

# IYCN Statutes

IYCN is the **International Younger Chemists Network** and was officially launched in São Paulo, Brazil, in July 2017, after being proposed by young chemists from more than ten countries. IYCN is an associated organization of the *International Union for Pure and Applied Chemistry* (IUPAC) since July 2017.

The International Younger Chemist Network (hereafter referred to as “IYCN”) is a voluntary, non-government, non-profit association representing early career chemists (hereafter referred to as “Beneficiaries”) under 35 years old or who have completed a degree in chemistry, or post-doctoral training during the past 5 years.

## 1. IYCN Structure

### 1.1 General Definitions

S1. *Beneficiary*: any chemist who fulfills one or more of the following criteria: currently pursuing a chemistry-related degree (e.g. Bachelors, Masters, PhD), is less than 35 years old, or has completed a chemistry-related degree or training (e.g. post-doc) during the past 5 years.

S2. *Member*: a person who fits the description of *Beneficiary* and has declared an interest in participating in the activities of IYCN. Any person not fitting this description, but is willing to join IYCN as a *Member*, may ask the *Executive Board* to examine their case, under special circumstances such as career-breaks. *Members* should declare their interest by contacting the *Executive Board*.

S3. *Senior Contributor*: a person who does not fit the description of a *Beneficiary* but who takes an active part in IYCN. *Senior Contributors* do not have voting rights and cannot be part of the *Executive Board* or be a *Steering Committee Leader*, but they can have a role in IYCN through participation in *Steering Committees*. Any project *Senior Contributors* participate or lead must have a *Steering Committee Member* in it.

S4. *Senior Advisor*: a person with recognized experience in the leadership of chemical associations or institutions, whose role is to advise and provide feedback to the *Executive Board*. Both the *Executive Board* and the *Council* may nominate a *Senior Advisor*. *Senior Advisors* are confirmed by a vote of the *Executive Board*.

### 1.2 Legislative part

S5. *Represented Country*: a country, as defined by the United Nations, who has at least one active individual *Member* who has declared an interest in participating in IYCN, through their relation to the country (country of origin, country of work). *Nota Bene*: *All countries are welcome, regardless of their current relationship with IUPAC*.

S6. *Delegate*: an individual person of a *Represented Country* to officially represent the country at the IYCN *General Assembly*. A *Delegate* should be a *Member* of IYCN but not a member of the *Executive Board*. Each country designates one *Main Delegate* and one *Substitute Delegate*. During *General Assemblies*, the *Main Delegate* takes part in the vote unless they are not able to be present (either in person, or virtually), in which case the *Substitute Delegate* takes part in the vote. As a result, each *Represented Country* has one vote.

S7. *Council*: the council is composed of all the *Delegates* and the *Executive Board*. Only the *Delegates* take part in the vote. The *Council Meeting* takes place during the *General Assembly*.

S8. *General Assembly*: is the event during which the *Council* meets. It takes place every **two years** during the IUPAC General Assembly. Virtual attendance (i.e. online platforms) must be ensured by the *Executive Board*. *Delegates* must be present, either in person or virtually, at the *Council Meeting* to vote. The *Executive Board* may decide to open part of the *General Assembly* to *Members*, *Senior Contributors*, *Senior Advisors*, or any *Observer*, to foster discussions and exchanges.

### **1.3 Executive part**

S9. *Executive Board*: The *Executive Board* is composed of the *Chair*, the *Chair-Elect*, the *Secretary*, the *Treasurer*, and the *Leaders of the Steering Committees*. In case of even number of people, the *Chair* has the casting vote.

S10. *Chair* and *Chair-Elect*: The *Chair* should be a *Member* of IYCN. The *Chair* represents IYCN and leads the *Executive Board* for 2 years. The *Chair-Elect* should be a *Member* of IYCN. This person assists the *Chair* in their functions. Any individual may serve in the role of *Chair* and/or *Chair-Elect* for a maximum of 4 years in total.

S11. *Secretary*: The *Secretary* should be a *Member* of IYCN. They oversee tracking actions and executive decisions taken by the *Executive Board*.

S12. *Treasurer*: The *Treasurer* should be a *Member* of IYCN. They oversee accounting actions and executive decisions taken by the *Executive Board*. The *Treasurer* is a member of the *Finance Committee* but cannot be the leader.

S13. *Steering Committee*: a workgroup of *Members*, focused on one of the missions of IYCN. The number of *Steering Committees* and the number of *Members* in them may evolve over time. However, each *Steering Committee* should keep a manageable, practical size for efficient work (5-members recommended). *Steering Committee members* shall be (re)confirmed at the *General Assembly*.

S14. *Members of Steering Committee*: should be *Members* or *Senior Contributors* of IYCN. New members may be nominated by members of the *Steering Committee* or by the *Executive Board*, and they must be approved by the *Executive Board*. Diversity in countries of origin, countries of work and culture should be strongly encouraged when considering composition of the *Steering Committees*. *Members of Steering Committees* must commit for at least twelve months of service to the committee when being appointed.

S15. *Steering Committee Leaders*: *Steering Committee Leaders* should be members of IYCN. They are members of the *Executive Board* and have voting rights in the *Executive Board*. They must commit for at least twelve months of service when appointed. Two people may choose to take on the role of Co-leaders and share the responsibilities of running the team. However, they will only be allowed one vote on the *Executive Board*.

## **2. Objectives**

S16. The objectives of the IYCN are as follows:

Create a unified global network of young chemists to communicate, collaborate, educate, and mentor. In pursuing these objectives, the IYCN will observe the basic policy of political non-discrimination and affirms the rights of younger chemists of any country to adhere to, or to associate with international

activity in the field of chemistry without regard to race, religion, gender, sexual identity, or political philosophy.

### ***3.Membership for Countries and Delegates***

S17. Any country becomes a *Represented Country* as soon as one active individual *Member*, of the nationality of this country or currently working in this country, makes the request in writing to the *Executive Board*. A country without a *Member* ceases to be a *Represented Country* after six months.

S18. *Members* may be subject to fees in the future. This fee shall be voted by the *Council* and is part of the *Bylaws*. The same fee will be applied to all *Members*, regardless of their nationality. The fee shall not discourage new members to join IYCN.

S19. *Senior Contributors* are charged with the same fee as *Members*.

### ***4. Generalities about the Statutes***

S20. Any modification of the *Statutes* requires a presentation of changes at the *Council Meeting* during the *General Assembly*. **A passing vote requires that the absolute majority of the IYCN Delegates in attendance, either in person or those attending virtually, vote “yes”.** In other words, this is as many “yes” votes as half plus one of the *Represented Countries* registered at IYCN.

S21. In the unlikely event that *Statutes* and *Bylaws* are contradictory, *Statutes* will prevail.

S22. In all cases where the *Statutes* are not clear or do not give a decision, the *Executive Board* ruling shall be decisive.

S23. The English text of the *Statutes* shall be used exclusively as the authorized text for the interpretation of the Articles of the *Statutes* and *Bylaws*.

S24. Changes in the *Statutes* may be proposed by the *Delegates*. Notice of changes so proposed shall reach the *Secretary* in electronic **writing at least one week** before the meeting of the *Council* at which the proposal is to be considered.

# IYCN Bylaws

## ***B0. Generalities about the Bylaws:***

**B0.1** Any modification of the *Bylaws* requires a presentation of changes at the *Council Meeting* during the *General Assembly*, and requires a simple majority vote, meaning at least as many “yes” as half, plus one of the number of *Represented Countries* represented at this *Council Meeting*, to pass.

**B0.2** In all cases where the *Bylaws* are not clear or do not give a decision, the *Executive Board* ruling shall be decisive.

**B0.3** Changes in the *Bylaws* may be proposed by the *Delegates*. Notice of changes so proposed shall reach the *Secretary* in electronic writing **at least one week before the meeting** of the *Council* at which the proposal is to be considered.

**B0.4** The *Bylaws* shall take effect immediately after their adoption.

## ***B1. Delegates nomination and role:***

**B1.1** It is the sole responsibility of each *Represented Country* to designate its two *Delegates*.

**B1.2** The *Represented Country* must rely on *National Chemical Societies* for the designation process if there are any.

**B1.3** For *Represented Countries* affiliated with IUPAC, the IYCN *Executive Board* will contact the organization listed on the IUPAC website under “National Adhering Organizations (NAO)” with IUPAC.

**B1.4** For *Represented Countries* not affiliated with IUPAC, IYCN will identify, to the best of its capacity, one or several relevant organizations (e.g. local chemical societies or sections, major universities, etc.). IYCN will contact them simultaneously and request they reach an agreement between each other prior to sending the names of the *Represented Country Delegates*. In the event of member self-nominations, the respective chemical societies of their countries will be contacted and allowed to pass judgement on such nomination within 30 days. If there are neither chemical societies nor formal academies, the self-nominated members, if the number exceeds two, shall decide among themselves the final two *Delegates*.

**B1.5** If no agreement can be found within a *Represented Country*, no *Delegate* will be admitted from this country.

**B1.6** *Delegates* are designated from January 1st of the year of a *General Assembly*, until December 31st of the year preceding the next *General Assembly*.

**B1.7** The *Governance Committee* of IYCN is responsible for recording the names of *Represented Country Delegates*.

**B1.8** The *Delegates* hold a legislative role in IYCN:

1. They vote the resolutions proposed during the *Council Meeting*;
2. They can propose resolutions to be discussed at the next *Council Meeting* by contacting the *Executive Board*;

3. They evaluate and validate the decisions and actions taken by the *Executive Board* in the name of IYCN at each *Council Meeting*. In this purpose, the *Executive Board* presents at each *Council meeting* its actions (Activity Report) and *Accounts* (Balance Sheet) of the past period, since the previous *Council Meeting*. The *Executive Board* also presents its planned actions and prospective balance sheet for the next period. The *Delegates* vote on these four elements (past actions, past balance sheet, prospective action, prospective budget);
4. They represent their country at IYCN, and are entitled to raise any question or suggestion, in writing and prior to the *Council Meeting*, that may be of interest to IYCN, whether this should be, or not the object of a vote;
5. They may be asked to comment on IYCN goals and projects throughout their term and will receive a written summary from the *Executive Board* annually.

**B1.9** The *Delegates* are encouraged to actively participate in IYCN actions and report back to their own countries.

## **B2. General Assembly**

The *Executive Board* and *Governance Committee* are responsible for the organization of the *General Assembly*. The *General Assembly* is an opportunity for IYCN *Members* to meet, discuss and work together for the benefit of IYCN. During the *General Assembly*, symposia, focused work groups, networking receptions or any relevant event may be organized. Moreover, the *Council Meeting* is organized during the *General Assembly*.

## **B3. Council Meeting**

**B3.1** A virtual presence is counted as attendance, provided the *Delegate* is available for full participation in discussions and in voting as needed. It is the responsibility of the *Executive Board* to ensure that virtual attendance is technically feasible at each *Council Meeting*. It is the responsibility of the *Delegate* requesting virtual attendance to contact the *Secretary* of IYCN, or the *Governance team Lead* at least two weeks prior to the meeting, and to insure a stable internet connection on his/her side during the meeting.

**B3.2** *Observers*, i.e. people outside IYCN, may attend the *Council* meeting upon invitation by the *Executive Board*. The names of approved *Observers* shall be communicated to the *Secretary* at least two weeks prior to the meeting.

**B3.3** Functions of the *Council Meeting* are in particular:

1. To elect the *Chair*, *Chair-Elect*, *Secretary* and *Treasurer* of IYCN;
2. To discuss and provide actionable feedback on the general policies of the IYCN;
3. To examine and establish the budget of the IYCN for the next two financial years;
4. To take such other actions as are required in the exercise of its *Bylaws*.

**B3.4** The official text of any reports shall be in English.

**B3.5** Regular *Council Meeting* takes place during the *General Assembly*. The quorum to open a *Council Meeting* is 15% of all *Represented Countries* at the beginning of the meeting. As written above, larger quorum is necessary to modify the *Bylaws* and/or the *Statutes*.

**B3.6** In case of an emergency, which prevents the holding of elections, the *Executive Board*, will continue to serve until statutory elections can be held.

**B3.7** In the event of urgent circumstances, an *Extraordinary Council Meeting* may be organized at the request of either:

1. At least one quarter of the *Represented Countries*;
2. An absolute majority of the *Executive Board*.

#### ***B4. Executive Board and Steering Committees***

**B4.1** The principal duties of the *Executive Board*, subject always to the *Statutes* and *Bylaws*, are as follows:

1. To ensure the strict observance of *Statutes* and *Bylaws*;
2. To prepare the agenda for meetings of the *Council* and to make provisions for elections;
3. To make recommendations therein to the *Council*;
4. To attend the meetings of the *General Assembly*;
5. To implement the decisions of the *Delegates* and execute the programs of the IYCN as directed by the *Delegates*.

#### ***B4.2 Chair and Chair-Elect***

1. The *Chair-Elect* is elected during the *Council Meeting*, for two years. The *Chair-Elect* is the *Chair-Elect* who will be taking the *Chair* position for the next term. Before the *General Assembly*, the *Executive Board* runs a vote of confidence for the *Chair-Elect* to take the position as *Chair*. If a majority of the *Executive Board Members* are in favor, the *Chair-Elect* automatically becomes *Chair* for the next term. Otherwise, the *Chair* position is open for election at the following *General Assembly*. Candidates for the *Chair* position must be members of the *Executive Board*. If no *Executive Board Members* are willing to be candidates, the candidates should be *Steering Committee Members*. If no *Steering Committee Members* are willing to be candidates, the candidates should be *Members* of IYCN.
2. The *Chair* shall not be re-elected as *Chair* or *Chair-Elect*.
3. The *Chair-Elect* shall not be re-elected as *Chair-Elect*.
4. In the event of resignation of the *Chair*, the *Chair-Elect* takes over as *Chair* until the next *General Assembly*.
5. In the event of resignation of the *Chair-Elect*, or if they take over as the *Chair*, a new *Chair-Elect* is elected by the *Executive Board*, amongst the *Executive Board Members* of IYCN.
6. In the event of resignation of both the *Chair* and the *Chair-Elect*, the *Governance Committee Leader* becomes *Chair* until the next *General Assembly*.
7. The *Chair* is the administrative head of the IYCN and shall preside at the meetings of the *Council Meeting*, and of the *Executive Board*.

8. The *Chair* shall submit to each regular *Council Meeting* a report on the general state of the IYCN.

9. In principle, and in the spirit of promoting cultural diversity in IYCN, the *Chair* and *Chair-Elect* should not hold the same nationality.

#### **B4.3 Secretary**

1. The *Secretary* is elected for two years and is eligible for re-election up to a maximum of four years of service.

2. In the event of resignation of the *Secretary*, or if they take over another position in the *Executive Board*, a new *Secretary* is elected by the *Executive Board*, amongst the *Members* of IYCN.

3. The *Secretary* is responsible for keeping and organizing IYCN records.

#### **B4.4 Treasurer**

1. The *Treasurer* is elected for two years and is eligible for re-election up to a maximum of four years of service.

2. In the event of resignation of the *Treasurer*, or if they take over another position in the *Executive Board*, a new *Treasurer* is elected by the *Executive Board*, amongst the *Members* of IYCN.

3. The *Treasurer* is responsible for keeping and organizing the accounts of IYCN.

**B4.5 Steering Committee Members** can be self-nominated or nominated by any *Member*. The *Executive Board* calls for nominations within the members of IYCN. They are vetted by the corresponding *Steering Committee Leader* and approved by the *Executive Board* striving for diversity. The list of members of each *Steering Committee* is tracked by the *Secretary*.

**B4.6 Steering Committee Leader.** Leaders can be self-nominated or nominated by any *Member* of the *Steering Committee*. The *Executive Board* calls for nominations within the members of IYCN. The proposed *Steering Committee Leaders* are vetted by the *Executive Board*. Then, an election is organized by the *Executive Board*: the *Steering Committee Members* vote to designate their next *Steering Committee Leader*.

**B4.7 Creation of a new Steering Committee.** If need arise the *Executive Board* may create a new *Steering Committee*. The *Executive Board* calls for nominations within the members of IYCN. The *Executive Board* appoints the new *Steering Committee Leader*.

**B4.8 Termination of a Steering Committee.** In the event that the *Executive Board* observes a *Steering Committee* is no longer required, the *Executive Board* may propose to close the *Steering Committee*. This should be put to a vote at the next *Council Meeting*.

**B4.9** In the event that a *Member* or a *Senior Contributor* holding a responsibility in IYCN *Executive Structure* is not able to serve regardless of the cause (illness, career break, unavailability, etc.) their peers and/or committee leader may reach to the *Executive Board*. The *Executive Board* may vote on terminating the responsibility of this person, effective immediately.

## ***B5. Voting Procedure in Council Meeting***

### **B5.1 Elections**

For election of *Chair, Chair-Elect, Secretary* and *Treasurer*, the following rules shall apply:

Nominations may be made by the *Members* and shall be made at any time up to one week prior to the *General Assembly*. The *Governance Committee* shall monitor the call for nominations and candidate statements. Nominations can include self-nominations from *Members* fulfilling the membership criteria of IYCN. The *Chair, Chair-Elect, Secretary* and *Treasurer* will be elected at the *Council Meeting* by a written (in-person delegates) or electronic ballot (virtual delegate attendees), a simple majority of the votes recorded being required for election. The election for each officer shall be held separately. If no nominee receives a majority on the first ballot, the nominee receiving the smallest number of votes shall be eliminated from the next ballot and successive ballots shall be held until a nominee receives a simple majority of the votes recorded or there are only two nominees on which to vote. If two nominees get an equal number of votes, the outgoing *Chair*, after consultation with the *Executive Board*, shall cast the deciding vote.

### **B5.2 Vote on other matters**

Proposals on other matters, after consideration, may be adopted without a formal vote unless objections are raised, when a vote shall be taken. Unless specifically stipulated otherwise in the *Statutes* and *Bylaws*, a simple majority of the votes recorded shall be required for adoption.

### **B5.3 Additions to Council Agenda**

Matters to be considered at a meeting of the *Council* must appear on the agenda of that meeting, which shall be sent to the *Represented Countries* at least one week before the meeting is to be held. However, in case of urgency, a question may be added to the agenda with the consent of at least a single *Delegate*, but only when at least three-quarters of the *Represented Countries* are represented by at least one *Delegate* at the meeting.

## ***B6. Membership for regular Members***

The current Membership fee for *Members* is \$0, meaning that there is no fee. The membership fee may be revised in the future during a *Council Meeting*.