

STATUTES, BYLAWS, AND STANDING ORDERS: 2016

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Statutes

S1 Definition of the Union

The International Union of Pure and Applied Chemistry (IUPAC) (hereafter referred to as “the Union”) is a voluntary, nongovernmental, nonprofit association of organizations each representing the chemists of a member country, a member country being a country whose Adhering Organization has joined the Union.

S2 Objectives

The objectives of the Union are as follows:

- S2.1 to promote continuing cooperation among the chemists of the member countries;
- S2.2 to study topics of international importance to pure and applied chemistry which need standardization or codification;
- S2.3 to cooperate with other international organizations that deal with topics of a chemical nature;
- S2.4 to contribute to the advancement and understanding of pure and applied chemistry in all its aspects.
- S2.5 In pursuing these objectives, the Union will observe the basic policy of political nondiscrimination and affirms the rights of chemists of any country to adhere to or to associate with international activity in the field of chemistry without regard to race, religion, or political philosophy.

S3 Membership

- S3.1 A country may join the Union through only one national organization representing its chemists. This Adhering Organization may be a national chemical council, a national society representing chemistry, a national academy of science, or any other institution or association of institutions representative of national chemical interests.
- S3.2 The Adhering Organizations are the Members of the Union.
- S3.3 A country requesting admission to the Union shall provide full information about its proposed Adhering Organization.
- S3.4 An Adhering Organization may withdraw from the Union provided that it has fulfilled its financial obligations, or may be removed from the Union for failure to fulfill such obligations.

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S4 Organization

- S4.1 The organization of the Union comprises its Council, a Bureau, an Executive Committee, Standing Committees, Divisions, Commissions, and other appropriate bodies as determined by the Council.
- S4.2 A General Assembly of the International Union of Pure and Applied Chemistry shall be held normally each second year, and shall consist of a set of meetings of the Council and such other bodies of the Union as the Bureau shall decide. Where the duration of office of Officers of the Union, Elected Members of the Bureau, and Titular Members and Associate Members of Division Committees, Commissions, or other bodies of the Union is referred to in these Statutes, it shall begin on 1 January of the year following their election at a General Assembly and shall end on 31 December of the year when the appointment is due to terminate. In the filling of casual vacancies the Bureau may authorize an appointment to Division Committees, Commissions, and other bodies of the Union except for the Executive Committee and Bureau to begin at an intermediate date. Any such appointment should be regarded as dating from 1 January of the year following the previous General Assembly in respect of the period of office for Division Committees, and Commissions. No person shall hold more than three appointments to bodies of the Union, except at the discretion of the Bureau in respect of membership of a subcommittee or acting as an official representative within or outside the Union.
- S4.3 The official headquarters of the Union shall be in Zürich (Switzerland) until otherwise decided by the Council. Any change in location requires the approval of two-thirds of the total number of votes assigned to the Adhering Organizations.
- S4.4 The legal domicile of the Union is accepted by Finanzdirektion des Kantons Zürich as an Association under Swiss Law and for legal purposes the Union will act in accordance with Articles 60 and following of the Swiss Civil Code and by the present Statutes.

S5 Council

- S5.1 The Council, to which the Bureau, Executive Committee, Standing Committees, Divisions, Commissions, and all other bodies of the Union are responsible, is composed of the Delegations of the Adhering Organizations. Each Delegation shall be assigned a specific number of votes/Delegates (1–6) according to principles decided by the Council. Each Adhering Organization shall appoint its Delegates for every Council meeting.
- S5.2 Regular meetings of the Council shall take place every two years as part of a General Assembly; special meetings may be convened by the President of the Union and shall be convened by the President at the request of one-third of the total number of Adhering Organizations, which shall specify the reason for such requests.

- S5.31 No decision of the Council shall be valid unless taken at a meeting of the Council at which at least one-half of the maximum number of votes is represented.
- S5.32 For all voting by the Council, abstentions shall not be recorded as votes.
- S5.33 The voting procedure to be adopted is different according to whether a proposal is a scientific or nonscientific matter. The Presiding Officer shall decide whether for the purpose of voting a matter shall be considered to be of a scientific or nonscientific nature, and that decision shall be final. The method of voting shall be specified in the Bylaws.
- S5.34 There shall be no voting by proxy.
- S5.4 Functions of the Council not mentioned in other Articles of these Statutes shall be as follows:
- S5.401 to elect the Officers of the Union and the Elected Members of the Bureau;
- S5.402 to discuss and determine the general policy of the Union;
- S5.403 to approve the Bylaws of the Union and changes therein;
- S5.404 to approve the terms of reference of the Bureau, Executive Committee, Standing Committees, Divisions, Commissions, and all other bodies of the Union as prescribed in the Statutes and Bylaws;
- S5.405 to determine every four years, the one language in which the official records of the meetings of the Council, Bureau, and Executive Committee shall be kept and published;
- S5.406 to receive and consider reports
- (i) by the President on the state of the Union,
 - (ii) by the Bureau, Executive Committee, Division Presidents, and other bodies of the Union;
- S5.407 to ratify decisions taken by the Bureau and Executive Committee between General Assemblies;
- S5.408 to consider and adopt or reject the accounts of the Union;
- S5.409 to examine and establish the budget of the Union for the next two financial years;
- S5.410 to determine the dates and place of General Assemblies;
- S5.411 to take such other actions as are required in the exercise of its authority under the Statutes and Bylaws.
- S5.5 The official text of a report shall be in the official language of the Union.

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S6 Officers

- S6.1 The Officers of the Union shall be the President, the Vice-President, the Past-President, the Secretary General, and the Treasurer.
- S6.21 The President shall hold office for two years and shall not be reelected.
- S6.22 The President is the administrative head of the Union, shall preside at the meetings of the Council, of the Bureau, and of the Executive Committee and shall be *ex officio* a member of all bodies of the Union. The President may delegate power as chief representative of the Union and to preside at meetings to the Vice-President, to another Officer of the Union, or to an Elected Member of the Bureau. When neither the President nor the Vice-President is able to perform the functions of the office of President, the immediate Past-President or, if absent, an Elected Member of the Bureau, chosen by the Bureau, shall assume temporarily the office of President.
- S6.23 The President shall submit to each regular meeting of the Council a report on the general state of the Union.
- S6.31 The Vice-President, designated as President-Elect, shall assume the office of President in the event of the President being unable to perform the functions of that office, without prejudice to the forthcoming period of office as President.
- S6.32 The Vice-President shall submit to the Bureau a critical assessment of the programs and the projects of all IUPAC bodies.
- S6.41 The Secretary General shall carry out the business of the Union as specified by the Council, by the Bureau, by the Executive Committee, or by the President, and be responsible for keeping its records and for the administration of the Secretariat.
- S6.42 The Secretary General shall be elected for four years and be eligible for reelection up to a maximum of a further four years.
- S6.51 The Treasurer shall be responsible for the accounts of the Union, shall prepare a budget for approval of the Bureau and the Council, shall approve expenditures from the funds of the Union, and, subject to the approval of the Executive Committee, shall be responsible for the investment and custody of the funds of the Union. The Treasurer shall ensure that an appropriate record of all financial authorities and transactions is maintained.
- S6.52 The Treasurer shall be elected for four years and be eligible for reelection up to a maximum of a further four years.
- S6.6 To assist in the administration of the business of the Union, the Executive Committee shall appoint an Executive Director responsible to the President and Exec-

utive Committee (Bureau, Council) through the Secretary General and in financial matters through the Treasurer.

- S6.7 The Secretariat shall consist of an Executive Director and any such other staff as approved by the Executive Committee.
- S6.8 The Council shall establish a Bureau to act for the Union during intervals between meetings of the Council, except on matters specifically excluded from its delegated authority.
- S6.9 The Council shall establish Standing Committees to advise the President and the Executive Committee; such bodies shall include a Finance Committee.

S7 Bureau

- S7.1 The Bureau shall normally meet once a year and at other times when the President considers it to be desirable. In a year when the General Assembly meets, a meeting of the Bureau shall take place during the General Assembly.
- S7.2 The Bureau shall consist of the President, the Vice-President, the Secretary General, the Treasurer, the immediate Past-President, and Presidents of Divisions, together with not less than ten other members elected by the Council who shall be known as Elected Members. The period of service of these Elected Members of the Bureau shall be four years. The periods of service shall be arranged in such a way as to ensure continuity. These Elected Members are eligible for reelection to the same office for one more period of four years. No President of a Division may be simultaneously an Elected Member of the Bureau. Unless exceptional circumstances are established and special permission of the Council is granted, no Adhering Organization shall have more than one Elected Member on the Bureau, and the principle of fair geographical representation of Members shall be taken into account. The Council shall specify those bodies of the Union whose Chairs shall also be designated Members of the Bureau; such Members shall have full voting powers.
- S7.3 In case of an emergency which prevents the holding of elections, the Officers of the Union, the Elected Members of the Bureau, and the Presidents of the Divisions will continue to serve until statutory elections can be held.
- S7.4 The principal duties of the Bureau, subject always to the Statutes and Bylaws, are as follows:
 - S7.41 to ensure the strict observance of Statutes and Bylaws;
 - S7.42 to prepare the agenda for meetings of the Council and in particular to make provision for elections;
 - S7.43 to make recommendations thereon to the Council;

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- S7.44 to attend the meetings of the Council;
- S7.45 to implement the decisions of the Council and execute the program of the Union as directed by the Council;
- S7.46 to take steps to ensure that International Congresses of Pure and Applied Chemistry are held;
- S7.47 to take decisions about the holding of scientific meetings as proposed by the Division and Standing Committees;
- S7.48 to take all other steps necessary for the good conduct of the affairs of the Union.
- S7.5 The Bureau may neither elect Officers of the Union nor admit nor remove Members of the Union, but it may fill temporarily vacancies among the Officers pending the next regular meeting of the Council, when the Council shall fill such vacancies.
- S7.6 The Bureau may fill casual vacancies in accordance with Statute 4.2.
- S7.7 The Bureau shall establish an Executive Committee to act for it in ensuring an orderly discharge of the functions of the Union.

S8 Executive Committee

- S8.1 The Executive Committee may formulate standing orders to facilitate its discharge of the foregoing functions.
- S8.2 The Executive Committee shall be limited to eight members and shall include the President, the Vice-President, the Secretary General, the Treasurer, and the immediate Past-President. The other members shall be elected by the Bureau from among its Elected Members. The period of service of an Elected Member shall be four years or until the end of the term as a Bureau Member, whichever is the shorter. An Elected Member is eligible for reelection to the same office for one more period of four years. Terms of office shall be arranged such as to ensure continuity.

S9 Finance

- S9.1 Each Adhering Organization shall pay an annual subscription to the Union, due 1 January and payable before 31 December in each year. The minimum amount of this annual subscription shall be decided from time to time by the Council.
- S9.2 Any Adhering Organization in arrears with its subscription for a period of twelve months from the due date, shall be warned, shall be deprived of its voting rights, and all publications of the Union shall be withheld from it. Any Adhering Organization in arrears for a period of twenty-four months from the due date shall automatically cease to be a Member of the Union. Partial payment of the subscription shall be regarded as nonpayment, unless the Union exceptionally waives the out-

standing subscription. Membership of bodies of the Union of all persons belonging to an Adhering Organization, which ceases to be a Member, shall continue at the discretion of the Bureau to the end of the period of service.

- S9.3 Any Adhering Organization that shall withdraw (see also Statute 3.4) or cease for any reason to be a Member of the Union shall forfeit claims upon the funds of the Union.
- S9.41 In addition to the annual subscription, the Union may receive financial contributions from other sources, such as gifts, bequests, and legacies. The Executive Committee may set up any auxiliary bodies to the Union that will enable such financial contribution to be received.
- S9.42 None of the constituent bodies of the Union (e.g., a Division) may solicit funds for Union purposes from organizations other than the Union until the specific approval of the Bureau of the Union has been obtained. The disposal of any such funds shall be only with the approval of the Bureau.
- S9.51 Any expenditure from the funds of the Union shall require authorization from the Treasurer, acting on behalf of the Bureau. The Treasurer may delegate to the Executive Director the expenditure of limited amounts from the funds of the Union.
- S9.52 Members of IUPAC bodies may receive contributions towards travel and subsistence expenses from funds of the Union, as authorized by the Treasurer. The Bureau shall establish procedures and guidelines for the approval of such expenses.

S10 Divisions and Commissions

- S10.1 The scientific work of the Union shall be undertaken by the Divisions, which shall be responsible to the Bureau and which shall represent within the Union the branches of chemistry indicated by their Divisional titles, and by such other bodies as are appointed by the Council.
- S10.2 Divisions may be created and existing ones may be dissolved or modified by the Council. The initial Members of Division Committees shall be appointed by the Council.
- S10.3 The procedures of each Division shall be governed by the Bylaws but a Division may also adopt rules which shall be in accord with the general policy of the Union, its Statutes and Bylaws, and which shall be subject to the approval of the Council.
- S10.4 Each Division may include such Commissions as are approved by the Council.
- S10.5 Joint Commissions between Divisions and/or Joint Commissions between the Union and other international scientific bodies may be attached to one of the Divisions or to the Bureau of the Union as decided by the Council. Rules for such

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joint bodies shall, if necessary, be set up by the Division Committee or by the Bureau, as the Bureau shall decide.

S10.6 A Division Committee may appoint such subcommittees as are appropriate to the work of the Division and its Commissions.

S11 Standing Committees

Standing orders for these committees shall be determined by the Council. Members shall be appointed by the President of the Union.

S12 Attendance at meetings

Attendance at meetings of bodies of the Union shall be restricted to members of those bodies and observers as approved by the meeting Chair. The names of approved observers shall be communicated to the Secretary General via the Secretariat.

S13 Associated Organizations

The Council may decide to associate with existing international organizations whose aims and activities are in harmony with those of the Union. Their international scope of activities, with no a priori limitation to a part of the world, shall be explicit in their title or statutes. In the case of apparent competition with another international organization already associated with IUPAC, the Council shall make a choice and decide with which organization IUPAC wishes to be associated, while avoiding to associate with both at the same time. These organizations shall then be known as Associated Organizations of the Union.

S14 Company Associates

Organizations such as industrial companies, research and development institutions and laboratories, scientific societies, or any other bodies interested in the activities of the Union may become associated with it as Company Associates. The conditions under which such association shall occur or continue, including the determination of the minimum amount of annual subscription or donation, shall be decided by the Council on the recommendation of the Bureau.

S15 Congresses and Other Scientific Meetings

S15.1 At suitable intervals, International Congresses of Pure and Applied Chemistry shall be organized under the auspices of the Union. These Congresses shall comprise one or more branches of chemistry represented by the Divisions of the Union. The Council shall approve the scope of each Congress on the recommendation of the host country, with a view to achieving, by suitable rotation, the coverage of all branches of pure and applied chemistry. The Council shall also decide upon the place and dates of the Congress. The arrangements for such a Congress shall be

entrusted to a committee set up in the host country. This committee shall cooperate with the Bureau, the Officers of the Union, and the appropriate Division and Standing Committees.

- S15.2 Cooperation of the Union in the organization of a Congress shall not involve the Union in financial responsibility.
- S15.3 The Council may organize other scientific meetings or may offer the collaboration of the Union in the planning and arrangement of scientific meetings initiated by other organizations.

S16 Adoption, Changes, and Interpretation of Statutes

- S16.1 The Statutes shall take effect immediately after their adoption by the Council.
- S16.2 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, but the Council may approve the Issue by the Union of versions in other languages.
- S16.3 Changes in the Statutes may be proposed by the Bureau or any Adhering Organization. Notice of changes so proposed shall reach the Secretary General via the Secretariat in writing at least six months before the meeting of the Council at which the proposal is to be considered. No change shall be made except at a meeting of the Council and with the approval of two-thirds of the total number of votes assigned to the Adhering Organizations.
- S16.4 In all cases where the Statutes are not clear or do not give a decision, the President's ruling shall be decisive.

S17 Duration

The Union shall not be dissolved except at a meeting of the Council convened specifically for this purpose by notice given three months in advance. At such a meeting, more than three-quarters of the maximum possible number of votes of the Adhering Organizations must be represented and cast, and two-thirds of the votes recorded shall be required for dissolution. If three-quarters of the maximum possible number of votes are not represented, the Council shall be convened again after a period of at least six months and at this second meeting the Union may be dissolved if the proposal for dissolution receives two-thirds of the votes recorded. In the case of dissolution of the Union, the Council shall appoint three trustees to carry out the liquidation of the assets of the Union. The net assets shall be transferred to one or more international scientific organizations.

Bylaws

B1 Membership (cf. Statute 3)

A request of a country for admission to the Union can be received in writing, together with the appropriate documentation, by the Secretary General via the Secretariat at any time. It will then be considered by the Executive Committee, Bureau, or Council, whichever meets next after the application has been received, and if approved, membership shall begin on 1 January of the following year, provided that payment of that year's dues are received. The admission of a new Member approved by the Executive Committee or Bureau must be ratified by the Council at its next regular meeting. If payment has been received of the dues for the current year, the Council may allow a newly admitted National Adhering Organization to vote at the current Council meeting, on all items after the ratification of membership.

B2 Voting Procedure in Council (cf. Statute 5)

B2.1 Scientific Matters

B2.11 Recommendations of a scientific nature received from Divisions, or other bodies of the Union, shall be the responsibility of the Council. The Council may adopt them by a simple majority of personal votes cast by the Delegates present at a regular meeting. Between such meetings, the Bureau may act on behalf of the Council in these matters. The Bureau shall establish procedures for approval of recommendations in nomenclature, symbols, terminology, and conventions.

B2.12 Postal and electronically submitted ballots on scientific matters may be conducted in accordance with a procedure to be determined by the Bureau for each ballot.

B2.2 Nonscientific Matters

Voting on nonscientific matters shall be by Delegations, each Delegation being entitled to cast the number of assigned votes. All the votes to which the Adhering Organization is entitled shall be cast in the same sense.

B2.21 Admission and Removal of Members

Admission of Members shall be by a simple majority of votes recorded at a regular meeting of the Council. Removal of an Adhering Organization shall be valid only if at least three-quarters of the votes recorded at a regular meeting of the Council are cast in favor of such removal. Any reassignment approved by the Council shall become effective on 1 January of the following year.

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B.2.22 Elections

For election of Officers of the Union and Elected Members of the Bureau the following rules shall apply:

B2.221 Nominations may be made by the Adhering Organizations. These nominations must be received in writing by the Secretary General via the Secretariat at least two months before the beginning of the meeting of the Council at which the elections will take place. They must indicate clearly the position for which each candidate is nominated and shall be accompanied by a biographical note on each candidate.

B2.222 The Bureau shall discuss the nominations made by the Adhering Organizations at a meeting prior to the meeting of the Council at which the elections are to take place. It has the right to make additional nominations for which information shall be provided. When the number of nominations exceeds the number of vacancies, the Bureau may make recommendations to the Council for filling the vacancies. These recommendations are not binding on the Council.

The officers of the Union and the Elected Members of the Bureau, as defined by the Statutes, shall be elected at a regular meeting of the Council by a written and secret ballot, 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 Presiding Officer, after consultation with the Executive Committee, shall cast the deciding vote.

For election of Elected Members of the Bureau, the nominees receiving the highest number of votes shall be elected to the vacancies, provided that the number of votes cast for each such nominee shall be a majority of the total votes cast per vacancy. If fewer nominees than the vacancies receive a majority of such votes cast, then those receiving a majority shall be declared elected and a second ballot conducted among the remaining nominees for the remaining vacancies. If, in this second ballot, no nominee receives a majority, the nominee receiving the smallest number of votes shall be eliminated from the next ballot and successive ballots conducted until all vacancies are filled. In each ballot, the number of names on ballot papers submitted by each Delegation shall be no more and no less than the number of vacancies outstanding at the conclusion of the previous ballot.

B2.23 Other Nonscientific Matters

Proposals on other nonscientific 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.

B2.24 Postal and Electronically Transmitted Ballots

Postal and electronically transmitted ballots on nonscientific matters may be conducted in accordance with a procedure described below, each Adhering Organization being entitled to cast the number of assigned votes, provided always that decisions on admission and removal of Members [(B2.21) above] and elections [(B2.22) above], the location of the official headquarters of the Union, changes in Statutes and Bylaws, and the dissolution of the Union are excluded from such postal and electronically transmitted ballots. Decisions reached by postal and electronically submitted ballot on nonscientific matters shall be subject to ratification by the Council at its next meeting. In postal and electronically submitted ballots on nonscientific matters, only those votes shall be valid which are received within four months from the date of mailing of the request for voting. Action shall only be taken if more than one-half of the maximum possible number of votes has been received at that date. A simple majority of the votes shall be required for a decision.

B2.25 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 Adhering Organizations at least four months 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 three-quarters of the Delegates present at the meeting. Modification of the Statutes or Bylaws, admission or removal of Members, and elections of Officers or Elected Members of the Bureau, are excluded from this procedure.

B3 Divisions and Commissions (cf. Statute 10)**B3.1 Division Committees**

B3.101 Each Division shall be administered by a Division Committee consisting of Titular Members, Associate Members, and National Representatives with appropriate expertise.

B3.102 The Titular Members, Associate Members, and National Representatives of a Division Committee and of Commissions within a Division shall together form the Membership of the Division.

B3.103 The Division Committee shall be the organ of liaison between the Bureau on the one hand and the various bodies constituting the Division on the other hand.

B3.104 The Titular Members of each Division Committee shall be chosen by an electorate comprising the Titular Members, Associate Members, and National Representatives on the Division Committee, together with the members or officers of such other bodies within the Division that the Bureau may specify. The number of Titular Members shall not exceed ten unless otherwise determined by the Bureau. The term of service of a Titular Member shall be not more than four consecutive years, but shall cease on election as an Officer. The Vice-President and the President of a Division shall not hold these respective offices for more than four consecutive years; the Secretary of a Division shall serve for four consecutive years and be eligible for reelection up to a maximum of a further four years. Exceptional circumstances must be established and special permission of the Bureau granted for Titular or Associate Membership of the same or more than one Division Committee beyond a total of twelve years of total Titular and Associate Membership, whether the Memberships are consecutive or not.

The immediate Past-President of the Division shall be one of the Titular Members of the Division Committee for a period of two years. In addition to these Titular Members, the President, Vice-President, Past-President, Secretary General, and Treasurer of the Union shall be *ex officio* Members of all Division Committees.

The number of Associate Members, who shall have full voting rights, shall not exceed six. The term of service of an Associate Member shall be two years, with the possibility of reelection consecutively for two more years only.

A newly elected Titular Member, Associate Member, or National Representative of a Division Committee shall assume office only after approval by the Bureau or Executive Committee. The Adhering Organization with which the Titular Member or Associate Member is connected shall be notified of the appointment.

A Division Committee may elect no more than ten National Representatives on the nomination of Adhering Organizations, with no more than one representative from a given Adhering Organization. The term of a National Representative, who shall have full voting rights, shall be two years, with the possibility of renomination and reelection consecutively for only two more years. Exceptional circumstances must be established and special permission obtained from the Bureau for the election of a National Representative from a country already represented on the Committee by a Titular or Associate Member.

B3.105 The Division Committee shall elect from among its existing and, subject to confirmation, new Titular Members a President, a Vice President designated as

President-Elect, and a Secretary. These elections shall be subject to approval by the Council.

- B3.106 The Division Committee may form a Division Executive Committee, consisting of the President, the Vice-President designated as President-Elect, and the Secretary of the Division, to carry out the necessary administrative duties between meetings of the Division Committee.
- B3.107 The functions of the Division Committee shall be as follows:
 - B3.1071 to initiate, approve, and manage projects;
 - B3.1072 to plan and organize scientific meetings and engage in other activities that are deemed useful in furthering the objectives of the Division; this includes the approval of Union sponsorship of scientific meetings;
 - B3.1073 to manage a budget for a Division in accordance with a procedure to be prescribed by the Treasurer;
 - B3.1074 to advise the Bureau for recommendations to the Council on scientific matters;
 - B3.1075 to propose to the Council through the Bureau the establishment of Commissions to be attached to it and to appoint the membership and the initial officers of these, the appointments having to be approved by the Council;
 - B3.1076 to propose to the Council through the Bureau the dissolution of existing Commissions when required;
 - B3.1077 to supervise the work of its Commissions and other bodies.
- B3.108 The Division Committee shall meet at least every two years, during a General Assembly.
- B3.109 Decisions of the Division Committee must receive the approval of the Bureau when they would have financial consequences involving the budget of the Union. In addition, in order to ensure the fullest coordination between the activities of all the Divisions, the Secretary General via the Secretariat shall be informed of all other decisions taken by the Division Committee.
- B3.110 At a General Assembly, the Division President shall report to the Council on the activities of the Division since the last General Assembly. In a year in which a General Assembly is not held, the Division President shall present to the Division Committee and to the Bureau a written report on the activities of the Division since the last General Assembly.
- B3.111 Each Division shall make provision for the conduct of the work of its Commissions and other bodies. Such provision, which must receive the approval of the Bureau, may be incorporated in Divisional rules.

B3.2 Annual Meeting of Division Presidents

A meeting of the Division Presidents shall be held each year. At this meeting, topics that are of interest for cooperation between the Divisions or between the Divisions on the one hand and the Council, the Bureau, and the Executive Committee on the other hand shall be discussed and the meeting may make recommendations to the Bureau.

The meeting shall be presided over by one of the Division Presidents elected for this task at the previous meeting. The Secretary General shall be invited to attend.

B3.3 Commissions

B3.301 On the recommendation of a Division Committee, through the Bureau, the Council may create a Commission of the Division. Each Commission shall have as its objective the study of topics of international scientific or technical significance requiring agreement, standardization, or codification in some aspect of pure or applied chemistry. The terms of reference of a new Commission shall be clearly described and approved by the Council. If a Division Committee wishes to create a Commission, it must apply to the Bureau for the appointment of an ad hoc committee of three persons who shall study the question and then report back to the Bureau. This report, if favorable to the creation of a new body, shall contain an indication as to the probable duration of the life of the new body and an estimate of its annual cost.

B3.302 At each General Assembly, the Council shall, in the light of the Division President's report and on the recommendation of the Bureau, decide whether or not to continue each Commission.

B3.303 Each scientific and technical Commission shall be composed entirely of specialists. They may consist of Titular Members, Associate Members, and National Representatives, who all shall have full voting rights.

Each Commission shall elect from among its existing and, subject to confirmation, new Titular Members by a simple majority a Chair, a Secretary, and, if desired, also a Vice-Chair. These elections are subject to approval by the Bureau.

B3.304 The Membership of each new Commission is determined by the Council. Thereafter, both Titular Members and Associate Members may be nominated by the Commission but shall assume office only after approval by the Division Committee and by the Bureau or Executive Committee. The terms of service of Titular Members and Associate Members shall be two years, with the possibility of reelection for two years of Membership up to a maximum of eight years. The sum of the years of service as a Titular Member, including service as Chair, Vice-Chair, or Secretary, shall not exceed a total of ten years, whether these are

consecutive or not, and further appointment thereafter as an Associate Member shall be for two years only. The rotation of a person through alternate periods of Associate, Titular, and Associate Membership may be permitted to a total of twelve years. Exceptional circumstances must be established and special permission of the Bureau granted for:

- (i) the reappointment as a Titular Member of a person who has served eight years as a Titular Member, whether these are consecutive or not. The extension shall be for a period of two years.
- (ii) the rotation of a person through alternate periods of Titular and Associate Membership beyond a total of twelve years, whether these are consecutive or not. The extension shall be for a period of two years.
- (iii) membership in any capacity, other than that of National Representative, of one or more Commissions of a Division or of different Divisions beyond a total of twelve years, whether these are consecutive or not. The extension shall be for a period of two years.
- (iv) the replacement by a Division President between General Assemblies of a Member of a Commission.

The number of Titular Members, Associate Members, and National Representatives of each Commission shall not exceed eight. Titular Members, Associate Members, and National Representatives shall be authorities in the field covered by the Commission and shall be so recognized by their Adhering Organizations. Before submitting their names for election, the Chair of the Commission shall explain to them their duties, and they shall agree to undertake them if they are elected.

The choice of a Titular Member or an Associate Member by a Commission may take place either during a meeting of the Commission or by correspondence. The nomination shall then be submitted via the Division Committee to the Secretary General via the Secretariat for approval by the Bureau or Executive Committee. The Adhering Organization with which the Titular Member or Associate Member is connected shall be notified of the appointment.

- B3.305 National Representatives may be nominated by the various Adhering Organizations and approved by the Commission; such representation shall not be permitted if the Commission already has a Titular or Associate Member from that Organization, unless exceptional circumstances are established and special permission is granted by the Bureau. Such representation shall lapse at the conclusion of the next General Assembly unless the person is renominated by his/her Adhering Organization and re-approved by the Commission. Reappoint-

ment of National Representatives beyond a total of twelve years service, whether these are consecutive or not, requires that special circumstances should be established by the Adhering Organization. The names of these National Representatives shall be communicated to the Secretary General via the Secretariat by the Chair of the Commission concerned.

- B3.306 The Division President shall be *ex officio* a member of all the Commissions attached to the Division.
- B3.307 A Commission may propose to the Division Committee the establishment of subcommittees with responsibility for designated functions within the scope of the Commission.
- B3.308 A meeting of a Commission can be financed only upon authorization of the Treasurer after recommendation by the appropriate Division Committee.
- B3.309 The Chair of a Commission shall each year present to the Division Committee a written report on the activities of the Commission, outlining the results obtained and indicating any new work that is to be undertaken.
- B3.310 All reports of Commissions shall be forwarded via the Division Committee to the Bureau, and then submitted to the Council if required by Bylaw 2.11.

B4 Associated Organizations (cf. Statute 13)

- B4.1 The Bureau, having satisfied itself that the claims and activities of an organization seeking to become an Associated Organization of the Union are in accordance with Statute 13, may recommend acceptance to associate membership by the Council provided that:
- (i) the period of existence of the applicant organization has been adequate to establish its stability and the quality of its activities;
 - (ii) the statutes and bylaws of the organization do not conflict with the Statutes and Bylaws;
 - (iii) the activities of the organization neither duplicate nor are in conflict with the legitimate functions of the Union, such as standardization, codification, or other matters of scientific importance.
- B4.2 The Union shall invite Associated Organizations to send representatives to its General Assembly and to relevant meetings of IUPAC bodies when joint sponsorship of meetings or other joint activities may be discussed.
- B4.3 The Union shall offer assistance in publicizing meetings of Associated Organizations.

B4.4 The Union shall present to Associated Organizations such particulars as are decided by the Officers of the Union to be relevant to joint activities.

B4.5 The continuation of membership of each Associated Organization shall be reviewed by the Council every four years.

B5 Adoption, Changes, and Interpretation of Bylaws

B5.1 The Bylaws shall take effect immediately after their adoption by the Council.

B5.2 Changes in the Bylaws may be proposed by the Bureau or by any Adhering Organization. Notice of changes so proposed shall reach the Secretary General via the Secretariat in writing at least six months before the meeting of the Council at which the proposal is to be considered. A change shall be made only if more than one-half of the total number of votes assigned to the Adhering Organizations are cast in favor of such a change.

B5.3 In all cases where the bylaws are not clear or do not give a decision, the President's Ruling shall be decisive.

Standing Orders for Standing Committees

FINANCE COMMITTEE (FC)

Composition and Terms of Office

- (i) There shall be a standing Finance Committee, composed of a Chair and up to four other Titular Members. In addition, the Treasurer and Executive Director (to act as Secretary) shall be *ex officio* Members, but without voting power.
- (ii) The President, in consultation with the Executive Committee, shall appoint the Chair. The Finance Committee may propose candidates.
- (iii) The period of service of the Chair shall not exceed eight years. The sum of the years of service as a Titular Member and as the Chair shall not exceed ten years.
- (iv) The President, in consultation with the Executive Committee, shall appoint the Titular Members. The Finance Committee may propose names of persons suitably qualified for appointment.
- (v) The period of service of the Titular Members shall be normally be four years, renewable for a further term of four years.
- (vi) The Membership shall be reviewed every two years by the incoming President, in consultation with the Executive Committee.

Terms of Reference

- (i) To advise the President and the Executive Committee on financial matters.
- (ii) To make financial recommendations for decision by the President and/or the Executive Committee.
- (iii) To review the IUPAC securities at least annually and to make such changes as appear appropriate.
- (iv) The Finance Committee shall not have executive functions, except with respect to dealings in securities. The Finance Committee shall have executive authority with respect to selection, purchases, and sales of securities held by IUPAC, provided that the Treasurer concurs with the decisions of the Finance Committee.

COMMITTEE ON PUBLICATIONS AND CHEMINFORMATICS DATA

STANDARDS (CPCDS) Composition and Terms of Office

- (i) There shall be a Standing Committee on Printed and Electronic Publications, composed of a Chair, a Secretary, and at least five and not more than eight other Titular Members. With the approval of the President, in consultation with the Executive Committee, up to three Associate Members may also be appointed.
- (ii) The President, in consultation with the Executive Committee, shall appoint the Titular Members and the Associate Members. The Committee on Printed and Electronic Publications may propose names of persons suitably qualified for appointment.
- (iii) The period of service of a Titular Member and of an Associate Member shall be four years, renewable for a further term of four years.
- (iv) The Membership shall be reviewed every two years by the incoming President, in consultation with the Executive Committee.
- (v) The President, in consultation with the Executive Committee, shall appoint the Chair. The Chair shall appoint a Secretary. The Committee on Printed and Electronic Publications may propose candidates.
- (vi) The period of service of the Chair shall not exceed eight years. The sum of the years of service as a Titular Member or an Associate Member and as the Chair shall not exceed ten years.
- (vii) The period of service of the Secretary shall not exceed eight years. The sum of the years of service as a Titular Member or an Associate Member and as the Secretary shall not exceed ten years.
- (viii) The Scientific Editor of *Pure and Applied Chemistry* shall be an *ex officio* Member of the Committee. The Scientific Editor shall have all the rights of a Titular Member but is not counted as one of the Titular Members defined in (i).

Terms of Reference

- (i) To advise the President, Executive Committee, other Standing Committees, Divisions, and Commissions on all aspects of the design and implementation of printed and electronic publications, including computerized databases of all sorts, and to promote the compatibility of the storage, and management of digital content through the development of standards for the creation of a consistent, global framework for human and machine-readable chemical information.
- (ii) To make recommendations to the President and the Executive Committee on matters of policy and procedures related to the production and dissemination of printed and electronic publications.

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- (iii) To advise the Secretary General and the Executive Director on hardware and software requirements for the Secretariat and on the development and operation of its computer systems.
- (iv) Subject to approval by the President and the Executive Committee, to establish Advisory Boards, Subcommittees, and Task Groups as needed to carry out specific functions of the Committee.

PURE AND APPLIED CHEMISTRY EDITORIAL ADVISORY BOARD (PAC-EAB)

Composition and Terms of Office

- (i) There shall be an Editorial Advisory Board (EAB) for the IUPAC journal *Pure and Applied Chemistry (PAC)*, comprising the Secretary-General (*ex officio*), the President of each Division or his/her nominated representative (*ex officio*), the Chair of the Committee for Printed and Electronic Publications or his/her nominated representative (*ex officio*), the Chair of the Interdivisional Committee for Terminology, Nomenclature and Symbols or his/her nominated representative (*ex officio*), the Scientific Editor (*ex officio*), and up to six invited members.
- (ii) The *ex officio* members shall serve for the duration of their IUPAC appointments, subject to confirmation at each General Assembly. Invited members shall be nominated by the President and appointed in consultation with the Executive Committee. Their period of service shall be four years, renewable for a further term of four years.
- (iii) The Secretary-General shall Chair any meetings of EAB members, and the Secretariat shall maintain records of such meetings.

Terms of Reference

- (i) The EAB shall monitor scientific and editorial standards of *PAC*, and advise and assist on all aspects of planning, implementation, and evaluation of publication policy and practice.
- (ii) The EAB shall respond to requests for critical evaluation of *PAC* activities and initiatives.
- (iii) The *ex officio* members of the EAB shall be responsible for reporting back to their respective IUPAC constituencies on relevant *PAC* matters.

INTERDIVISIONAL COMMITTEE ON TERMINOLOGY, NOMENCLATURE AND SYMBOLS (ICTNS)

Composition and Terms of Office

- (i) There shall be a standing Interdivisional Committee on Terminology, Nomenclature and Symbols, composed of a Chair, a Secretary, up to three Titular Members and up to three Associate Members as a “core” membership and one Titular Member from each Division.
- (ii) The President, in consultation with the Executive Committee, shall appoint the Titular Members and the Associate Members. ICTNS and the Division Presidents may propose names of persons suitably qualified for appointment.
- (iii) The period of service of the core Titular Members and Associate Members shall be four years, renewable for a further term of four years. The period of service for Titular Members from the Divisions shall be two years, renewable up to a total of eight years.
- (iv) The President, in consultation with the Executive Committee, shall appoint the Chair and the Secretary. ICTNS may propose candidates.
- (v) The period of service of the Chair and of the Secretary shall be four years, renewable for a further term of four years. The sum of the years of service as a Titular Member or as an Associate Member and as the Chair or the Secretary shall not exceed ten years.
- (vi) The following organizations shall be invited to attend meetings of ICTNS:

Bureau International des Poids et Mesures
International Organization for Standardization
International Union of Biochemistry and Molecular Biology
International Union of Crystallography
International Union of Nutritional Sciences
International Union of Pharmacology
International Union of Pure and Applied Physics

Terms of Reference

- (i) To be responsible for submission to the Bureau/Council, in accordance with Bylaw 2.11, for publication or otherwise, any IUPAC document concerned with terminology, nomenclature, symbols, and other conventions.
- (ii) Before recommending any material for publication as an IUPAC document, to ensure that full consultations have taken place, and the widest possible consensus has been reached among all Divisions and other bodies of the Union, and between

IUPAC and other ICSU bodies, the international standardizing organizations, and Conférence Générale des Poids et Mesures (CGPM) and its Committees.

- (iii) To ensure, via each Division's Titular Member on ICTNS, that all documents for publication emanating from that Division have been subject to a satisfactory level of review of substantive material by the Division Committee.
- (iv) To ensure that any considered IUPAC view shall carry the fullest possible weight among other international organizations, all negotiations on matters concerned with nomenclature and symbols with other ICSU bodies, with the international standardizing organizations, and with CGPM and its Committees, shall be conducted through ICTNS, which shall advise the Executive Committee accordingly.
- (v) To be responsible, after consultation with all relevant bodies of IUPAC, for the official IUPAC comments on all documents on nomenclature, symbols, terminology and conventions sent to the Union for comment.
- (vi) To advise the President and the Executive Committee on suitable persons for appointment as representatives of IUPAC on other bodies concerned with nomenclature, symbols, and terminology.

PROJECT COMMITTEE (PC)

Composition and Terms of Office

- (i) There shall be a Project Committee composed of a Chair and five Elected Members of the Bureau. In addition, the Vice President shall be an *ex officio* voting member.
- (ii) The President, in consultation with the Executive Committee, shall appoint the members.
- (iii) The Chair shall not be a member of any other IUPAC body.
- (iv) The period of service of the Chair and members shall be two years.
- (v) The Chair shall not serve for more than six years.
- (vi) The Executive Director, or designee, shall act as Secretary for the Committee.

Terms of Reference

- (i) To make funding decisions on interdivisional projects.
- (ii) To make funding decisions on projects judged to be too large for the financial resources of a Division or Standing Committee.
- (iii) To make funding decisions on projects from Standing Committees that do not have project budgets.
- (iv) To recommend projects for submission for external funding.
- (v) To operate within the project budget determined by the Treasurer and approved by the Council and to keep the Treasurer informed of its actions.
- (vi) To act in a timely fashion on approval requests so project schedules can be met.
- (vii) To make funding decisions on support for Conferences in Developing Countries and for Conferences on New Directions in Chemistry.

EVALUATION COMMITTEE (EvC)

Composition and Terms of Office

- (i) There shall be an Evaluation Committee composed of five Members of the Bureau.
- (ii) The President, in consultation with the Executive Committee, shall appoint the members and designate one of them as Chair.
- (iii) The period of service of the members shall be two years.
- (iv) The Executive Director shall act as Secretary for the Committee.

Terms of Reference

- (i) To monitor statistical data on the nature and breadth of project portfolio and the geographical spread of Task Group participation.
- (ii) To examine project completion reports, identify lessons to be learned, and liaise with the Project Committee.
- (iii) To collect and analyze reports from task Group Chairs, Divisions, and Committees on responses to strategic initiatives of the Union
- (iv) To report to the Bureau, in writing, annually on the results of the evaluations done.
- (v) To inform, after discussion in the Bureau, the National Adhering Organizations of the completed evaluations.

CHEMRAWN COMMITTEE (CHEMICAL RESEARCH APPLIED TO WORLD NEEDS)

Composition and Terms of Office

- (i) There shall be a standing CHEMRAWN Committee, composed of a Chair, a Secretary, six Titular Members, and up to six Associate Members. In addition, the Treasurer shall be an *ex officio* Member, but without voting power.
- (ii) The President, in consultation with the Executive Committee, shall appoint the Titular Members and the Associate Members. The CHEMRAWN Committee may propose names of persons suitably qualified for appointment.
- (iii) The period of service of a Titular Member and of an Associate Member shall be four years, renewable for a further term of four years.
- (iv) The Membership shall be reviewed every two years by the incoming President in consultation with the Executive Committee.
- (v) The President, in consultation with the Executive Committee, shall appoint the Chair and the Secretary. The CHEMRAWN Committee may propose candidates.
- (vi) The period of service of the Chair and of the Secretary shall not exceed eight years. The sum of the years of service as a Titular Member or an Associate Member and as the Chair or the Secretary shall not exceed ten years.

Terms of Reference

On behalf of the President and the Executive Committee:

- (i) To identify human needs amenable to solution through chemistry with particular attention to those areas of global or multinational interest.
- (ii) To serve as an international body and forum for the gathering, discussion, advancement, and dissemination of chemical knowledge deemed useful for the improvement of humans and their environment.
- (iii) To serve as an international, nongovernmental source of advice for the benefit of governments and international agencies with respect to chemistry and its application to world needs, and to be responsible for organizing IUPAC activities in these areas as approved by the President and the Executive Committee. The Treasurer is to be kept informed through plans, budgets, and audited accounts of activities that have financial implications. Payments from IUPAC funds must be approved by the Treasurer.

COMMITTEE ON CHEMISTRY EDUCATION (CCE)

Composition and Terms of Office

- (i) There shall be a standing Committee on Chemistry Education (CCE), composed of a Chair, a Secretary, six other Titular Members, and an Associate Member from each of the Divisions. Each Adhering Organization not represented among the Titular and Associate Members may nominate a National Representative to the CCE.
- (ii) The President, in consultation with the Executive Committee, shall appoint the Chair, Secretary, and Titular Members. The CCE may propose names of persons suitably qualified for appointment.
- (iii) The Associate Members shall be nominated by the relevant Division President from the Titular Members of the Division Committee, and be appointed by the President of the Union, in consultation with the Executive Committee.
- (iv) The period of service of Titular Members shall be four years, renewable for a further term of four years. The period of service of Associate Members shall be two years, renewable to a total period of eight years. The period of service of National Representatives shall be two years, subject to renomination and reappointment to a maximum period of service of twelve years.
- (v) The sum of the years of service as a Titular Member and as the Chair or the Secretary shall not exceed ten years.

Terms of Reference

- (i) To advise the President and the Executive Committee on matters relating to chemistry education, including the public appreciation of chemistry.
- (ii) To maintain a portfolio of educational projects and to coordinate the educational activities of IUPAC.
- (iii) To monitor chemistry education activities throughout the world and to disseminate information relating to chemical education, including the public appreciation of chemistry.
- (iv) To develop liaisons with international organizations such as UNESCO, national and regional chemical societies, chemical education committees, and organizations concerned with the public appreciation of science.

COMMITTEE ON CHEMISTRY AND INDUSTRY (COCI)

Composition and Terms of Office

- (i) There shall be a standing Committee on Chemistry and Industry, composed of a Chair, a Secretary, six other Titular Members and up to six Associate Members. In addition, each NAO representing a country having more than one Company Associate may propose a National Representative to COCI. By mutual agreement, two or more NAOs in a given geographic region that has more than three Company Associates may jointly propose a National Representative from that region.
- (ii) The President, in consultation with the Executive Committee, shall appoint the Chair, the Secretary, the Members and the National Representatives. The President may, at his/her option, designate one of the Titular Members as Vice-Chair. Candidates may be proposed by the Committee on Chemistry and Industry and by National Adhering Organizations having Company Associate programs.
- (iii) The period of service for all categories of Members and National Representatives shall be four years, renewable for a further term of four years.
- (iv) The Membership shall be reviewed every two years by the incoming President, in consultation with the Executive Committee.
- (v) The sum of the years of service as a Member and as the Chair or the Secretary shall not exceed ten years.

Terms of Reference

- (i) To advise the President and Executive Committee of the potential impact on IUPAC programs of trends and developments in the international chemical industries, including pharmaceutical, agrochemical and related industries. Also, to advise on options and actions by which IUPAC could become more attractive to increased participation by scientists in industry.
- (ii) In collaboration with National Adhering Organizations, to develop and maintain an active program to recruit, guide and inform Company Associates on IUPAC programs and policies. To convey to IUPAC management at all levels relevant information from Company Associates that may assist in developing IUPAC programs and projects.
- (iii) To develop liaisons with (a) national and international associations that represent industries based on the chemical sciences; (b) national and regional chemical societies; and (c) international bodies such as UNESCO and UNIDO.
- (iv) In cooperation with other IUPAC bodies, to initiate and maintain a portfolio of projects with implications for industry and to help develop good relations between IUPAC and industry. To advise IUPAC bodies on the potential for participation and/or funding of relevant projects by industry and to coordinate overtures to industry on such funding.