

Guidelines for EuChemS Divisions and Working Parties (Professional Networks, PNs)

1. Introduction

1.1. The European Chemical Society (EuChemS) is a non-profit-making organisation, with the legal status of 'aisbl' (*Association internationale sans but lucratif*) in Belgium. Its objectives are to promote the advancement of chemical sciences and the practice of chemistry in Europe, increase the visibility of chemistry at the European level by speaking with unbiased voice, to create European "corporate identity" among the chemical societies and to present chemistry as an essential and indispensable provider of solutions to global challenges to European and international organizations.

1.2. EuChemS seeks to achieve its objectives, among other means, by establishing Divisions and Working Parties (Constitution paragraph 5.5), that should promote active collaboration within the area of interest.

1.3. Divisions and Working Parties shall not make decisions contrary to these Guidelines without prior approval by the Executive Board.

1.4. Divisions and Working Parties 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 or Working Party, EuChemS relies on its Member Societies to:

- a) encourage and support their delegates to participate fully in the work of the Division or Working Party
- b) distribute information provided by their delegates on the Division's or Working Party's activities

1.6. Member Societies are responsible, where necessary, for the travel and subsistence costs incurred by the delegates, but it is hoped that expenses may sometimes be borne by employers, or by other means. EuChemS does not cover these costs, while a Professional Network may decide to cover such expenses from its budget line within the EuChemS account.

2. Formation of Divisions and Working Parties

2.1. Divisions and Working Parties 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 active participation of at least 20 EuChemS Member Societies. A proposal to establish a Working Party must have active participation of at least five EuChemS Member Societies.

2.3. Decisions on the establishment of a Division or a Working Party are made by the General Assembly on a recommendation by the Executive Board.

2.4. A formal proposal defining the objectives and giving detailed arguments for the formation of a Division can be submitted to the Executive Board by

- a) at least one third of Member Societies or
- b) a EuChemS Working Party which fulfills the criterion for a Division as defined in section 2.2.

A proposal shall also include a statement about possible overlap and areas of collaboration with already existing Divisions or Working Parties.

2.5. A formal proposal defining the objectives and giving detailed arguments for the formation of a Working Party can be submitted to the Executive Board by at least five EuChemS Member Societies.

A proposal shall also include a statement about possible overlap and areas of collaboration with already existing Divisions or Working Parties.

2.6. The Executive Board may want to consult chairs of Divisions or Working Parties before taking a decision, especially when there is a significant probability of overlapping with already existing divisions.

3. Obligations of Divisions and Working Parties

3.1 A Division or Working Party shall have an annual programme of activities in support of its field of chemistry, such as

- European conference in their field of research
- contributions to a scientific programme of the EuChemS Chemistry Congresses (ECCs)
- awards
- science-policy activities
- science communication to the scientific community and beyond
- publications.

3.2. A Division or Working Party will ensure that information on its future and past activities, including financial and other internal matters, is provided regularly to the EuChemS Secretariat for the Executive Board, following a template provided by the EuChemS Secretariat, or by other means.

3.3. A Division or Working Party has a minimum obligation to organise a European conference at least every two years. A Division or Working Party shall register its conference at the EuChemS Secretariat (i.e. submit a request for recognition through the online form), however, no approval from the Executive Board is needed. When registering, a unique event number will be issued by the EuChemS Secretariat, amongst other.

Conferences of EuChemS Professional Networks shall only take place in odd years (in years when there is no ECC).

A Division or Working Party shall promote EuChemS at its conferences by e.g.

- adding a page about EuChemS in the book of abstracts,
- offering a free registration for a EuChemS representative who welcomes all on behalf of EuChemS,
- having EuChemS promotional material at the venue of the conference,
- adding a EuChemS welcome slide at the opening/closing of a conference.

Divisions and Working Parties are obliged to approach a Member Society in a country where a conference will take place and ask for its support, before anybody else bids for a conference. Support would at minimum mean that a Member Society handles the conference budget and signs a contract with EuChemS. A template contract is provided upon request by the EuChemS Secretariat, which manages the signing of the agreed contract.

Divisions and Working Parties are required to reassign a minimum of 20% of any surplus from their respective conference from the organiser of the conference to EuChemS. Half of this percentage of the surplus is for the Division and Working Party itself, to be held in a budget line within the EuChemS account for the sole use of the Division and Working Party, and half is for the central EuChemS budget. If the conference has a loss, EuChemS covers 10%, and EuChemS Division/Working Party covers the remaining 10%. The remaining 80% of the loss is covered by the local organizer.

3.4. In case a Division or Working Party opens a nomination for an award, it shall inform the EuChemS Secretariat at least three weeks prior to opening nominations. The award shall be named “EuChemS [full name of Division or Working Party] [name of award]”. The Division and Working Party shall clearly state the name of the award when informing the EuChemS Secretariat.

EuChemS Secretariat shall be informed of the name of the award, brief nomination criteria, and the opening and closing dates of nominations, and, if available, any related visuals. EuChemS Secretariat can assist in setting up a nomination form and/or promoting the award, if requested.

3.5. A Division or Working Party can submit a statement on behalf of the Division or Working Party in their expert area, after being agreed within the respective Division or Working Party, but not on behalf of EuChemS, unless it is agreed in advance by the Executive Board or either by the President or the Immediate Past President (President Elect) and the Secretary General. This refers to official (written) statements and not to opinions of individuals representing EuChemS as experts. When a Division or Working Party submits such statement, its Chair shall inform the EuChemS Secretariat.

3.6. A Division or Working Party will ensure that its official webpage is updated at least twice per year. A Division's or Working Party's webpage shall be on the EuChemS server and shall comply with the EuChemS corporate design.

3.7. In case a Division or Working Party sets up a public-facing social media page (e.g. X account, LinkedIn corporate page, etc), it shall inform the EuChemS Secretariat. The social media page shall be named “EuChemS [full name of division or working party]”. The visuals of the social media page shall comply with the EuChemS corporate design: the profile picture should be the logo of the Division/Working Party found on its official webpage. EuChemS Secretariat can assist in the setup and promotion of the social media page if requested.

3.8. A Division and Working Party shall have its budget lines within the EuChemS account which is subject to Belgian legislation and to the approval of the General Assembly.

3.9. Divisions will ensure proper budgeting and accounting for the financial transactions in accordance with the requirements of EuChemS as a legal entity. No accounts can be opened by a Division or Working Party, and no other accounts can be directly referred to, or include any reference to EuChemS. If such an unjustified event occurs, EuChemS does not bear any responsibility and cannot make claims on such an account.

3.10. Transfer of Division and Working Party funds held in the EuChemS bank account shall follow the approval of the EuChemS Secretary General and the EuChemS Treasurer, following a request by the Division or Working Party Treasurer, cc to the Chair or Secretary of the Division and Working Party.

3.11. A Division and Working Party budget shall be submitted to the EuChemS Secretariat when requested by the EuChemS Secretary General, for review by the Executive Board and later approval of the EuChemS Budget by the General Assembly. Further details are given in "P-006 EuChemS Divisions' Budget".

3.12. Divisions and Working Parties cannot make any legally binding commitments on behalf of EuChemS (see 1.4).

4. Delegates and invited guests of a Division and Working Party

4.1. Each Member Organisation of EuChemS can appoint up to two delegates to each Division or Working Party. Appointed delegates should be active and recognised researchers in the field of activity of the Division and/or Working Party in national or European bodies in the field. It is recommended that the appointment is for three years, extendible at least once.

The appointment shall be done by a Member Society through the online nomination form which is available on the EuChemS website.

4.2. Divisions and Working Parties may invite observers (guests, advisors) to participate in meetings for specific purposes, without a vote. Experts from non-Member Societies are such an example.

4.3 Divisions and Working Parties may also invite current and former EuChemS Young Chemists' Network (EYCN) members as observers. Recommendations for EYCN observers in the Divisions and Working Parties are the following:

- a) there shall be maximum one current and one former member of the EYCN in a certain Division/Working Party at the same time;
- b) term of office is two years and is not renewable. If someone starts as a current EYCN member, they can continue as a former EYCN member;
- c) possibility of an EYCN (former) member joining at the same time more than one Division/WP is not allowed.

A member is considered as a 'former EYCN member' for 5 years after stepping down from their position as the EYCN delegate. EuChemS does not cover expenses of EYCN delegate; however expenses may be covered from the EYCN-EuChemS budget line, if EYCN decides so.

5. Management of a Division and Working Party

5.1. A Division or Working Party shall be led by the Board, which consists of the Chair, the Secretary, the Treasurer, and the Web-editor. The Board may decide to appoint an advisor, who is not a Board member.

5.2. The Chair, the Secretary, and the Treasurer shall be elected by and from the delegates in a ballot managed in accordance with good practice for elections; proxy voting and electronic voting are permitted. The EuChemS Secretariat can administer the vote, if requested.

5.3. The typical term of office of the Chair is three years. Normally re-election for only one further term is possible. A third term is allowed in exceptional cases, with the agreement of the Executive Board, provided at least two-thirds of the Member Societies represented in the Division or Working Party vote in favour. The same applies to the Secretary and the Treasurer.

5.4. The duties shared between the Chair and the Secretary shall be regulated in the Division's or Working Party's working procedures (see 6.9).

5.5. The duties of the Chair or Secretary shall include:

- a) representing the Division or Working Party, on invitation, at national, European or international events in the area of interest of the Division or Working Party
- b) convening and conducting meetings of the Division or Working Party
- c) drawing up the agenda for the meetings, taking account of proposals from delegates
- d) participating in the EuChemS General Assembly in a non-voting capacity or arranging for an alternate to attend
- e) attending, or arranging for an alternate to attend, the meetings of the Divisions and Working Parties Chairs; these meetings are usually organised once per year, on invitation by the EuChemS President
- f) seeking opportunities to engage in the development of EuChemS policy positions
- g) ensuring that the EuChemS Magazine and EuChemS Magazine Plus are circulated to members of the Division and Working Party
- h) providing the Executive Board with annual report on the activities of the Division or Working Party, as well as with other required documents (see Ch. 3)
- i) maintaining accurate records of the names, contact details, and terms of office of the Division's or Working Party's delegates from EuChemS Member Societies and Observers
- j) keeping accurate records of decisions taken by the Division or Working Party and ensuring that voting is conducted in accordance with the proper procedures
- k) undertaking correspondence with delegates and via the EuChemS Secretariat also with Member Societies to ensure that retiring members are replaced in a timely manner
- l) providing up-to-date information to the EuChemS Secretariat as to further promote the activities of the Division or Working Party.

5.6 Within the framework of the Division or Working Party the duties of the Treasurer shall include:

- a) authorising all incoming expenses and outgoing invoices for the budget lines of the Division/Working Party
- b) ensuring that proper accounting is done as requested for legal entities like EuChemS, in close collaboration with the EuChemS Secretariat, which administers and manages the financial process.

5.7 Within the framework of the Division or Working Party the duties of the Web-editor shall include:

- a) ensuring that its webpage complies with EuChemS quality standards and with the EuChemS corporate design. The web editor shall not make major derogations to the template provided by EuChemS Secretariat.
- b) uploading profile images and names of the members of a Division or Working Party's governance following the EuChemS template, and ensuring that, in case of changes in governance, the governance page is updated within two weeks.
- c) ensuring that up-to-date lists of delegates and observers are available on the website, according to the EuChemS template.
- d) ensuring that the activities of the Division or Working Party are regularly updated under the "News" tab
- e) ensuring that information on the Division or Working Party's events is regularly published under "Events & Conferences" tab.
- f) in case a Division or Working Party opens a nomination for an award or grant, ensuring that the nomination procedure, deadlines, and criteria is available on the webpage under the "Honours" tab.

The EuChemS Secretariat provides guidelines explaining the fundamentals of editing a Division or Working Party's website, and, if requested, it provides assistance to web editors.

5.8 Within the framework of the Division or Working Party the duties of delegates shall include

- a) developing and contributing to the Division's or Working Party's scientific activities
- b) seeking information from and reporting back to the EuChemS Member Organisation
- c) participating in the Division's or Working Party's annual meeting and other activities
- d) seeking opportunities to promote the Division or Working Party's activities in their own country through meetings and publications, using electronic means of communication where possible.

5.9. Should a delegate fail to participate in the activities of the Division or Working Party for two consecutive years, the Chair shall inform the relevant EuChemS Member Organisation, cc EuChemS Secretariat, asking to reconsider its nomination and to appoint a new delegate.

6. General Procedures for Divisions and Working Parties

6.1. A Division or Working Party will hold an annual meeting for its delegates, who may attend in person or via electronic means if a hybrid or on-line meeting is agreed in advance. Approved meeting minutes shall be deposited at EuChemS Secretariat.

6.2. A Division or Working party shall ensure that its work fosters collaborative activities with other Divisions and/or Working Parties and other European and international organisations, where appropriate.

6.3. Divisions and Working Parties may form sub-groups to handle specialist areas within their broad sphere of activity and more important, set up across Division/Working Party collaboration, in view of increased multidisciplinary. The Chair of a Division/Working Party shall inform the Secretary General when such groups are formed.

6.4. Where possible, decisions shall be taken by consensus. Where voting is required, there shall be one vote per EuChemS Member Organisation. Voting can be either open or secret.

6.5. Decisions may be taken either at Division or Working Party meetings, or via electronic means.

6.6. A delegate of a Division or Working Party may grant proxy voting rights to another delegate. This should be done in written form.

6.7. Acceptance of proposals is by simple majority (except for a proposal for a third term of office for a Chair under paragraph 5.2) provided that more than half of the members of the Division or Working Party, being the representatives of EuChemS Member Societies, are present and/or taking part in the vote. If quorum is not achieved, another meeting is called, for which the quorum is not needed.

6.8. A Division or Working Party shall send a request for changing its name, if the majority decides so, to the Secretary General. The final decision is with the General Assembly, following a recommendation by the Executive Board.

6.9. Divisions and Working Parties may adopt supplementary working procedures for conducting their business. These working procedures shall be aligned with the EuChemS guidelines and good working practices. All the internal working procedures shall be uploaded by the Chair or Secretary of the Division/Working Party on the EuChemS SharePoint of the Division/WorkingParty (accessible to all representatives).

7. Winding-up of a Division or Working Party

7.1 The decision to wind up a Division or a Working Party shall be taken by the General Assembly upon recommendation from the Executive Board or a Division or Working Party.

7.2. Reasons for dissolution of a Division or Working Party include

- a) achievement of all pertinent objectives of the Division or Working Party
- b) it no longer meets the criteria for Division or Working Party status (see Ch 2)
- c) there has been insufficient activity on the part of the Division or Working Party for two successive years
- d) establishing a new Division or Working Party that will cover the area of an existing Division or Working Party with the addition of areas currently not covered, which may require the dissolution of an existing Division or Working Party. Dissolution of a Division or Working Party needs agreement of all Divisions and/or Working Parties concerned.

7.3. A Division no longer fulfilling the criteria for Division status may choose to revert to a Working Party, with the approval of the Executive Board.

8. Final provision

The guidelines also apply to the EuChemS Young Chemists' Network and the EuChemS Senior Chemists' Network.

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