



## International Polymer Characterization Conference **POLY-CHAR YYYY [City]**

### **POLY-CHAR**

#### **The organization structure**

##### **Scientific Committee**

The activities and structure of the organization are determined by the **Scientific Committee (SciCom)**. This committee is composed of eminent scientists from around the world with an interest in the areas of activities of the organization. It is expected that members of the committee take an active part in the activities of the organization and contribute to the expansion and functioning of the organization and its meetings.

##### **Membership of the SciCom**

The number of members of the SciCom is not limited. A balanced distribution of geographical and gender composition is strived for. Candidates for membership of SciCom can be proposed to the **Executive** of the SciCom (see below) by any member of the SciCom. The appointment will be made after approval by the SciCom at the next meeting (simple majority). CV and scientific background has to be provided by the proponent and be seconded by another member of the SciCom. To qualify for membership of the committee, the candidate must attend and contribute to the meetings and activities of the organization. Attendance of at least two meetings within a five-year period is required to qualify for serving on the committee.

If a member of the Scientific Committee makes no contribution to meetings and the committee within a three-year period, it will be assumed that this person is no longer interested in a membership of the Scientific Committee. However, the President and the Executive may make recommendation to the Scientific Committee with regards to continued membership. The **President** and the **Vice President Membership** will inform the respective person about the decision.

##### **Executive of the Scientific Committee**

The **Executive** of the SciCom is responsible for enacting the decisions of the committee as well as making proposal to the SciCom with regards to activities. The Executive is constituted as follows:

- (1) There is one **President** elected by the scientific committee (SciCom). To be elected President, the person must have served at least two years as a Vice President. The President should be elected at least every two years at the scientific committee meeting at every second POLY-CHAR starting in 2021.
- (2) A number of **Vice Presidents** (from different parts of the world) proposed from the pool of SciCom members and elected by the SciCom every two years, in the same process as the President. This should include
  - (a) Vice President for Awards - will serve as the convener of the Award Committee
  - (b) Vice President for Membership (of the SciCom) - should keep records of the members of the Scientific Committee and is responsible for maintaining the email distribution list and serves as the contact between the membership and the Executive
  - (c) Vice President for Organization of Conferences and Educational Initiatives

- (d) Several Vice Presidents representing the various region which must include Europe, Asia, the Americas, Oceania and Africa and the rest of the world.
- (e) Co-opted members as decided by the executive.
- (3) The principle of **minimum representation** should apply in order to keep the Executive as small as possible where the members can represent both a region as well as other formal portfolios.
- (4) One of the vice presidents will be elected as deputy president.
- (5) An **International Ethics Advisory Board (IEAB)** consisting of all the Past Presidents and other former members of the SciCom nominated and designated to be so by a vote of at least 60% of the members of the SciCom present at a meeting of the committee. The Board's role is to provide advice and guidance to the Executive and SciCom. This committee carries one vote on all issues of the SciCom.
- (6) There will be a website maintained and the management of this is the responsibility of the Executive.

Each year, a POLY-CHAR **Year [City]** (e.g. POLY-CHAR 2019 [Kathmandu]) conference will be organized during which the members of the SciCom will meet to discuss issues and confirm the actions of the Executive and when needed, elect the President and the vice presidents for the next term.

### **Role of each body**

- (1) The president presides (primus inter pares) and is elected by the SciCom according to the rules outlined below. The president serves for two years that span from meeting to meeting (not according the calendar years). The President is elected by at least 51% of members present at the Scientific Committee meeting that takes place during the organization's meeting around the world.
- (2) In the case of the absence of one member of the SciCom, this person may give their voting proxy to another member of the committee to vote on their behalf. However, no member of the committee may cast more than two proxy votes in addition to their own vote. For the purposes of elections, a quorum of at least one third of the members of the Scientific Committee must cast their vote (directly or *via* proxy).
- (3) The Executive gathers information and prepares points to be discussed and the agenda for the next SciCom meeting. The IEAB will have input in this processes. The Executive is also empowered to take decisions on behalf the SciCom on any critical issues between formal meetings. If this is the case, these decisions will be reported to the SciCom at the next meeting
- (4) In case of conflict, the IEAB could propose mediation and will have the possibility to give one vote in addition to the SciCom.
- (5) Each year a colleague (not necessarily a member of the SciCom) will organize a POLY-CHAR meeting in close cooperation with the Executive and the SciCom; this colleague will be nominated during the SciCom meeting preferable at least two years in advance. This colleague will have the responsibility to organize the meeting according the POLY-CHAR spirit and will have to respect the decision of the Executive and SciCom.