

## CONSTITUTION OF THE INTERNATIONAL ASSOCIATION OF CATALYSIS SOCIETIES

WHEREAS, the International Congress on Catalysis, Inc., a corporation of Pennsylvania, USA, organised the first International Congress in Philadelphia in 1956 and participated in the planning of subsequent Congresses in Paris in 1960 and Amsterdam in 1964, with the objective of furthering the science and technology of catalysis.

AND WHEREAS, such Congresses have provided:

Means for open exchange of information and knowledge on catalysis and related science and technology;

Opportunities for scientists and engineers of participating countries to make personal contacts.

THEREFORE, in view of the continuing and growing interest in catalysis, it has been agreed to establish an international organisation to further the above objectives. The new organisation was originally called International Congress on Catalysis, but its name has been changed in 1996 to International Association of Catalysis Societies. It has further been agreed that this organisation seeks continued affiliation with the International Union of Pure and Applied Chemistry (IUPAC). In order to assure regularity in all actions and perpetuity thereof, the following Constitution of the International Association of Catalysis Societies has been agreed and approved.

### Article 1. General

The name of the organisation shall be International Association of Catalysis Societies. Its objectives shall be generally to promote scientific and technological progress in the field of catalytic chemistry, and specifically to provide a forum for formal and informal discussions amongst scientists and engineers from time to time by promoting the organisation of International Congresses on Catalysis, hereafter referred to as ICC. Attendance at an ICC shall be open to all interested scientists and engineers. The operation of the International Association of Catalysis Societies shall be carried on by a Council and an Executive Committee whose purpose and method of operation are hereinafter described. The International Association of Catalysis Societies represented by its Executive Committee controls the use of its name and that of the International Congress on Catalysis.

### Article 2. Objectives of the Council

Objectives of the Council shall be:

(a) To coordinate an effective network of relationships between the main associations of catalysis world-wide and in particular:

- to coordinate and make more effective meetings on catalysis, avoiding unnecessary duplication and stimulating discussion in new areas of catalysis science

- to strengthen international relationships and scientific collaboration world-wide and as a reference organisation to stimulate funding agencies to adopt a wide perspective
- to initiate joint actions for more effective integration of research world-wide
- to be a forum for the discussion of common problems within the catalysis community
- to promote the visibility of catalysis outside the catalysis community and emphasise its relevance to society and environment
- to promote educational aspects of catalysis and to assist young researchers by the effective diffusion of knowledge and by facilitating their mobility within the catalysis community
- to create an efficient communication network by whatever means appropriate for the non-commercial distribution of information regarding meetings, appointments, and general information.

(b) To promote discussions of the science and technology of catalysis and related subjects from time to time by inviting appropriate groups in various countries to organise and hold International Congresses on Catalysis at a convenient interval of years, and also to decide upon the dates for holding these ICCs.

(c) To ensure that each ICC shall contribute its full share toward the object (b) above, and to maintain continuity, the Council looks after all matters concerning International Congresses on Catalysis.

### Article 3. Membership of the Council

(a) The Council shall be composed of duly accredited delegates of member countries or groups of countries. Each member country or member group of countries shall have two delegates. The Council decides by secret ballot on the admission of new member countries or groups of countries, and the removal of the names of countries that either no longer exist as states represented in IUPAC or no longer fulfil the conditions for admission. A minimum condition for membership is that scientists working in that country, or group of countries, have contributed several papers to recent International Congresses on Catalysis. Admission or removal of a member requires a three-fourths (3/4) majority vote of the Council. Membership of a group of countries excludes each country of that group from direct membership, unless the Council decides on a new definition of the remaining group. Before each Council meeting, the Secretary provides all Council members with a list of the countries and groups of countries that are members of the Council; this list also states explicitly which countries form part of a member group and which countries, if any, have changed their official names since the previous Council meeting. After approval by the Council, this list will be attached to the minutes of the Council meeting.

(b) Appointment of delegates will be made by a national or multinational organisation, competent in the field of catalysis. Problems concerning the appointment of delegates to the Council or the selection of the organisations that make these appointments will be submitted to IUPAC for resolution.

(c) The normal term of office of delegates shall be from the beginning of one ICC to the beginning of the next. If new appointments are made by a national or multinational organisation, competent in the field of catalysis, between two ICCs, the term of office ends with the beginning of the next IACS Council.

(d) A member should not serve more than two consecutive terms unless elected to the ~~title~~ of Vice-President.

(e) Officers of the Council shall hold office from the end of each Congress until the end of the next. If any Officer of the Council is not being appointed a delegate for a further period, the new delegate to replace him/her shall be permitted to attend the Council meeting, but without the right to vote.

(f) When a delegate is unable to attend a meeting of the Council, an alternate may serve in his/her stead. Accredited delegates unable to attend such a meeting may each nominate one leading representative of the catalysis community from their country to represent them; such nomination must be received in writing by the Secretary at least one week before the meeting, to ensure circulation of papers.

#### Article 4. Officers of the Council

The Council at each ICC shall elect by secret ballot a Vice-President, Secretary, Treasurer and a representative chosen from the delegates of the Council. The Vice-President becomes President after the next ICC. On the event of loss of both the President and Vice-President, the Executive Committee shall designate a temporary executive officer until the meeting of the next Council meeting. No more than two of these five Officers may be from the same nation. Election of Officers is by majority vote of the Council.

#### Article 5. Executive Committee

The Officers of the Council constitute the Executive Committee. The main functions of the Executive Committee are as follows:

(a) The Executive Committee cooperates with the Congress Committee organising the next ICC to ensure that the standard of scientific papers and organisation of the meeting is in line with the tradition of the ICCs.

(b) If unforeseen circumstances force a Congress Committee to relinquish its task, the Executive Committee will take the steps necessary to obtain a decision of the Council in agreement with its Objectives described in Article 2.

(c) The Executive Committee arranges to supply to the press and other news media information concerning activities of the ICC.

(d) The Executive Committee arranges for the financing of the Council and itself.

(e) The Executive Committee is authorised to appoint a Deputy Treasurer who will act in the case of an emergency or if the Treasurer is incapacitated.

#### Article 6. Officers

(a) The President of the Council, who shall also be Chairperson of the Executive Committee, shall supervise the work of the Council and its Executive Committee, preside at their meetings, and be

responsible for the executions of the decisions of these bodies. He or she shall represent the Council at ICCs and between ICCs.

(b) Should the President be absent for any reason, the Vice-President shall take his/her place. Should the President become permanently incapacitated, the Vice-President shall automatically become President and fulfil the President's unexpired term. If a member of the Executive Committee other than the President is permanently incapacitated, the President, after consultation with members of the Executive Committee, will invite a Council member to join the Executive Committee.

#### Article 7. Secretary

(a) The Secretary shall function for both the Council and the Executive Committee.

(b) The Secretary shall prepare minutes of meetings of the Council and the Executive Committee and distribute these to members of the respective bodies.

(c) The Secretary receives and distributes to members of the Council petitions for admission of new countries to the Council and for changes in bylaws.

(d) The Secretary notifies scientific bodies in countries represented in the Council, at least six months before an ICC, to review and certify their representation on the Council.

(e) The Secretary conducts election for Officers of the Council, unless he/she is a candidate, in which case the President shall appoint an alternate.

#### Article 8. Treasurer

(a) The Treasurer shall receive funds required for the operation of the Council and its Executive Committee by such means as shall be devised by the Executive Committee. He/she shall hold these funds and disburse them in accordance with the actions of the Executive Committee. He/she shall prepare a financial statement for presentation at the Meeting of the Council during each ICC.

(b) The Treasurer shall advise the Congress Committee on the income from registration fees at previous Congresses and the principal costs of operating them. For this purpose the Treasurer shall maintain a file of non-confidential information on the finances of previous ICCs and hand this file over to the next Treasurer.

#### Article 9. Meetings

(a) The Council shall meet at the time of each ICC. The business of the Council will be handled, as much as possible, by correspondence. The Executive Committee may call additional meetings of the Council, between two consecutive ICCs, at major international meetings on catalysis. The quorum at such additional meetings shall be not less than four-tens (4/10) of the accredited delegates. Accredited delegates unable to attend such a meeting may each nominate one leading representative of the catalysis community from their country to represent them; such nomination must be received in writing by the Secretary at least one week before the meeting, to ensure circulation of papers. Such nominated persons will enjoy all the responsibilities and privileges of

nationally accredited delegates for the purpose and duration of the additional meeting of the Council only. Actions consequent upon resolutions and decisions made at an additional meeting of Council shall be the responsibility of nationally accredited delegates.

(b) The Executive Committee shall meet at least once at the time of each ICC and at such other times as may be deemed necessary by the Executive Committee. A special meeting of the Executive Committee shall be held at the earliest convenient time following the written request of not less than two-thirds (2/3) of the countries represented in the Committee or in the Council.

(c) At each ICC, the Council shall decide on the country in which the next ICC will be held. All invitations received from accredited Council delegates on behalf of their national or multinational scientific organisations will be considered, provided that they contain a written commitment of the inviting organisation that every reasonable effort will be made to distribute extended abstracts of all papers at least one month before the ICC. In addition, the ICC shall make every effort to publish the Plenary and Award lectures presented at the ICC in an archival publication organ, the choice of which shall be approved by the Executive Committee.

(d) Any delegate of the Council or member of the Executive Committee who is unable to attend a meeting may be represented by another delegate or non-member accredited for the purpose. This representative shall have the voting rights of the absentee delegate.

(e) The majority required for any vote or ballot in the Council and Executive Committee shall be a simple majority, except where otherwise stated in the Constitution.

(f) All Proceedings at the meetings of the Council and Executive Committee shall be conducted in English.

#### Article 10. Finance

(a) Normal financing of the expenses of the Council and the Executive Committee will be on the basis of a percentage of registration fees.

(b) A set proportion of 10% of the sum of all registration fees is to be turned over to the Executive Committee as a levy to support the organisation.

(c) The financial obligations of the Council and its Executive Committee shall be limited to correspondence, and when required, to providing expenses in relation to the objectives set out in Art. 2a, to providing expenses for Council Meetings whenever called, to providing secretarial help to the Secretary and assistance to the President to ensure his/her attendance at an ICC. The amount of money for secretarial and other assistance shall be determined by the Executive Committee.

(d) The expenses of the Council should as far as possible be paid from funds at the disposal of the Executive Committee. If the need for additional funds arises, the Executive Committee has the power to raise funds by any means that it thinks fit. Each year the Treasurer shall submit to the members of the Executive Committee a financial statement. He/she shall also report on finances at the meeting of the Council during each ICC, including a projection of future income and expenses.

#### Article 11. Congress Committee

(a) The appropriate scientific organisation(s) of the country hosting an ICC shall appoint a committee, known as the Congress Committee, which shall be subject to approval of the Executive Committee.

(b) The Congress Committee for each ICC, although enjoying every initiative and responsibility for carrying out the work it has undertaken, shall follow the general directions given by the Executive Committee to ensure that the permanent interests and objectives of the International Association of Catalysis Societies are maintained. To this end the Congress Committee shall keep the Executive Committee informed of the work undertaken for the preparation of the ICC. The Executive Committee shall cooperate with the Congress Committee in every possible way.

(c) The Congress Committee appoints a chairperson and such other officers as are required for handling local arrangements, financing, pre-printing, and publication of plenary and award lectures, etc.

(d) The Congress Committee has complete responsibility for all matters concerned with the ICC, with respect to the conduct and financing of the ICC, the final selection of papers on the programme and matters concerned with pre-printing of extended abstracts of papers and publication of Plenary and Award lectures.

(e) The Congress Committee may obtain funds for operating its ICC by registration fees, and by other means such as sponsorship by industry or government.

(f) The Executive Committee can assist in the financial arrangements for the next Congress. Upon written request by the Congress Committee organising the next Congress, the Executive Committee can provide a loan of up to a maximum of 30% of the sum received from the fee levy of the previous Congress. No interest is paid for the part of the loan which does not exceed 10% of the sum received from the fee levy of the previous Congress. The Executive Committee, advised by the Treasurer, decides on the interest to be paid by the Congress Committee for the part of the loan exceeding this amount. The loan must be repaid within twelve months of the end of the Congress.

(g) The Congress Committee shall provide the Treasurer with a confidential statement, summarising the finances of the ICC, within twelve months of the end of the ICC. The Treasurer will destroy this statement and any copies of it after four years or when his/her term of office has finished.

## Article 12.

Alterations of these Articles may be proposed by a member country at any meetings of the Council, but any such proposed alterations must also be seconded by another member country and submitted to the Secretary in writing not less than three months before the date on such a meeting. The proposed alterations shall be quoted in full on the agenda for that meeting and distributed in advance to the members of the Council. Any change in the Constitution shall result from a three-fourths (3/4) majority vote of those present at a meeting of the Council. These alterations are subject to approval by IUPAC.

In case of legal disputes, the law of the country where IUPAC has its permanent office will apply.