

## Rules of the European Young Chemists' Network

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### *Preamble*

The European Young Chemists' Network (hereafter referred to as "EYCN") is the younger members' division of the European Chemical Society (EuChemS). Its mission is to unite and empower young chemists across Europe. Committed to fostering collaboration, innovation, and professional development, EYCN provides a dynamic platform for emerging scientists to advance their careers.

Our motto: **Empowering Young Chemists for a Brighter Future.**

### *1. Aims and Tasks*

The EYCN seeks to provide a platform within the EuChemS framework where young chemists can:

- a. Contribute to a unified voice in science, education, and science policy, with a specific focus on chemistry and chemistry-related sciences, ensuring that their views are represented across Europe.
- b. Establish and participate in scientific networks that promote a supportive scientific community throughout Europe, facilitating interactions between academic institutions as well as between academia and industry.
- c. Generate and expand upon the new ideas and initiatives that contribute to the future of science and the development of European society.
- d. Enhance the public image of chemistry, raising awareness of its role as a tool for addressing societal challenges and promoting its relevance to the general public.
- e. Ensure that the needs and opinions of young chemists are conveyed to the EuChemS Executive Board, advocating for equal participation in EuChemS initiatives and programmes.

### *2. Membership*

EYCN membership operates at both an organisational and individual level:

- a. Member Societies of the EYCN are organisations representing young chemists from EuChemS Member Societies.
- b. Young members of any EuChemS Member Society (as defined by their national criteria) are automatically Members of the EYCN.
- c. Member societies appoint Delegates (§3.1.1 b.) to represent them within the EYCN direct organisational framework. This is done by submitting a formal request (e.g, via email) to the Chair of the EYCN and the Team Leader of the Membership Team. In cases where Delegates have already been appointed, another Delegate may notify the

Board and the Membership Team Leader of the change, but only with explicit approval from the Chair of the Member Society.

### **3. Institutions of the EYCN**

The structure of the EYCN consists of a general assembly (all Members of the Member Societies), Delegate Assembly (collective body composed of Delegates; hereafter abbreviated to as "DA") and Board elected among the DA. The DA is further divided into respective Teams. The EYCN is also supported by Advisory Delegates.

#### **3.1. Delegate Assembly**

##### **3.1.1. Definition and Structure**

- a. The Board is the highest organisational body of the EYCN, coordinating the activity within the Delegate Assembly.
- b. The DA is open to all Member Societies, and each EuChemS Member Society may appoint up to four Delegates to represent their respective society within the EYCN.
- c. The DA shall convene at least once a year at an independent EYCN event known as the Convocation of the Delegate Assembly (hereafter referred to as "Convocation"). The announcement of the Convocation will be made at least six weeks in advance of the date. It will consist of at least a tentative agenda, date and place of the meeting."
- d. In order to maintain diversity and representation of all Member Societies, no single Member Society may be represented by more than two Delegates during the Convocation. This restriction does not apply to invited guests.
- e. The voting body of the DA consists of a single Delegate from each Member Society. Each Delegate is entitled to one vote. A Member Society may choose to be represented by another Delegate from a different Member Society through written authorisation, which must be submitted to the Chair of the EYCN at least 24 hours prior to the Convocation.
- f. For a vote to be valid, at least 40% of the Member Societies must be present to meet the quorum. In the case of the amendments to the Rules of the European Young Chemists' Network the quorum is raised to two-thirds of the Member Societies. Decisions are made by a simple majority.
- g. In cases where a Delegate is found to have abused their position or undertaken actions detrimental to the EYCN, the DA reserves the right to revoke the Delegate's representation and request that the relevant Member Society appoint a new representative.

##### **3.1.1.1. Organisation of the Convocation**

- a. Convocation may take place either in person or online, with the latter being an option of last resort.

- b. Convocation should be organised by the Member Societies, especially in the case of in-person meetings. In the case of the online meetings the Convocation can be organised by the Board.
- c. Prior to the meeting, the Board announces an open call for the organisation of the next Convocation, and sends it to the Delegates. This includes the invitation, the template of the project form as well as the schedule. The rules and requirements for the organisation of the Convocation may be adjusted, depending on the financial status of the EYCN as well as outside requirements imposed by the EuChemS.
- d. The Board is responsible for the initial, formal review of the application and if the application meets formal requirements, the Board should consult it with the Delegates.
- e. The selection of the organising Member Society should be done during the next Convocation, if not possible, this voting can be done online, outside of the Convocation. All the proposals should be presented by the representative of the Member Societies.
- f. In the case of the submission of only one application, the application gets pre-accepted by the Board, to secure the organisation of the Convocation. However, the application will still be consulted with the DA.
- g. Advisory Delegates who are Members of the Board have a right to attend the Convocation, however are not allowed to vote (§3.4.c.).

### **3.1.2. Role and Responsibilities**

The Delegate Assembly has the mandate to:

- a. To decide on the acceptance of new Member Societies by a simple majority vote of the Delegates during the Convocation, at which time the new member will be granted voting rights.
- b. To evaluate the annual report and determine the general strategy of the EYCN.
- c. To decide by majority vote on the establishment of various Board functions, the number of Board members, and their respective responsibilities (§3.2 a.) as well as establishment or dissolution of the topical Teams (§3.3.).
- d. To elect the Board through a secret ballot, striving for diverse and equal representation of different Member Societies. No more than two Delegates from the same country may serve on the Board. Voting decisions are made by a simple majority. In the event of a tie, a second vote shall be cast. If a second vote fails to resolve the tie, the decision shall be made by random selection (e.g., by coin toss).
- e. To amend the "Rules of the European Young Chemists' Network" by a vote with a two-thirds majority of the Member Societies.

### **3.2. The Board of the EYCN**

- a. The Board of the EYCN shall consist of a minimum of four and a maximum of nine members, including the Chair, Vice-Chair, and Treasurer (collectively referred to as the Executive Board), as well as up to five Team Leaders. The Delegate Assembly

may decide not to instate any of these positions if deemed unnecessary or may allow one individual to hold multiple roles. The Chair, Vice-Chair, and Treasurer shall be defined according to EuChemS regulations. Team Leaders shall be defined in accordance with §3.3.

- b. Board members shall be directly elected by the DA for a term of two years. A Board member may resign voluntarily by submitting written notice to the Chair (with a six-week notice). In the case of the Chair's resignation, the notice shall be submitted to the next-in-charge Board member. Upon resignation of a Board member, the responsibilities shall be redistributed among the remaining Board members until by-elections are held.
  - a. The Vice-Chair shall assume the role of the Chair.
  - b. The Treasurer shall assume the role of the Vice-Chair.
  - c. A Team Leader may assume the role of Vice-Chair or Treasurer if necessary.

In the event of a resignation of any Team Leader, another Board member or a willing team member may temporarily assume the role and shall perform all the responsibilities of the former Team Leader until the next by-elections.

A Board member may serve a second consecutive term but may not serve a third consecutive term. The Chair may only serve a single term and is expected to act as an advisor for the subsequent term. The Chair should be elected from a different country for each term.

- c. A forced resignation of a Board member may be decided upon by a vote of the Delegates, which may take place between Convocations in the form of an extraordinary Convocation, organised by the Board. The decision requires a simple majority vote. However, in the case of gross negligence or misconduct, the Board itself may vote to remove a member, provided two-thirds of the Board members vote in favour. The affected Team (if applicable) shall be consulted prior to the vote.
- d. In cases of voluntary or forced resignation (except for the Chair), by-elections should be held, unless the annual Convocation is scheduled to take place within a reasonable period, during which elections will occur. In the case of the Chair's resignation, new elections shall be organised immediately by the next-in-charge Board member or a EuChemS representative if the entire Board disbands.
- e. The Board shall directly advise the DA and shall be responsible for the management of the EYCN and the execution of its general strategy.
- f. The Board shall prepare the annual report and agenda and present them at least once a year during the Convocation.
- g. The Board may consult the DA electronically for advice or voting if circumstances require.
- h. Board decisions shall be made by a simple majority vote. In the event of a tie, the Chair shall cast the deciding vote.
- i. Once a Board member's term begins, they retain their position until the term ends, even if they cease to be an official Delegate. In such a case, upon approval of the Board, the Board member becomes Advisory Delegate and holds such a status until the end of their term.

### **3.3. Teams**

The Delegate Assembly has the authority to establish topical Teams with specific responsibilities.

- a. Teams shall be instituted until a DA dissolves the team.
- b. Each Team shall be headed by a Team Leader, who is directly elected by the DA.
- c. A Team Leader is responsible for the performance and oversight of specific tasks of the Team.
- d. Each Team Leader shall represent their Team on the Board.
- e. Teams shall consist only of Delegates from Member Societies and may be supported by EYCN Advisory Delegates.

### **3.4. EYCN Advisory Delegates**

Former Delegates who have demonstrated particular activity and are willing to continue contributing to EYCN may become Advisory Delegates.

- a. To become an Advisory Delegate, a former Delegate must notify the Board of their intention.
- b. The Board shall decide on the application and may seek advice from former Delegates if necessary.
- c. Advisory Delegates do not hold voting rights, nor affiliation, but may participate in EYCN activities and attend Convocations by invitation. The number of Advisory Delegates present may be limited by the organisers of the Convocation or the Board.
- d. The title of Advisory Delegate is granted for one year and may be renewed for an additional year.
- e. The Board may revoke the status of an Advisory Delegate if the individual is deemed inactive or non-participatory.
- f. Advisory Delegates are expected to remain involved in EYCN activities.

### **3.5. EYCN Alumni**

- a. Any Delegate who completes their term shall automatically become an EYCN Alumnus or Alumna.
- b. EYCN Alumni do not hold voting rights and do not participate actively within EYCN activities.

## **4. Resources**

- a. Resources should be sought from industry, societies, organisations, individuals or government bodies.
- b. Each team will be responsible for fundraising for their respective projects and will coordinate with a designated Board member regarding contracts, invoices, etc., with sponsors and supporters.
- c. Invoices in the name of the EYCN are issued by the Chair only after approval from the EuChemS Treasurer.
- d. The Board will report the financial situation of the EYCN at the Convocation.
- e. All resources raised will be used solely for activities of the EYCN.
- f. The EYCN will not retain any assets.

### **5. Identification of the EYCN**

- a. The EYCN shall use its official logo, the name “European Young Chemists’ Network” and the acronym “EYCN” for all identification purposes in external communications and documents.
- b. Any use of the EYCN’s name or logo by a third party requires prior approval from the EYCN Board.



### **6. Final Provisions**

In the event of any ambiguity, uncertainty, or unresolved matters arising from the interpretation, application, or implementation of this agreement/document, the Board will seek guidance in accordance with the established policies, standards, and protocols of EuChemS. Where applicable, EuChemS guidelines shall serve as a reference to ensure clarity, precision, and alignment with recognized practices in relevant fields. If none of the above resolves the problem, EuChemS will be asked to take all the necessary actions to help maintain the integrity of the EYCN.”