



**Commonwealth
Chemistry**
Federation of Chemical Sciences Societies

Rules

Adopted with effect from 24 April 2023

Company limited by guarantee

Registered in England and Wales Number: 12353131

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1 INTRODUCTION

1.1 Commonwealth Chemistry (the “Federation”) is a company limited by guarantee registered in England and Wales.

1.2 As a limited company, the Federation’s governing document is its Articles of Association (“Articles”), a legal document which sets out what the Federation, as a company, can do in pursuit of the Objects for which it is established (Article 3), namely to:

- *be an effective and inclusive voice for practitioners of the chemical sciences in the Commonwealth and to speak out as a single cohesive group for collective benefit;*
- *support all practitioners of the chemical sciences in the Commonwealth, and encourage and facilitate the sharing of best practice;*
- *drive innovation and promote excellence in the chemical sciences in the Commonwealth, including in education and practice, and support translational research to elevate the relevance of chemical sciences to society, influencing key decision makers and creating wider economic and societal benefits; and*
- *foster scientific collaborations and promote and enable researcher mobility and access to research infrastructure across the Commonwealth.*

1.3 The Objects, and any other provision in the Articles, may only be amended with approval of at least 75% of the Federation’s voting members (explained further below).

1.4 These Rules govern the day-to-day operations of the Federation in more detail than are dealt with in the Articles.

1.5 In the event of a conflict between these Rules and the Articles, the Articles shall prevail.

1.6 The official language of the Federation is English.

2 GUIDING PRINCIPLES OF THE FEDERATION

Vision

2.1 One community, one voice, catalysing equality for all.

2.2 Equal and inclusive representation from all Commonwealth nations with the recognition that those with the greater resources will contribute more in order to support those with fewer resources.

Mission

2.3 To inspire, celebrate and elevate the role and practice of the chemical sciences for the benefit of Commonwealth nations and their people.

2.4 This mission is enshrined in the Federation’s Objects at Article 3.

Values and Beliefs

- 2.5 The Commonwealth is a uniquely diverse group of nations with shared values and a powerful voice. It represents all corners of the globe.
- 2.6 It is home to 12% of the world's researchers and accounts for around 10% of global research and development expenditure. Science is uniquely placed to contribute to the Commonwealth's shared goals of democracy and development. With an estimated 60% of its population under the age of 30, the Commonwealth is set to play an ever more important role in the world's future – a future that will present many challenges where science can identify solutions.
- 2.7 The Federation will continue to bring influence and change for the collective benefit of the Commonwealth through effective partnership and strong links with governments and will uphold the core values of the Commonwealth as being aspirational, inspirational and a provider of role models.

3 SET-UP PHASE

- 3.1 The Federation took steps to establish its legal organisation, administration and practices and adopted rules, with effect from 20 October 2020, to facilitate the initial set-up phase and to lay the foundations for a successful, collaborative future for the Federation ("**2020 Rules**").
- 3.2 In accordance with paragraph 3.1 of the 2020 Rules, it is recognised that it would be appropriate for the Original Rules to be reviewed once the Federation is set up and has been operating for 3 years after its first Congress. Accordingly, the Rules have been updated on the Adopted date (24 April 2023) to reflect the development of Commonwealth Chemistry in its early stages as an organisation and the need to ensure long-term stability and sustainability. It is anticipated that these Rules will be reviewed again within five years.

4 HOW THE SOCIETY IS MANAGED

The Executive Board

- 4.1 The members of the Executive Board are the legal directors of the Federation for the purposes of company law and acting collectively shall be known as the "Executive Board".
- 4.2 The members of the Executive Board owe legal duties to the Federation, not to their national society or other institutions, and are collectively responsible and accountable for the Federation's legal compliance, accounting and finance.
- 4.3 The Executive Board is responsible for the management of the Federation's business, setting the strategic direction of the Federation, and monitoring performance against the Federation's objectives and its strategy.
- 4.4 Furthermore, the Executive Board is responsible for maintaining and updating the Guiding Principles (as set out above).
- 4.5 The Executive Board shall consist of not less than seven, or more than fourteen directors (Article 10).
- 4.6 There must be no more than two members from any one Commonwealth country on the Executive Board at any one time to ensure the Federation

maintains a fair representation of the Membership.

- 4.7 The founding Executive Board shall remain in post until such time as their appointments are amended, ratified or they are required to step down in accordance with any decision of the Members at the first General Assembly meeting or as otherwise set out in the Articles.
- 4.8 The Executive Board comprises:
 - 4.8.1 subject to paragraph 4.13 below, the President (for a two-year term immediately following their term as President-Elect, in accordance with the timetable at Appendix 2);
 - 4.8.2 subject to paragraph 4.13 below, the President-Elect (for a one-year term following their election by the Society Members in accordance with the timetable at Appendix 2);
 - 4.8.3 the Past-President as an observer (non-voting), (for a one-year term immediately following their term as President, in accordance with the timetable at Appendix 2);
 - 4.8.4 five elected directors (elected by Society Members in accordance with the timetable at Appendix 2); and
 - 4.8.5 six appointed directors (appointed by the Executive Board in accordance with paragraph 4.8.6 and the timetable in Appendix 2).
 - 4.8.6 In view of the Federation's early stages and continuing need to establish long-term stability and sustainability, the Executive Board shall ensure that the directors include at least one individual nominated by the Society Member of Australia, Canada, India, South Africa and the UK (or nominated collectively by the Society Members where there is more than one Society Member for that country).
- 4.9 In the event of a vacancy occurring on the Executive Board in between Annual General Meetings, the Executive Board may, at its discretion, select a person as a director on the Board to fill the vacancy with a term of office as follows:
 - 4.9.1 in the case of a selection to fill an appointed director vacancy, the term of office shall be until the end of the term of office vacated by the departing director (to preserve the appointment timetable in Appendix 2); or
 - 4.9.2 in the case of a selection to fill an elected director vacancy, the term of office shall be until the next Annual General Meeting, at which point that director shall retire automatically but may be re-elected (a) to complete any remaining period of the term of office vacated by the departing director (to preserve the appointment timetable in Appendix 2); or (b) if the term of office of the departing director expired at that Annual General Meeting, for a new term of office of three years in accordance with clause 4.17.
- 4.10 The Executive Board may, at its discretion, appoint one of the directors to the role of Treasurer.
- 4.11 The Executive Board is supported by the Secretariat, to whom it may delegate powers to support the financial and administrative functions of the Federation.

The Secretariat shall attend each Executive Board meeting in order to perform this role, but shall not have a vote.

- 4.12 As well as complying with their legal duties as company directors and under the Articles, the Executive Board is expected to act with integrity and to promote high standards of transparency in the governance of the Federation. By default, all Executive Board decisions (including all Board resolutions) should be expected to be published to Members unless there are confidential or commercially sensitive reasons why this is not in the Federation's best interests (at the discretion of the Executive Board).
- 4.13 The President, Past-President and President-Elect will usually be expected to join the Executive Board and to take on formal responsibilities as legal directors of the Federation under company law. However, where there are special reasons why the President, Past-President and/or President-Elect are unable to become or remain a legal director of the Federation (such as a restriction imposed by law or regulation in their home country, or by regulations of their employer or institution), then the Executive Board may decide, at its discretion, to permit the President, Past-President and/or President-Elect not to become or remain a legal director of the Federation. In such circumstances:
- 4.13.1 The President, Past-President and/or President-Elect (as the case may be) shall be entitled to attend Executive Board meetings;
- 4.13.2 The President, Past-President and/or President-Elect (as the case may be) must comply with the provisions in the Articles relating to conflicts of interest and loyalty (Article 19) as if the President, Past-President and/or President-Elect were a director of the Federation, and more generally must act in the best interests of the Federation in performing their role;
- 4.13.3 The Executive Board may require the President, Past-President and/or President-Elect (as the case may be), as a pre-condition for taking up or remaining in that role, to enter into a legally binding letter of appointment with the Federation to regulate the President's, Past-President's and/or President-Elect's relationship with the Federation, on such terms as the Executive Board reasonably consider to be appropriate; and
- 4.13.4 The Executive Board may appoint one of their number, other than the President, Past-President and/or President-Elect (as the case may be) to chair the Executive Board or any of its meetings.

Term of office of the Executive Board

- 4.14 Other than directors appointed or elected following a casual vacancy under clause 4.9, a term comprises three years for all members of the Executive Board, other than the President-Elect, President and Past-President. The terms shall be staggered in accordance with the pattern in Appendix 2, so that there is regular renewal of the Executive Board but also stability for the Federation over time.
- 4.15 The President-Elect shall serve one term of approximately one year, starting at the end of the Annual General Meeting following their election and ending at the next Annual General Meeting at which point the President-Elect shall assume the role of President.

- 4.16 The President may only serve one term in that role, and that term shall be for two years, starting in accordance with paragraph 4.15 and ending at the second Annual General Meeting after the meeting at which the President took office as President. Once the President has served one term as President, they shall serve one term of approximately one year as Past-President, starting at the meeting at which their term as President ends, and ending at the next Annual General Meeting.
- 4.17 Elected directors may serve a maximum of one term of three years, starting at the end of the Annual General Meeting following their election and ending at the third Annual General Meeting after the meeting at which the elected director took office as director. For the avoidance of doubt, elected directors may subsequently be appointed by the Executive Board as appointed directors. This is at the Executive Board's discretion and there should not be any expectation that elected directors will be selected to serve further terms of office as appointed directors. Any term or terms of office completed by an elected director under clause 4.9 as a result of a casual vacancy shall not be counted as part of the maximum term of office for elected directors.
- 4.18 Appointed directors may be re-appointed to further terms, starting at the end of the Annual General Meeting following their appointment by the Executive Board. After three terms, the Executive Board is required to give 'special consideration' to any proposal for further re-appointment: this means the Executive Board must specifically consider the need for periodic refreshing of the Executive Board and must explain at the General Assembly why further re-appointment beyond three terms is considered to be in the Federation's best interests. However, the decision on further re-appointment is taken by the Executive Board, not the Members in General Assembly.

Delegation by the Executive Board

- 4.19 The Executive Board, in exercising the powers the Federation, also have the ability to delegate responsibility for such functions and activities as they see fit (Article 13).
- 4.20 The Executive Board may set up or disband groups with delegated powers as it sees fit, including but not limited to advisory groups and committees.
- 4.21 All such groups shall conduct their activities in accordance with the Articles and any other terms as may be set by the Executive Board from time to time.
- 4.22 The Executive Board is expected to delegate powers to the Secretariat, in order to support the financial and administrative functions of the Federation.

Governance of Executive Board meetings

- 4.23 Executive Board meetings shall be organised and governed in accordance with the provisions in the Articles (in particular Articles 14 to 19).
- 4.24 Voting on routine matters such as the acceptance of reports or minutes may be by show of hands. Voting on sensitive matters shall take place by secret ballot. All votes conducted by electronic means shall be take place by secret method agreed by the Executive Board.
- 4.25 Where an Executive Board Member is unable to attend the meeting for good

reason, that Executive Board member may appoint a proxy to cast that Executive Board member's vote by informing the Secretariat in writing prior to the meeting. Proxies may not participate in voting by electronic means.

- 4.26 If a quorum is not reached at an Executive Board meeting, all decisions adopted shall be interim unless and until they are ratified at a subsequent quorate meeting of the Executive Board.

Eligibility for President and Executive Board Member roles

- 4.27 All nominees for an Executive Board role must comply with the eligibility requirements in the Articles, namely that the nominee be over 16 years of age, are not disqualified from acting as a director and have indicated their willingness to act as a director (Article 12). In addition to the requirements in the Articles, persons nominated for an Executive Board role shall also be Commonwealth citizens and ordinarily resident in a Commonwealth country.
- 4.28 The same eligibility requirements shall apply to the President-Elect and President, whether or not legally a director of the Federation.
- 4.29 It is expected that all members of the Executive Board shall have, and shall contribute, appropriate skills and sufficient time to this important role leading the Federation.

Election of President-Elect and Directors

- 4.30 The Executive Board shall manage the process of electing the President-Elect and elected Directors.

Nomination of candidates

- 4.31 The Executive Board shall consult widely with the Members to seek nominations for the role of President-Elect and the roles of elected Directors, and may set a deadline and process for nominations to be received. Members may nominate candidates for these roles who meet the eligibility requirements in these Rules, by completing a nomination form that:
- 4.31.1 relates to one candidate only;
 - 4.31.2 specifies the Member or Members proposing the candidate and the Member or Members seconding the nomination;
 - 4.31.3 contains a declaration signed by the candidate indicating a willingness and eligibility to take up the role; and
 - 4.31.4 contains such further or different particulars as shall be prescribed by the Executive Board.
- 4.32 From the nominated candidates or any other candidates they consider suitable, the Executive Board shall select one or more candidate(s) for each role who shall be put forward for the election by the Members.
- 4.33 The Executive Board shall send to the Representative of each Society Member a notice containing details of the candidate(s) for each role at least three weeks before each election with clear instructions on how to vote, how each Society

Member nominates a Representative, and the closing date of the election. Elections may be conducted by electronic ballot or other means as decided by the Executive Board.

- 4.34 The voting instructions should include a reminder to Members of the Federation's need for equality and diversity amongst Executive Board in terms of:
 - 4.34.1 subject knowledge and balance;
 - 4.34.2 geographical and subject distribution;
 - 4.34.3 gender, ethnic and age balance;
 - 4.34.4 balance of academic, industrial and other relevant experience;
 - 4.34.5 ability to commit time and energy to the role; and
 - 4.34.6 knowledge of and involvement in national and international chemistry.

5 MEMBERSHIP AND MEMBERS

Categories of membership

- 5.1 Membership of the Federation shall be comprised of:
 - 5.1.1 "Society Members" where membership is held in the name of an incorporated national chemical sciences society, which represents a territory of the Commonwealth at either a regional or national level; and
 - 5.1.2 "Associate Members" where an individual representative holds membership on an ex officio basis in their capacity as a nominated representative of a chemical sciences community for those Commonwealth countries without an incorporated, national chemical sciences society.

General Assembly

- 5.2 In accordance with the Articles, the Members shall collectively be known as the General Assembly when they are engaged in the Federation's activities (Article 22.1).
- 5.3 The General Assembly is required by the Articles to take all necessary steps to ensure that the Federation and all Members abide by the Articles, the Rules and other constitutional documents (Article 22.2).
- 5.4 The General Assembly has the following functions, which are normally discharged at Annual General Meetings:
 - 5.4.1 receive and consider the reports from the Executive Board;
 - 5.4.2 confirm the minutes of the previous meeting;
 - 5.4.3 receive the financial position of the organisation from the Executive Board;
 - 5.4.4 approve changes to the Articles of the Federation;

- 5.4.5 be consulted on changes to the Rules of the Federation;
- 5.4.6 approve the strategic direction of the Federation;
- 5.4.7 note the Elected and Appointed Members of the Executive Board of the Federation;
- 5.4.8 approve the recipients of awards, citations and prizes as appropriate;
- 5.4.9 choose the hosts of the Commonwealth Chemistry Congress;
- 5.4.10 approve the appointment of special project committees as required;
- 5.4.11 consider any other business received by the Secretariat; and/or
- 5.4.12 wind up or dissolve the Commonwealth Chemistry.

Applications for Membership

- 5.5 The format of applications and the supporting documentation required (if any) shall be set by the Executive Board.
- 5.6 No person shall be deemed to be a Member of the Federation unless the application or nomination procedure has been followed correctly, acceptance of the application/nomination has been notified to the Member by the Federation, and any subscriptions have been paid.
- 5.7 The Executive Board may, at their absolute discretion and acting in the best interests of the Federation, refuse to admit any person as a Member, provided the applicant has been given reasonable opportunity (in writing or in person, at the Executive Board's discretion) to state the grounds on which the application for Membership should be accepted.
- 5.8 An Associate Member can apply to the Executive Board to become a Society Member when the Associate Member meets the eligibility criteria for Society Members. The Executive Board has absolute discretion whether to accept an Associate Member's application, but will encourage applications from Associate Members who have incorporated a national chemical sciences society.

Attendance and Representatives at General Meetings

- 5.9 General meetings of Members shall be governed in accordance with the detailed regulations in the Articles (in particular Articles 22 to 36).
- 5.10 Subject to the Articles:
 - 5.10.1 Society Members: each Society Member may nominate up to three participants in the General Assembly. From these participants, each Society Member may appoint a representative who shall exercise the Society Member's voting rights, as follows:
 - 5.10.1.1 By default, the President of each Society Member shall be its representative to the General Assembly. A Society Member may appoint an alternative person as its representative by notifying the Secretariat of the substitute in writing at least 30 days' prior to the relevant General Meeting; and

- 5.10.1.2 Where a Commonwealth country has more than one National Chemical Sciences Society that are Society Members, those Society Members may each nominate three participants in the General Assembly, but must nominate a single representative to exercise the vote representing that Commonwealth country. The Secretariat must be notified in writing at least 30 days prior to the meeting which participant is authorised to act as representative of that Commonwealth country.
- 5.10.2 Associate Members: Commonwealth countries without a national chemical society may be represented by one representative of the chemical sciences community from each such country. The representatives for each such Commonwealth country must be notified in writing to the Secretariat at least 30 days prior to the meeting.
- 5.10.3 The following are also entitled to attend general meetings:
- 5.10.3.1 The Executive Board;
- 5.10.3.2 The Secretariat;
- 5.10.3.3 Observers nominated by the Executive Board. The Secretariat must be informed in writing at least 30 days prior to the meeting of the names and affiliations of Observers.
- 5.10.4 While all participants in the General Assembly may ask questions and contribute, only Representatives of Society Members hold voting rights.
- 5.10.5 Participation in general meetings is restricted to individuals who are ordinarily resident in Commonwealth countries only, unless otherwise approved by the Executive Board.

Voting rights of Members

- 5.11 Society Members have voting rights, but where a Commonwealth country has more than one Society Member, the Society Members collectively appoint a Representative to exercise their one vote, in accordance with paragraph 5.10.1.2 above.
- 5.12 Associate Members have no right to vote, but may ask questions, make contributions, and where appropriate commit to join communications or motions adopted by the General Assembly, in accordance with this paragraph 5.

Membership and other fees

- 5.13 During the set-up phase Royal Society of Chemistry will provide funding to the Federation.
- 5.14 The Executive Board may decide to introduce fees at any time.
- 5.15 If fees are introduced, each Society Member (unless otherwise provided in these Rules) shall pay an annual subscription, the amount of which shall be determined from time to time by the Executive Board. The subscription shall be due and payable on 1 January each year or otherwise as the Executive Board might decide. A candidate for membership shall not become a Society Member or be entitled to the privileges of Society membership until the subscription has

been paid.

- 5.16 A Society Member whose subscription is in arrears by more than three months, despite written notification by the Federation, shall be suspended from being a Society Member of the Federation, forfeiting the privileges of membership, unless the Executive Board shall determine otherwise. If the Society Member remains in arrears for a further three months, the Executive Board shall consider whether to recommend termination of the Society Member's membership of the Federation using the procedure in the Articles (Article 21).
- 5.17 On termination of membership, the Society Member's rights and benefits as a Society Member shall terminate and the Society Member shall have no right to a refund of all or any part of the subscription or other fees paid, although the Federation may offer refunds in exceptional circumstances.

6 FINANCE

Source of Funds

- 6.1 It is acknowledged that the Federation will initially be funded by the Royal Society of Chemistry, and that this arrangement shall be governed by a funding and support agreement entered into between the Federation and the Royal Society of Chemistry.
- 6.2 Further and future funding may be raised by the Federation from annual subscriptions, donations, fund-raising activities, sponsorships, grants, interest, events held under the Commonwealth Chemistry banner and any other sources approved by the Executive Board and within the powers of the Federation in its Articles.

Management of Funds

- 6.3 The Executive Board is responsible for ensuring that all expenditure incurred is in furtherance of the Objects of the Federation as set out in its Articles of Association and the aims as set out in the Rules.
- 6.4 The Executive Board must ensure that Federation funds are safely and securely held in accounts where appropriate financial controls are implemented to prevent any fraudulent actions occurring.
- 6.5 Subject to any restrictions imposed by the Articles of Association and these Rules, the Executive Board may approve expenditure on behalf of the Federation.
- 6.6 The Executive Board may authorise the Secretariat or any Executive Board member to expend funds on behalf of the Federation (including by electronic funds transfer) up to a specified limit without requiring approval of the Executive Board for each item on which the funds are expended.
- 6.7 All means of payment requiring a signature must be signed by two individuals of which one is an Executive Board member.
- 6.8 The Secretariat shall produce an annual budget to be presented to the Executive Board for its approval. The Executive Board shall then follow progress against that budget.

Financial records

- 6.9 The Federation must keep financial records that:
 - 6.9.1 correctly record and explain transactions, financial position and performance; and
 - 6.9.2 enable financial statements to be prepared.
- 6.10 The Federation must retain the financial records for six years after the transactions covered by the records are completed.
- 6.11 The Secretariat must keep in their custody, or under their control:
 - 6.11.1 the financial records for the current financial year; and
 - 6.11.2 any other financial records requested by the Executive Board.

Financial statements

- 6.12 The Federation's financial year is January 1st until December 31st of each year.
- 6.13 Each year financial statements for the activities of the Federation must be produced:
 - 6.13.1 Income and expenditure;
 - 6.13.2 Balance sheet;
 - 6.13.3 Activity summary; and
 - 6.13.4 Bank accounts reconciliation.
- 6.14 If required by law, the financial statements will be reviewed or audited.
- 6.15 The financial statements shall be prepared and approved by the Executive Board in accordance with company law and accounting requirements.
- 6.16 The financial statements will be tabled at each Annual General Meeting for the information of Members.

7 DISSOLUTION OF THE FEDERATION

- 7.1 Subject to any additional or different requirements in the Articles or by law:
 - 7.1.1 A proposal to dissolve the Federation must be submitted in writing to the Secretariat at least one year prior to the Annual General Meeting at which the dissolution is proposed to have effect and must be signed by at least 25% of Society Members; and
- 7.2 A resolution to dissolve the Federation requires the agreement of two thirds of all Society Members of the Federation to pass.
- 7.3 In the event of the winding-up or dissolution of the Federation, the net assets of the Federation shall be distributed to a similar type of not-for-profit organisation in accordance with the Articles (Article 40).

8 LEGAL REPRESENTATION AND DOMICILE

- 8.1 The Federation shall be established as a non-profit company limited by guarantee in England and Wales, incorporated and registered by Companies House in England and Wales with its registered office in England.
- 8.2 The operation of the Federation, its Articles and Rules shall be governed by English law and all disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.

9 AMENDMENT OF RULES

- 9.1 In accordance with the Articles, these Rules may be amended or repealed by the Executive Board (Article 8.1.4).
- 9.2 Where reasonably possible, the Executive Board shall consult Society Members before adopting, amending or repealing Rules.

Appendix 1

Commonwealth Chemistry—the Federation of the Commonwealth Chemical Sciences Societies

Nominations and elections of the President-Elect are in accordance with the Articles and Rules of **Commonwealth Chemistry**.

1. Role of the Commonwealth Chemistry President

- 1.1 Ambassador and advocate for the chemical sciences in the Commonwealth.
- 1.2 Chair of Commonwealth Chemistry at General Meetings, the Executive Board and *ad hoc* committees, as appropriate.
- 1.3 Represents Commonwealth Chemistry as its most senior envoy at functions, meetings and in the wider media, in line with agreed media position statements.
- 1.4 Upholds the values of Commonwealth Chemistry and ensures that the Federation consistently promotes equality, diversity and inclusion in all its activities.
- 1.5 Leads the Executive Board to, with the Secretariat's support:
 - 1.5.1 Develop, adopt and deliver Commonwealth Chemistry's strategic plan to meet its aims;
 - 1.5.2 Develop, adopt and deliver Commonwealth Chemistry's annual business plans to deliver its activities;
 - 1.5.3 Ensure that Commonwealth Chemistry meets the requirements of its legal status and good governance standards, including complying with its Articles of Association and Rules.

2. Person specification

- 2.1 Member, Fellow or Honorary Fellow of a Commonwealth Chemistry Society Member.
- 2.2 Distinguished reputation within the profession of the chemical sciences.
- 2.3 Outstanding contribution to the advancement and application of the chemical sciences.
- 2.4 A commitment to the values and principles of the Commonwealth.
- 2.5 Appreciation of the role of the chemical sciences in the Commonwealth.
- 2.6 Proven leadership skills.
- 2.7 Highly developed interpersonal and communication skills.
- 2.8 Sufficient time and commitment to fulfil the role.

3. Time Commitment

- 3.1 Attendance at Executive Board meetings, and General Meetings.

- 3.2 Occasional additional meetings with Society Members or other key stakeholders.
- 3.3 Involvement in the Commonwealth Chemistry Congress that falls within the term of the presidency.
- 3.4 Represent Commonwealth Chemistry at key international meetings.
- 3.5 Available to Executive Board members and Secretariat on an ad hoc basis to provide strategic input and general support for Commonwealth Chemistry.

4. Financial Support

The financial commitment for travel and subsistence or other expenses should in principle lie with the Society Member making the nomination. Exceptions will be considered where a Society Member can demonstrate to the Executive Board that such funding is not available, in which case the Federation will cover the associated costs.

Appendix 2

EXECUTIVE BOARD MEMBERS

President and President-Elect

In January 2020 members of the Task Group reviewed nominations and elected Dr Vicki Gardiner as the Commonwealth Chemistry President Elect, with immediate effect. Dr Vicki Gardiner took up the role of President at the first Annual General Meeting in 2021.

Neil Coville was elected at the second Annual General Meeting in 2022, at which point becoming the President-Elect. Neil Coville shall take up the role of President at the Annual General Meeting in 2023. The Past-President is in place in years when there is no President-Elect.

Set-up Phase	2021 AGM	2022 AGM	2023 AGM	2024 AGM	2025 AGM	2026 AGM	2027 AGM	2028 AGM					
President-Elect	President	President	Past-President										
		President-Elect	President						President	Past-President			
									President-Elect	President	President	Past-President	
											President-Elect	President	President
													President-Elect

Other Executive Board members

Elected and Appointed Members' terms run from the Annual General Meeting following their election by Members or appointment by Executive Board (or in between meetings to fill casual vacancies).

Appointed members can be re-appointed, but elected members cannot be re-elected (though Elected members could be appointed by the Executive Board) – this is to encourage the election of a diverse range of candidates. All Board Members' terms are three years, other than in the starting phase where the terms were staggered to avoid major changes to the Executive Board in a single year.

Set-up Phase	2021 AGM	2022 AGM	2023 AGM	2024 AGM	2025 AGM	2026 AGM	2027 AGM	2028 AGM
Elected members								
Appointed by Task Group	1 year term	Election			Election			Election
Appointed by Task Group	1 year term	Election			Election			Election
Appointed by Task Group	2 year term		Election			Election		
Appointed by Task Group	2 year term		Election			Election		
Appointed by Task Group	3 year term			Election			Election	
Appointed members								
Appointed by Task Group	1 year term	Appointment			Appointment			Appointment
Appointed by Task Group	1 year term	Appointment			Appointment			Appointment
Appointed by Task Group	2 year term		Appointment			Appointment		
Appointed by Task Group	2 year term		Appointment			Appointment		
Appointed by Task Group	3 year term			Appointment			Appointment	
Appointed by Task Group	3 year term			Appointment			Appointment	

Summary of rotation

Set-up Phase	2021 AGM	2022 AGM	2023 AGM	2024 AGM	2025 AGM	2026 AGM	2027 AGM	2028 AGM
President-Elect 11 appointed	President-Elect becomes President	President-Elect 2 elected 2 appointed	2 elected 2 appointed	President-Elect 1 elected 2 appointed	2 elected 2 appointed	President-Elect 2 elected 2 appointed	1 elected 2 appointed	President-Elect 2 elected 2 appointed
12	0	5	4	4	4	5	3	5