

IOP Institute of Physics

Rules for the governance and operation of the PCG-SCMP Group

1. Name

The group shall be known as the PCG-SCMP Group (The Physical Crystallography Group of the British Crystallographic Association and the Structural Condensed Matter Physics group of the Institute of Physics).

2. Definitions

In these rules

The group means the PCG-SCMP Group.

The IOP means the Institute of Physics.

The BCA means the British Crystallographic Association.

The IOP Council means the Council of the Institute of Physics.

The BCA Council means the Council of the British Crystallographic Association.

The PCG means the Physical Crystallography Group of the British Crystallographic Association.

Corporate members means honorary fellows, fellows and members of the Institute of Physics.

Non-corporate members means non-voting attendees (associate, student and affiliate members).

Members means corporate and non-corporate members, and the members of the PCG of the BCA.

Students means student members of the IOP.

Affiliates means affiliate members of the IOP.

(IOP By-Laws 52-57)

3. Scope

The group shall concern itself with matters relating to the theoretical and practical aspects of structural condensed matter science and physical crystallography.

4. Objects

The objects of the group shall be:

- (a) To further the objects of the IOP and the BCA, consistent with IOP Council policy, and the objects of the British Crystallographic Association, consistent with BCA Council policy.
- (b) To hold meetings of members of the group, either independently or jointly with other bodies, for the reading and discussion of papers, for the delivery of lectures and for the discussion generally of subjects coming within the scope of the group.
- (c) To stimulate interest in the subjects falling within the scope of the group.
- (d) Generally to advance the science and technology of the subjects within the scope of the group.
- (e) To communicate with members of the group.
- (f) To contribute opinions on policy only to the IOP and the BCA.
- (g) To do all such other things as are incidental or conducive to the attainment of these objects.

Group must not:

- (a) Speak on behalf of the IOP without explicit permission of IOP Council within a well defined remit. Speak on behalf of the BCA without explicit permission of BCA Council within a well defined remit.
- (b) Be used to further commercial activities.

(IOP By-Laws 97-100)

5. Membership

Membership of the group shall be open to: corporate and non-corporate members of the IOP and full members of the PCG of the BCA (as defined in Clause 2) upon written application to their respective organisation, subject to such fees as may from time to time be imposed by each organisation.

The rights, privileges and obligations of every member of the group shall be personal to himself / herself and shall not be transferable.

Any person who ceases to belong to one of the classes of membership mentioned above shall *ipso facto* cease to be a member of the group.

The personal membership information of group members shall be held only by the organisation of which they are a member; details of the IOP members will be held by the IOP and PCG members by the BCA. Neither organisation will share details of their members of the joint group with the other organisation. The personal information will be subject to the current data protection laws.

6. Officers

The officers of the group shall be the chair, the honorary secretary and the honorary treasurer. The honorary secretary may also act as honorary treasurer. Other titles may be conferred to members of the committee however members in

these positions will be regarded as ordinary members. At least one officer shall be a corporate member of the IOP with at least one other officer being affiliated to the BCA. Only members of the group shall be eligible to be officers of the group.

7. Committee

The affairs of the group shall be managed by a committee comprising the officers of the group together with (normally) not more than nine ordinary members of the committee and such additional members as may be co-opted from time to time under rule 10. Only members of the group shall be eligible for membership of the committee. In accordance with the By-Laws of the IOP the majority of the ordinary members of the committee must be corporate members, or associate members of the IOP unless IOP Council otherwise determines.

8. Period of office for officers and committee members

Officers and ordinary members of the committee shall (normally) be elected for a period of three years.

No honorary officer may be re-elected to the same post until the elapse of two years. No person may act as an honorary officer, in any capacity, for more than six years in total.

Ordinary members may be re-elected and serve a maximum of two consecutive terms of three years. Thereafter, they may not be re-elected to the same post until the elapse of two years.

After a total of nine years' service on a committee, in any combination of roles, no person may be re-elected to the same committee until the elapse of at least three years.

9. Election of, and Nominations for, Honorary Officers and Committee Members

Vacancies for officers and ordinary members of the committee shall be filled by election.

The honorary secretary shall notify members of the group of the seats on the committee to be filled by election and shall invite nominations. Notification shall be at least four weeks before the closing date for receipt of nominations. Nominations shall be made with the agreement of the candidate and supported at least two other members of the group.

Where the number of declared vacancies equals or exceeds the number of nominations received, the candidates shall be deemed elected to the committee. Their election shall be announced to group members.

Where the number of nominations received exceeds the number of vacancies on the committee, a ballot shall be held. In this instance the secretary shall notify all members of the group of the candidates and the number of vacancies to be filled. The deadline for the receipt of votes should be twenty-eight days after the notification of the election. The election result shall be announced to group members.

The minimum number of ballots received for the election to be valid shall be twelve members or ten percent of the group, whichever is the smaller.

The secretary may use and require such means of communication for the ballot as deemed appropriate by the committee. Voting may be in person at a formal Annual General Meeting, by post or electronically, via the IOP website.

If a ballot is to be held at an Annual General Meeting then notice of the meeting should be sent to all members at least twenty-eight days before the meeting is due to take place, along with the notification of election.

10. Co-option to the committee

The committee shall have power to fill casual vacancies and to co-opt three additional members of the committee as may be required from time to time for special purposes. Such purposes might include members of other group committees or other professional bodies for the purpose of programme co-ordination, or to provide a particular skill lacking on the committee. Co-option may not be used as a means of avoiding becoming an IOP member or a BCA member, circumventing the election process, or to extend the period of office served on the committee.

Co-opted members may serve for a year at a time up to a maximum of three years in total. If the co-opted member is required for longer than a year, permission must be sought from the membership.

If co-opted members are required to serve longer than the three year maximum, permission should be sought from IOP Council or such board or committee to which IOP Council may delegate authority.

Honorary officers or ordinary members of the committee appointed to fill casual vacancies shall stand down at the next election. They shall be eligible for election to the post vacated.

11. Committee meetings

Group committees are expected to meet at least twice per year. At least one meeting should be face to face but the other meetings may be via telephone, video and/or the web. At committee meetings, four members of the committee, at least one of whom shall be an officer; present in person shall constitute a quorum.

If, in the view of a majority of the group committee, a committee member has missed three consecutive committee meetings for no good reason, then the group committee may refer the matter to the IOP and may recommend that the member be removed from the committee.

If, in the opinion of a majority of members of the committee, a member of the committee is behaving inappropriately, the matter may be referred to the IOP and may result in the member being removed from the committee.

12. Responsibilities

Group committees are expected to make contact with their members directly at least once in a year to circulate a programme of group activities and to report on committee activity. It is the responsibility of group officers to ensure that all

member notices are distributed to members of both SCMP and PCG. Once a year, the committee shall prepare a report of its activities for the year. This shall be submitted to the IOP Council or whichever body the IOP Council has nominated to oversee the activities of groups. A copy of the report shall also be provided for the BCA Council.

Group committees are required to submit an annual budget request to the IOP each year to facilitate the allocation of funding for groups.

The group committee should also monitor their budget and inform the IOP of any concerns. Copies of the group annual statement will be made available, upon request, to the BCA Council. The group will hold no bank account outside of the Institute of Physics and will advise the IOP of all monies received including any funding from the PCG.

The group committee is required to action other reasonable requests for information and to notify the IOP of any changes to the membership of the group committee.

13. Extraordinary General Meetings of the group

A Extraordinary General Meeting of the group shall be called by the honorary secretary of the group on receipt of instructions from the committee, or of a written request signed by not less than ten members of the group and shall take place within eight weeks of the receipt by him/her of such instructions or request if these so specify. The agenda for any Extraordinary General Meeting shall be sent to all members of the group **at least twenty-eight days** before the meeting and shall not contain the item 'any other business'.

Twelve members or ten percent of the group, whichever is the smaller, present in person shall constitute a quorum at an Extraordinary General Meeting. If the meeting is inquorate then another meeting should be held within one month of the original meeting. If after 15 minutes this meeting too is inquorate, the number of members present shall be deemed a quorum.

14. Professional status and communications with outside bodies

In accordance with the IOP By-Laws the group shall not communicate with any outside body on any matter of professional conduct or status or on any matter whatsoever beyond those concerning arrangements for meetings or the supply of technical information for the benefit of the members of the group without the express prior authority of IOP Council or whichever body the IOP Council has nominated to oversee the activities of groups.

15. Authority of the constitution and rules

Each group shall be responsible to IOP Council or such board or committee to which IOP Council may delegate authority.

- (a) IOP Council may alter this constitution and rules at any time subject to agreement from BCA Council.
- (b) Clauses 2 and 5 to 15 of this constitution and rules are immutable except by IOP Council. Amendments to clauses 1, 3 and 4 are permitted provided that the following procedure is observed.

Alterations or additions to clauses 1, 3 or 4 shall only be made at a general meeting called for the purpose. The proposed alterations or additions shall be set out in full in the notice calling the meeting. Such alterations or additions shall be approved for submission to the IOP Council only if supported by a majority vote of those members present and voting at the meeting. The amendments shall not operate unless and until they have received the approval of the IOP Council.

- (c) The group and its members shall be subject in all things to the Institute's Charter of Incorporation and By-Laws.
- (d) Where the rules are silent the matter may be referred to the IOP for clarification by Council or such board or committee to which Council may delegate authority.