve the Secretary on proposal of the Chair (or Chair elect),
- to appoint members of the Steering Committee on proposal of the Chair (or Chair elect),
- to initiate and authorise Task Forces, to define their field of action, to appoint their Heads, and to approve their membership,
- to receive and discuss the reports from the Chair, the Heads of the Task Forces, as well as of the representatives of any conferences (Section 6.1),
- to choose the location of future conferences, and
- to discuss and decide all relevant issues.

(4.1.2) The **Annual Meeting** should take place in conjunction with a meeting, which attracts Delegates. Invitations confirming place and date of the meeting and stating the proposed agenda, shall be sent to Delegates and their societies as well as to Observers and Guests not later than six weeks before the event. The minutes should be dispatched not later than eight weeks after the Annual Meeting; they should also inform on the proposed place and date of the subsequent Annual Meeting.

4.2 DNRC Meeting

An **extraordinary DNRC meeting** shall be arranged on the written request of two Delegates, provided the majority of all Delegates agree by postal voting.

5. Voting Procedures

5.1 Normally the DNRC reaches decisions by **consensus**.

5.2 If voting is appropriate, the case is decided by **simple majority** of the votes cast including abstentions (non-marked ballots). In case of a tie situation the Chairperson casts an additional vote.

5.3 There shall be **one vote per member society** of EuCheMS; on location of conferences there shall be one vote per country. The vote is cast on behalf of the member society by its Delegate or its mandated substitute present at the meeting.

5.5 Decisions may be taken either at DNRC meetings, or by electronic means. If voting takes place in a meeting, voting by mail or other ways of communication shall not be acceptable. If the Steering Committee feels that an **urgent decision** must be made by the Delegates, that cannot be postponed to the next regular or extraordinary DNRC meeting, electronic voting is permitted.

5.6 Election of the Chairperson shall be by **secret ballots**. A candidate is elected when obtaining more than half the votes cast including abstentions ("absolute majority"). If at a first voting no absolute majority is reached, the candidates with the two highest numbers of votes qualify for another vote when abstentions are not counted. If there is just one candidate, the ballots must ask for the choice "yes" or "no".

6. Conferences

6.1 As requested by the EuCheMS Guidelines for Divisions, DNRC holds a broad-spectrum conference on nuclear and radiochemistry once every two years. Where possible the venue is rotated between all European countries. The organisers must have the support of a national EuCheMS member society and EuCheMS sponsorship.

The **Standing Committee** of a given conference will consist of the President of the particular event, the Presidents of the previous conference of the series as well as the DNRC Secretary and Chair who chairs the Standing Committee. The Standing Committee will appoint a scientific committee and approve the local organising committee, the structure and the contents of the scientific programme and other relevant items. It offers its expertise and help to ensure the success of the conference.

6.2 As requested by the EuCheMS Guidelines for Divisions and Bylaws, the organisers will be required to submit the final budget of the conference to EuCheMS within 6 months of the close of the conference. They will then be required to transfer 20 % of any surplus to EuCheMS. Such funds will be shared between a budget line dedicated to the Division for its sole use and the general EuCheMS account as given by the valid EuCheMS regulations.

7. Awards

7.1 "DNRC Honorary Membership" is designed to honour a person of outstanding merits and long-lasting valuable services for DNRC. Current DNRC Delegates, Observers and Guests are not eligible. Any Delegate can submit in writing a detailed proposal outlining the case for an award. The proposal will be distributed with the agenda of the next Annual Meeting, to be discussed and decided there. The DNRC Honorary Membership consists of a document which states the acknowledged merits and a right to attend the DNRC Annual Meetings in an advisory role. The document will be handed over by the DNRC Chairperson at a suitable occasion, preferably in the presence of a large audience of colleagues.

8. Amendments

Amendments to this Document shall require a majority of at least two thirds of the votes cast.

Approved by the DNRC Delegates at the Annual Meeting on 29 August 2016 in Helsinki, Finland