

# By-laws of the International Society of Electrochemistry (ISE)

## Article 1: Admission and removal of members

### *Application for membership*

Applicants for Individual Membership shall be active within the field of electrochemistry, either in research, in higher education or in the industrial application of electrochemistry. Application for all categories of Membership shall be on the form (electronic or printed version) appropriate to that category of membership and adopted by the Executive Committee. Formal admission to the Society of new Members shall involve payment of the first dues, recommendation by two members in good standing, and approval by the Executive Committee. Rejection of a duly submitted application requires a 2/3 majority decision by the Executive Committee.

### *Corporate and Corporate Sustaining Members*

Corporate Members shall be non-profit organizations (e.g. university departments). Corporate Sustaining Members shall be profit-making organizations (e.g. private companies). Applicants for Corporate Membership shall designate one representative and applicants for Corporate Sustaining Membership one or two representatives, in each case active in some aspect of electrochemistry. These representatives shall have the same rights and privileges as Individual Members, except that the special prices available to individual members for the purchase of journals may be different, according to the contract in force between the Society and the publisher. The Secretary General must be informed of any change in the names of the representatives as soon as possible; this is required before new representatives can exercise their voting rights.

### *Honorary Members*

Honorary Members are appointed by the Executive Committee, after consultation with the Council, in recognition primarily of their contributions to ISE. The total number at any time is limited to ten.

### *Termination of membership*

Those members who wish to terminate their membership should inform the Secretary General.

### *Exclusion from membership*

Any category of Member may be excluded from membership if their actions (or those of the Corporate/Corporate Sustaining Member they represent) either bring the Society into disrepute or are persistently and knowingly in contravention of the Constitution. Under such circumstances, the following procedure shall be enacted, the result of which shall be either exclusion or exoneration with full reinstatement of privileges. - If there is evidence that a member might be subject to exclusion, that evidence shall be brought to the attention of the Secretary General or the President, who shall make a preliminary investigation. If it is determined that there is a case to answer, the charge(s) against the member must be prepared by the Secretary General or the President and conveyed to the member in writing. The member shall be given three months to responding in writing to the charges and, in addition, if (s)he wishes, can ask to appear before the Executive Committee at its next scheduled meeting to answer the charges. Based on the evidence available and any response from the Member, the Executive Committee shall decide whether a formal proposal for exclusion should be prepared; a 2/3 majority is required for the exclusion proposal to proceed. The Executive Committee member preparing the charges shall not participate in the vote. Such a proposal for exclusion will be put to the Society Membership and the result decided by simple majority of votes cast.

## Article 2: Payment of dues

Dues notices shall be sent before the beginning of the calendar year to all members, either by email or by mail, at their appropriate addresses on file. A special charge may be applied to members who request special billing. The Executive Committee may decide that Individual Members (including, but not restricted to, students and those under the age of 30 at the start of a calendar year) shall pay lower dues for that year. Honorary Members do not pay membership dues.

Fellows who are individual members of the Society pay dues in the normal way. Dues already paid for the calendar year in which a member decides to terminate his/her membership or is excluded will not be refunded. Members will be required to pay any ongoing (uncancelled) journal subscriptions. Payment of dues shall entitle Individual Members and Corporate Representatives to affiliate to, and have voting rights in, three Divisions.

### **Article 3: Termination of membership by failure to settle dues**

Any category of member who has not paid appropriate dues three months after regular notification shall be reminded to do so. Failure to comply within a deadline communicated in advance shall normally lead to elimination from the membership list. Upon payment of outstanding dues, the member shall be reinstated to active status without formalities and without any right to uninterrupted delivery of society mail and publications. If the interval of non payment of dues exceeds 2 years, the individual shall make a formal re-application for Membership; (s)he would then be considered as a new Member and thereby be exempt from payment of previously outstanding dues.

### **Article 4: Executive Committee: Nominations, elections, vacancies and removal from office**

#### ***Nomination, elections***

- Proposals for nominations for positions on the Executive Committee shall be prepared by a Nominating Committee (NC) composed of the President (who shall act as Chair), the Immediate Past President and three other members experienced in ISE affairs. One of these other members shall be appointed by the Executive Committee and two by the Council. The term of office of the NC starts with its designation by the President and ends with the acceptance of the list of candidates.
- Any member of the Society or group of members may submit proposals for nominations to the Secretary General, who shall transmit them to the NC for consideration. The NC must consider such proposals, but shall not be bound by them.
- The NC shall meet at the August/September ("Annual") Meeting of the Society and if necessary shall continue its deliberations by (e)mail. The NC shall prepare a written report, approved by the majority of its members, to be submitted to the Executive Committee at least two months prior to the Spring Meeting of the Executive Committee preceding elections.
- In its deliberations the NC shall be sensitive to experience in ISE affairs and the geographic distribution of the Executive Committee membership.
- All deliberations of the NC are confidential.
- In the case of the posts of Treasurer and Secretary General, and if the incumbent is willing to serve for a further term of office, the NC may, if they see fit, propose re-election of the incumbent Treasurer or Secretary General. Under such circumstances the Membership will be asked to vote either for the re-election of the incumbent post holder or for the election of a new, unspecified, Treasurer or Secretary General. If the Membership choose the latter course the NC will be required to propose the names of at least two new candidates for the post in question.
- In the case of all other posts the NC shall recommend at least two names of candidates for each position to be filled.
- Prior to notifying the potential candidates and determining whether they will serve if elected the NC should pass the list of nominations to the Executive Committee for comment.
- The Executive Committee may ask the NC to reconsider the selection of one or more proposed candidates. The NC may either modify or re-submit the same list of candidates. At this stage the Executive Committee must accept the candidate list. The NC is then dissolved and the Executive Committee shall inform the Council, either at a formal meeting of Council or by (e)mail, of the final list.
- The proposed list of candidates shall be submitted to the Membership for a vote by ballot.

#### ***Vacancies***

Where a member of the Executive Committee resigns (or in any other way ceases to be a member of the Executive Committee) before the scheduled end of his/her term of office, the Executive Committee may decide either to ask another member of the Executive Committee to temporarily take on the tasks and responsibilities of the person who has resigned, or to appoint an interim officer. An officer appointed in this way shall not have voting rights on the Executive Committee. In either instance an election shall be arranged without delay, with the assistance of the existing or most recently dissolved Nominating Committee.

#### ***Removal from office***

If an elected Society officer behaves in a manner that is demonstrably negligent or obstructive to the goals of the Society, any member of the Executive Committee or one tenth of The Membership may seek exclusion of the officer from office (but not from membership). In such cases, the President or Secretary General must convey in writing to the officer the charge(s) against him/her. The officer must have the opportunity of responding in writing and, in addition, if (s)he wishes, appearing before the Executive Committee to answer the charges. If the officer concerned is a member of the Executive Committee (s)he shall not attend that part of the Executive Committee meeting dealing with the matter. If

the exclusion procedure is initiated by a member of the Executive Committee, and a 2/3 majority of the Executive Committee decides that there is a strong case for removal of the officer from office, such a proposal shall be put to the membership. The final decision shall be by simple majority of votes cast by the membership. If the exclusion procedure is initiated by one tenth of The Membership, the charges and the response shall be conveyed to The Membership, who shall then vote on the exclusion.

## **Article 5: Regions and Regional Representatives**

Any country or region (defined as a collection of countries in close geographical proximity) can be recognized as a Regional Section if there are 10 or more members in good standing in the country or region; henceforth, the term Region includes both categories. Members from a Region should approach the Secretary General to seek recognition as a Regional Section. If the Region includes more than one country, a ballot of all the members in that Region will be necessary. Recognition as a Regional Section requires it is the majority wish of those members who vote in the ballot, both in the Region as a whole and in each individual country within the Region.

Any recognized Region can request that a Regional Representative is elected to represent that Region. Nominations and elections of Regional Representatives shall be arranged by the incumbent Regional Representative according to a procedure agreed upon by the members of the Region concerned. Upon the establishment of a new Region, the election of its first Regional Representative shall be arranged by the Secretary General, based upon a candidate list supplied by the members in the region. Upon request by the incumbent Regional Representative, or by 15% of the members of the region involved, the Secretary General may also arrange or supervise subsequent elections on behalf of the Regional Representative in charge. The period of office of Regional Representatives shall be 3 years. They may be re-elected for one term, i.e. serve a maximum of 6 years in all. In the event of membership of an individual country within a multinational Region increasing beyond the threshold for Regional status, that individual country may (but is not required to) apply for separate status and representation. Applications of this nature shall be made to the Executive Committee, whose decision will be based on the likelihood of long-term membership stability and activity. Such fragmentation of Regions shall not be permitted if it would result in the remaining country (or countries) within the Region losing representation.

In considerations of the membership threshold for Regional status, the Executive Committee may take an average of membership over the preceding three years.

The Representatives of Regions with a membership of 15 or more members shall be entitled to vote at Meetings of the Council. Other Regional Representatives shall be entitled to attend Meetings of the Council as observers. The Executive Committee shall review the membership thresholds for Regional Representatives every three years, in the light of the total Membership of the Society.

## **Article 6: Division Officers and Divisional Boards**

Each Scientific Division shall be governed by a Divisional Board. The Divisional Board is responsible for delivering the Divisional contributions to the Society's mission. The Divisional Board shall comprise at least three elected Division Officers (the Division Chair, the Immediate Past Chair, and the Chair Elect) and two Vice Chairs, who may be elected by the members of the Division, or appointed by the Chair of the Division. Each Board shall determine the allocation to individual Officers of the Divisional responsibilities; these shall include, but not be restricted to:

Treasurer, Division representative on the Advisory Board of *Electrochimica Acta*, Convener of divisional and other meetings and symposia. The term of office of each officer shall be two years. In the case of the Chair, there is automatic progression from Chair Elect, to Chair and to Immediate Past Chair, giving a total period of six years service on the Board. Society members may vote in no more than three Divisions. The list of candidates for elections shall be presented to the Executive Committee three months prior to the election. The Executive Committee shall accept the list, provided it is demonstrated that all candidates are Society members in good standing, are willing to stand for election, and (if elected) are prepared to relinquish any other Society Office (elected or appointed) they may presently hold. The candidate list will normally be expected to contain more than one candidate for the Chair Elect and, where appropriate, more than two candidates for the two Vice Chair positions.

## **Article 7: Committee of Division Officers**

All Division Officers are expected to attend the Annual Meeting of the Society. The Committee of Division Officers, comprising up to three Officers per Division, shall meet during the Annual Meeting under the chairmanship of the President Elect with the purpose of coordinating the scientific activities of the Divisions, identifying topics for symposia and developing themes for future meetings.

## **Article 8: Meetings of the Society**

**Annual Meetings:** Each year the Society shall hold a scientific meeting of interest to all Society Members and to non-members with interests in the field of electrochemistry; this meeting shall be referred to as the Annual Meeting of the Society. Dates and locations of Annual Meetings shall be decided upon by the Executive Committee; normally, Annual Meetings shall take place in August/September of each year. They shall have one or several main themes, which will be publicized well in advance via society publications and the internet. In addition, a personal notification shall be (e)mailed to each member of the Society. The organization of an Annual Meeting is entrusted to an Organizing Committee appointed by the Executive Committee. In organizing symposia and selecting invited speakers the Organizing Committee shall consult with Division Officers and follow the relevant Guidelines.

**Spring Meetings:** Each year the Society shall hold a scientific meeting covering a limited range of topics of interest to a subset of Society Members and non-members; this meeting shall be referred to as the Spring Meeting of the Society. Dates and locations of Spring Meetings shall be decided upon by the Executive Committee; normally, Spring Meetings shall take place in March/April of each year. Spring Meetings and Annual Meetings in the same year shall not be located in close geographic proximity. Spring Meetings shall have one main theme, which will be publicized well in advance via society publications and the internet. In addition, a personal notification shall be (e)mailed to each member of the Society. The organization of a Spring Meeting is entrusted to an Organizing Committee appointed by the Executive Committee. The Organizing Committee may consult with appropriate Division Officers and follow the relevant Guidelines.

**Special Meetings:** The Society or its Scientific Divisions may organize or sponsor special meetings upon a decision by the Executive Committee at least one year ahead of the meeting date. Regional Sections may organize meetings of national or regional character provided the Executive Committee is informed at least six months in advance. All special meetings should be planned in such a way as not to jeopardize attendance at Annual Meetings.

## **Article 9: Information exchange at the Annual Meeting**

During each Annual Meeting the members present shall be invited to convene for a meeting, the General Assembly, in order that information can be exchanged between the Executive Committee and The Membership. No formal votes shall be taken at this meeting. The time and location of the General Assembly shall be publicized in advance, and an invitation to attend the General Assembly shall be sent to all Members one month before the Annual Meeting.

## **Article 10: Meetings of the Council**

The members of the Council shall be three Officers from each Division, all the Regional Representatives, and present and previous members of the Executive Committee defined in Article 17 of the Constitution. Attendance at a Meeting of the Council is restricted to these members; substitutes may not be nominated. The chair may invite guests to assist in the discussion of specific topics. The voting members of the Council shall be three Officers from each Division and the Representatives of Regions with fifteen or more members. In advance of a Council meeting, each Division must inform the Secretary General of its chosen representatives. If the Secretary General is not informed of the Division representatives for a particular Division, it will be assumed that the representatives for that Division are the Chair, Immediate Past Chair and Chair Elect. The terms of office of Council members shall be coincident with the terms of the office that places them on Council.

The Council shall be convened during each Annual Meeting under the chairmanship of the President. If the President is unable to attend, the Meeting shall be chaired by the Secretary General. The Meeting of the Council shall proceed according to an Agenda prepared by the Secretary General and approved by the Executive Committee. The Agenda, together with all supporting documents shall be sent to each member of the Council at least one month ahead of the Meeting. The date, hour and exact location of the Meeting shall be indicated on the agenda. Any member of the council can request the inclusion of items on the agenda. A quorum shall be 50% of the voting members of the Council. Resolutions shall be agreed by majority vote. Any resolutions properly carried by the Council must be considered by the Executive Committee at its next meeting. The Secretary General must report back as soon as possible to the Council on the action taken by the Executive Committee with respect to any Council resolution.

## **Article 11: Decision making by the Executive Committee**

The Executive Committee shall be convened at least twice a year. One of these meetings will be at the Annual Meeting of the Society. Meetings of the Executive Committee shall proceed according to an Agenda prepared by the Secretary General following consultation with Executive Committee members. The Agenda and all supporting papers shall be sent to each member of the Executive Committee at least two weeks ahead of the meeting. The date, hour and exact location of the Meeting shall be indicated.

If the President is unable to attend, the Meeting shall be chaired by either the Immediate Past President, or the President Elect or one of the Vice-Presidents, selected in this order. Decisions shall normally be made by majority vote, the Chairman having a casting vote in the event of a tied vote. Exceptions to this rule are votes on removal of a member of the Executive Committee from office and for exclusion of a member of the society from membership; in these cases a 2/3 majority of those present is required for the exclusion procedure to continue. In all cases, six members of the Executive Committee shall constitute a quorum.

The Agenda shall include but shall not be restricted to the following items:

- Approval of Minutes
- Approval of Agenda
- Report on the activities of the Society
- Financial Report
- Auditors Report and designation of new Auditors
- Budget and Dues
- Report on the state of Electrochimica Acta
- Nominations
- Future meetings

Between meetings of the Executive Committee the President can call for an email vote on a matter, which in his/her opinion cannot be left to the next meeting of the Executive Committee. In the case of an e-mail discussion at least six members must participate directly or otherwise indicate their awareness. All decisions by e-mail vote, regardless of the mode of discussion, must be reached by the casting of at least six votes (for, against or abstentions)

## **Article 12: Committees and Commissions**

Committees and Commissions may be set up by the Executive Committee. For each committee or commission the Executive Committee shall specify:

- Its membership and how this should change with time;
- The tasks it should undertake;
- Guidelines for its operation, including reporting arrangements;
- Its duration.
- The detailed operating procedures for each Committees and Commissions may be collected in a "Guidelines" document.

## **Article 13: Society Publications**

The Society shall sponsor a periodical that provides an international forum for the dissemination of new knowledge from research in all aspects of electrochemical science and technology and that reflects the goals of the Society. There shall be a (permanent) Publications Committee, which will oversee the publication activities of the Society and report to the Executive Committee at least once a year.

This Committee will conduct periodic reviews of the scope, quality and performance of Society publications (including the ISE internet site) and the effectiveness of the staff involved in publication activities. The Committee shall comprise a minimum of three and a maximum of five members; the members of the Publication Committee shall be selected by the Executive Committee and appointed by the President. The specific responsibilities and further operational details shall be provided in the Guidelines for the Publications Committee.

The Society Periodical shall be edited by an Editor-in-Chief, assisted by other Editors. The Editor-in-Chief shall be selected by the Executive Committee, after consultation with the Chair of the Publications Committee and the publisher, and shall be appointed by the President. The first term for a newly appointed Editor-in-Chief shall be five years with a possibility of renewal for terms of three years. The terms of Editors shall be two years, with the possibility of renewal for two years at a time. The Editor-in-Chief shall report at least once a year to the Executive Committee via the Publications Committee. Publication or sponsorship of new periodicals shall require the approval of the membership (Following Article 12 of the Constitution) Use of the ISE logo in any publication (printed or electronic) shall require the approval of the Executive Committee. Abstracts of all papers presented at Annual ISE Meetings shall become the property of ISE. Society affairs, such as meetings and election results, shall be announced regularly in Society

publications. Society publications shall be made available to members at a preferential price, to be fixed in agreement with the publishers.

## **Article 14: Financial Reporting**

Subscriptions and other financial contributions to the Society shall be addressed to "The ISE Office- for the attention of the Treasurer". The Treasurer shall attend to the finances of the Society according to instructions received from the Executive Committee. Annually the Treasurer shall, on behalf of the Executive Committee, prepare a financial report (for the previous year), and a budget (for the following year). The accounting shall be examined and approved by Auditors designated at the previous Annual Meeting by the Executive Committee. The financial report and the budget including the annual membership dues, approved by the Executive Committee, must subsequently be approved by The Membership.

## **Article 15: Guidelines**

There shall be Guidelines relating to many aspects of the operation of the Society. Guidelines shall be approved or modified by the Executive Committee after consultation with the Council.

## **Article 16: Honours and Prizes**

### ***Prizes***

The Society may award prizes. The rules for the awarding of prizes shall be approved by the Executive Committee after consultation with the Council. Any rules for prizes must include:

- A statement of the type of work that is to be considered for the prize
- Any requirements for candidature
- The composition of the selection committee
- The frequency of awarding of the prize
- Financial arrangements, including any contribution to travel expenses for the winner
- Any commitment required of the winner.

### ***Honours***

In recognition primarily of their scientific or technical contributions to electrochemistry, the Society may confer on individuals the honour of Fellowship. Such ISE Fellows are appointed by the Executive Committee after consultation with the Council. They may or may not be members at the time of their appointment. The appointment does not carry with it automatic membership of ISE.