

The IYCN Statutes and Bylaws were established on August 23<sup>rd</sup>, 2019, and last updated on August 26<sup>th</sup>, 2021.

## IYCN Statutes

The IYCN is the **International Younger Chemists Network** and was officially launched in São Paulo, Brazil, in July 2017, after being proposed by young chemists from more than ten countries. The IYCN is an associated organization of the *International Union for Pure and Applied Chemistry* (hereafter referred to as “IUPAC”) since July 2017.

The International Younger Chemist Network (hereafter referred to as “IYCN”) is a voluntary, non-government, non-profit association representing early career chemists (hereafter referred to as “Beneficiaries”) under 35 years old, or who are currently pursuing a chemistry-related degree, or have completed a chemistry-related degree or training (e.g. post-doc) during the past 5 years.

### 1. IYCN Structure

#### 1.1 General Definitions

**S1. Beneficiary:** any chemist who fulfills one or more of the following criteria: currently pursuing a chemistry-related degree (e.g. Bachelors, Masters, PhD), is less than 35 years old, or has completed a chemistry-related degree or training (e.g. post-doc) during the past 5 years.

**S2. Member:** a person who fits the description of *Beneficiary* and has declared an interest in participating in the activities of the IYCN. Any person not fitting this description but is willing to join the IYCN as a *Member*, may ask the *Executive Board* to examine their case, under special circumstances such as career-breaks. *Members* should declare their interest by contacting the *Executive Board*.

**S3. Senior Contributor:** a person who does not fit the description of a *Beneficiary* but who takes an active part in the IYCN. *Senior Contributors* do not have voting rights and cannot be part of the *Executive Board* or be a *Steering Committee Leader*, but they can have a role in the IYCN through participation in *Steering Committees*. Any project *Senior Contributors* participate, or lead must have a *Steering Committee Member* in it.

**S4. Senior Advisor:** a person with recognized experience in the leadership of chemical associations or institutions, whose role is to advise and provide feedback to the *Executive Board*. Both the *Executive Board* and the *Council* may nominate a *Senior Advisor*. *Senior Advisors* are confirmed by a vote of the *Executive Board*.

#### 1.2 Legislative part

**S5. Represented Country:** a country, as defined by the United Nations, who has at least one active individual *Member* who has declared an interest in participating in the IYCN, through their relation to the country (country of origin, country of work). *Nota Bene: All countries are welcome, regardless of their current relationship with IUPAC.*

**S6. Delegate:** an individual person of a *Represented Country* to officially represent the country at the IYCN *General Assembly*. A *Delegate* should be a *Member* of the IYCN but not a member of the *Executive Board*. Each country designates one *Main Delegate* and one *Substitute Delegate*. During *General Assemblies*, the *Main Delegate* takes part in the vote unless they are not able to be present (either in person, or virtually), in which case the *Substitute Delegate* takes part in the vote. As a result, each *Represented Country* has one vote.

**S7. Council:** the council is composed of all the *Delegates* and the *Executive Board*. Only the *Delegates* take part in the vote. The *Council Meeting* takes place during the *General Assembly*.

**S8. General Assembly:** is the event during which the *Council* meets. It takes place every **year**, either during the IUPAC *General Assembly*, or virtually in years when there is no IUPAC *General Assembly* taking place. Virtual attendance (i.e. online platforms) must be ensured by the *Executive Board*. *Delegates* must be present, either in person or virtually, at the *Council Meeting* to vote. The *Executive Board* may decide to open part of the *General Assembly* to *Members*, *Senior Contributors*, *Senior Advisors*, or any *Observer*, to foster discussions and exchanges.

### ***1.3 Executive part***

**S9. Executive Board:** The *Executive Board* is composed of the *Chair*, the *Vice-Chair*, the *Secretary*, the *Treasurer*, and the *Leaders of the Steering Committees*. In case of an even number of people, the *Chair* has the casting vote.

**S10. Vice-Chair, Chair and Past Chair:** The *Vice-Chair* should be a *Member* of the IYCN and becomes the *Chair* at the conclusion of their term. The *Vice-Chair* assists the *Chair* in their functions. The *Chair* should be a *Member* of the IYCN and represents the IYCN and leads the *Executive Board*. At the conclusion of their term as *Chair*, they assume the role of *Past Chair*. During this time, the *Past Chair* has no voting rights on the *Executive Board* and serves in an advisory role to the *Chair* and *Vice-Chair*.

**S11. Secretary:** The *Secretary* should be a *Member* of the IYCN. They oversee tracking actions and executive decisions taken by the *Executive Board*.

**S12. Treasurer:** The *Treasurer* should be a *Member* of the IYCN. They oversee accounting actions and executive decisions taken by the *Executive Board*. The *Treasurer* is a member of the *Finance Committee* but cannot be the leader.

**S13. Steering Committee:** a workgroup of *Members*, focused on one of the missions of the IYCN. The number of *Steering Committees* and the number of *Members* in them may evolve over time. However, each *Steering Committee* should keep a manageable, practical size for efficient work. *Steering Committee members* shall be (re)confirmed at the *General Assembly*.

**S14. Members of Steering Committee:** should be *Members* or *Senior Contributors* of the IYCN. New members may be nominated by members of the *Steering Committee* or by the *Executive Board*, and they must be approved by the *Executive Board*. Diversity in countries of origin, countries of work and culture should be strongly encouraged when considering composition of the *Steering Committees*. *Members of Steering Committees* must commit for at least twelve months of service to the committee when being appointed.

**S15. Steering Committee Leaders:** *Steering Committee Leaders* should be members of the IYCN. They are members of the *Executive Board* and have voting rights in the *Executive Board*. They must commit for at least twelve months of service when appointed. Two people may choose to take on the role of Co-leaders and share the responsibilities of running the team. However, they will only be allowed one vote on the *Executive Board*.

## 2. Objectives

**S16.** The objectives of the IYCN are as follows:

Create a unified global network of young chemists to communicate, collaborate, educate, and mentor. In pursuing these objectives, the IYCN will observe the basic policy of political non-discrimination and affirms the rights of younger chemists of any country to adhere to, or to associate with international activity in the field of chemistry without regard to race, religion, gender, sexual identity, or political philosophy. Similarly, the IYCN does not tolerate discrimination or bias against any person or group.

## 3. Membership for Countries and Delegates

**S17.** Any country becomes a *Represented Country* as soon as one active individual *Member* of the nationality of this country or currently working in this country, makes the request in writing to the *Executive Board*. A country without a *Member* ceases to be a *Represented Country* after six months.

**S18.** *Members* may be subject to fees in the future. This fee shall be voted by the *Council* and is part of the *Bylaws*. The same fee will be applied to all *Members*, regardless of their nationality. The fee shall not discourage new members to join the IYCN.

**S19.** *Senior Contributors* are charged with the same fee as *Members*.

## 4. Generalities about the Statutes

**S20.** Any modification of the *Statutes* requires a presentation of changes at the *Council Meeting* during the *General Assembly*. **A passing vote requires that the absolute majority of the IYCN Represented Countries, either in person or those attending virtually, vote “yes”.** In other words, this is as many “yes” votes as half plus one of the *Represented Countries* registered at the IYCN.

**S21.** In the unlikely event that *Statutes* and *Bylaws* are contradictory, *Statutes* will prevail.

**S22.** In all cases where the *Statutes* are not clear or do not give a decision, the *Executive Board* ruling shall be decisive.

**S23.** 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*.

**S24.** Changes in the *Statutes* may be proposed by the *Delegates*. Notice of changes so proposed shall reach the *Secretary* in electronic **writing at least one week** before the meeting of the *Council* at which the proposal is to be considered.

# IYCN Bylaws

## *B0. Generalities about the Bylaws*

**B0.1.** Any modification of the *Bylaws* requires a presentation of changes at the *Council Meeting* during the *General Assembly*, and requires a simple majority vote, meaning at least as many “yes” as half, plus one of the number of *Represented Countries* represented at this *Council Meeting*, to pass.

**B0.2.** In all cases where the *Bylaws* are not clear or do not give a decision, the *Executive Board* ruling shall be decisive.

**B0.3.** Changes in the *Bylaws* may be proposed by the *Delegates*. Notice of changes so proposed shall reach the *Secretary* in electronic writing **at least one week before the meeting** of the *Council* at which the proposal is to be considered.

**B0.4.** The *Bylaws* shall take effect immediately after their adoption.

## *B1. Delegates nomination and role*

**B1.1.** It is the sole responsibility of each *Represented Country* to designate its two *Delegates*.

**B1.2.** The *Represented Country* must rely on *National Chemical Societies* for the designation process if there are any.

**B1.3.** For *Represented Countries* affiliated with IUPAC, the IYCN *Executive Board* will contact the organization listed on the IUPAC website under “National Adhering Organizations (NAO)” with IUPAC or existing contacts from the same organization from prior nominations. If the NAO contacts do not respond to two attempts of contact, or within the initial deadline for nominations, the IYCN *Executive Board* will accept self-nominations, or nominations by young chemists’ organizations at their discretion.

**B1.4.** For *Represented Countries* not affiliated with IUPAC, the IYCN will identify, to the best of its capacity, one or several relevant organizations (e.g. local chemical societies or sections, major universities, etc.). The IYCN will contact them and request they reach an agreement between each other prior to sending the names of the *Represented Country Delegates*. If those organizations do not respond to two attempts of contact, or within the initial deadline for nominations, the IYCN *Executive Board* will accept self-nominations or nominations by young chemists’ organizations at their discretion.

**B1.5.** If no agreement can be found within a *Represented Country*, no *Delegate* will be admitted from this country.

**B1.6.** *Delegates* are designated from January 1st of one year, until December 31st of the following year. Prior to the conclusion of their term, *Represented Countries* can nominate new *Delegates*, or *Delegates* can opt to step aside.

**B1.7.** The *Governance Committee* of the IYCN is responsible for recording the names of *Represented Country Delegates*. The *International Society Liaison Committee* assists in establishing contact to countries where no partners or *Delegates* exist.

**B1.8.** The *Delegates* hold a legislative role in the IYCN:

1. They vote the resolutions proposed during the *Council Meeting*;
2. They can propose resolutions to be discussed at the next *Council Meeting* by contacting the *Executive Board* at least two weeks before the *Council Meeting*;
3. They evaluate and validate the decisions and actions taken by the *Executive Board* in the name of the IYCN at each *Council Meeting*. For this purpose, the *Executive Board* presents at each *Council meeting* its actions (Activity Report) and *Accounts* (Balance Sheet) of the past period, since the previous *Council Meeting*. The *Executive Board* also presents its planned actions and prospective balance sheet for the next period. The *Delegates* vote on these four elements (past actions, past balance sheet, prospective actions, prospective budget);
4. They represent their country at the IYCN, and are entitled to raise any question or suggestion, in writing and prior to the *Council Meeting*, that may be of interest to the IYCN, whether this should be, or not the object of a vote;
5. They may be asked to comment on the IYCN goals and projects throughout their term and will receive a written summary from the *Executive Board* annually.

**B1.9.** The *Delegates* are encouraged to actively participate in the IYCN actions and report back to their own countries.

## **B2. General Assembly**

The *Executive Board* and *Governance Committee* are responsible for the organization of the *General Assembly*. The *General Assembly* is an opportunity for the IYCN *Members* to meet, discuss and work together for the benefit of the IYCN. During the *General Assembly*, symposia, focused work groups, networking receptions or any relevant event may be organized. Moreover, the *Council Meeting* is organized during the *General Assembly*.

## **B3. Council Meeting**

**B3.1.** A virtual presence is counted as attendance, provided the *Delegate* is available for participation in discussions and in voting as needed. It is the responsibility of the *Executive Board* to ensure that virtual attendance is technically feasible at each *Council Meeting*. It is the responsibility of the *Delegate* requesting virtual attendance to contact the *Secretary* of IYCN, or the *Governance Committee Lead* at least two weeks prior to the meeting, and to ensure a stable internet connection on their side during the meeting.

**B3.2.** *Observers*, i.e. people outside the IYCN, may attend the *Council Meeting* upon invitation by the *Executive Board*. The names of approved *Observers* shall be communicated to the *Secretary* at least two weeks prior to the meeting.

**B3.3.** Functions of the *Council Meeting* are in particular:

1. To elect the *Chair*, *Vice-Chair*, *Secretary* and *Treasurer* of the IYCN;

2. To discuss and provide actionable feedback on the general policies of the IYCN;
3. To examine and establish the budget of the IYCN for the next two financial years;
4. To take such other actions as are required in the exercise of its *Bylaws*.

**B3.4.** The official text of any reports shall be in English.

**B3.5.** The *Council Meeting* takes place during the *General Assembly*. The quorum to open a *Council Meeting* is 15% of all *Represented Countries* at the beginning of the meeting. As written above, a larger quorum is necessary to modify the *Bylaws* and/or the *Statutes*.

**B3.6.** In case of an emergency, which prevents the holding of elections, the *Executive Board*, will continue to serve until statutory elections can be held.

**B3.7.** In the event of urgent circumstances, an *Extraordinary Council Meeting* may be organized at the request of either:

1. At least one quarter of the *Represented Countries*;
2. An absolute majority of the *Executive Board*.

#### ***B4. Executive Board and Steering Committees***

**B4.1.** The principal duties of the *Executive Board*, subject always to the *Statutes* and *Bylaws*, are as follows:

1. To ensure the strict observance of *Statutes* and *Bylaws*;
2. To prepare the agenda for meetings of the *Council* and to make provisions for elections;
3. To make recommendations therein to the *Council*;
4. To attend the meetings of the *General Assembly*;
5. To implement the decisions of the *Delegates* and execute the programs of the IYCN as directed by the *Delegates*.

#### ***B4.2. Chair and Vice-Chair***

1. The *Vice-Chair* is elected during the *Council Meeting*, for a one-year term. The *Vice-Chair* is the *Chair-Elect* who will be taking the *Chair* position for the next term. Before the *General Assembly*, the *Executive Board* runs a vote of confidence for the *Vice-Chair* to take the position as *Chair*. If a majority of the *Executive Board Members* are in favor, the *Vice-Chair* automatically becomes *Chair* for the next one-year term. Otherwise, the *Chair* position is open for election at the following *General Assembly*. Candidates for the *Chair* position must be members of the *Executive Board*. If no *Executive Board Members* are willing to be candidates, the candidates should be *Steering Committee Members*. If no *Steering Committee Members* are willing to be candidates, the candidates should be *Members* of the IYCN. At the conclusion of the *Chair's* term, they assume the role of an advisor as *Past Chair* for the next one year.

2. The *Chair* shall not be re-elected as *Chair* or *Vice-Chair*.
3. The *Vice-Chair* shall not be re-elected as *Vice-Chair*.
4. In the event of resignation of the *Chair*, the *Vice-Chair* takes over as *Chair* until the next *General Assembly*.
5. In the event of resignation of the *Vice-Chair*, or if they take over as the *Chair*, a new *Vice-Chair* is elected by the *Executive Board*, amongst the *Executive Board Members* of the IYCN.
6. In the event of resignation of both the *Chair* and the *Vice-Chair*, a new *Chair* is elected amongst the *Executive Board Members* of the IYCN until the next *General Assembly*. If no *Executive Board Members* are willing to be candidates, the *Governance Committee Leader* becomes the temporary *Chair* and seeks candidates for the *Vice-Chair* and *Chair* positions from the *Steering Committee Members*. If no *Steering Committee Members* are willing to be candidates, the *Governance Committee Leader* then seeks candidates who are *Members* of the IYCN and they are voted on by the *Executive Board*. The new *Vice-Chair* and *Chair* would then be confirmed in a vote by the *Delegates*.
7. The *Chair* is the administrative head of the IYCN and shall preside at the meetings of the *Council Meeting*, and of the *Executive Board*.
8. The *Chair* shall submit to each regular *Council Meeting* a report on the general state of the IYCN.
9. In principle, and in the spirit of promoting cultural diversity in the IYCN, the *Chair* and *Vice-Chair* should not hold the same nationality.

#### **B4.3. Secretary**

1. The *Secretary* is elected for one year and is eligible for re-election up to a maximum of two years of service as the *Secretary*.
2. In the event of resignation of the *Secretary*, or if they take over another position in the *Executive Board*, a new *Secretary* is elected by the *Executive Board*, amongst the *Members* of the IYCN.
3. The *Secretary* is responsible for keeping and organizing the IYCN records.

#### **B4.4. Treasurer**

1. The *Treasurer* is elected for one year and is eligible for re-election up to a maximum of two years of service as the *Treasurer*.
2. In the event of resignation of the *Treasurer*, or if they take over another position in the *Executive Board*, a new *Treasurer* is elected by the *Executive Board*, amongst the *Members* of the IYCN.
3. The *Treasurer* is responsible for keeping and organizing the accounts of the IYCN.

**B4.5. Steering Committee Members** can be self-nominated or nominated by any *Member*. The *Executive Board* calls for nominations within the members of the IYCN. They are vetted by the corresponding *Steering Committee Leader* and approved by the *Executive Board* striving for diversity. The list of members of each *Steering Committee* is tracked by the *Secretary*.

**B4.6. Steering Committee Leader.** Leaders can be self-nominated or nominated by any *Member* of the *Steering Committee*. The *Executive Board* calls for nominations within the members of the IYCN. The proposed *Steering Committee Leaders* are vetted by the *Executive Board*. Then, an election is organized by the *Executive Board*: the *Steering Committee Members* vote to designate their next *Steering Committee Leader*.

**B4.7. Creation of a new Steering Committee.** If need arise the *Executive Board* may create a new *Steering Committee*. The *Executive Board* calls for nominations within the members of the IYCN. The *Executive Board* appoints the new *Steering Committee Leader*.

**B4.8. Termination of a Steering Committee.** In the event that the *Executive Board* observes a *Steering Committee* is no longer required, the *Executive Board* may propose to close the *Steering Committee*. This should be put to a vote at the next *Council Meeting*.

**B4.9.** In the event that a *Member* or a *Senior Contributor* holding a responsibility in the IYCN *Executive Structure* is not able to serve regardless of the cause (illness, career break, unavailability, etc.) their peers and/or committee leader may reach to the *Executive Board*. The *Executive Board* may vote on terminating the responsibility of this person, effective immediately.

## ***B5. Voting Procedure in Council Meeting***

### **B5.1. Elections**

For election of *Chair*, *Vice-Chair*, *Secretary* and *Treasurer*, the following rules shall apply:

Nominations may be made by the *Members* and shall be made at any time up to one week prior to the *General Assembly*. The *Governance Committee* shall monitor the call for nominations and candidate statements. Nominations can include self-nominations from *Members* fulfilling the membership criteria of the IYCN. The *Chair*, *Vice-Chair*, *Secretary* and *Treasurer* will be elected at the *Council Meeting* by a written (in-person delegates) or electronic ballot (virtual delegate attendees), 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 outgoing *Chair*, after consultation with the *Executive Board*, shall cast the deciding vote.

### **B5.2. Vote on other matters**

Proposals on other 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.

**B5.3. 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 *Delegates* at least two weeks before the Council Meeting is to be held. The *Executive Board* is able to submit items to the *Council Meeting Agenda*, and these must be received by the *Delegates* at least one week before the *Council Meeting* is to be held. However, resolutions may be added to the *Agenda* with the support of at least a single *Delegate*.

***B6. Membership for regular Members***

The current Membership fee for *Members* is \$0, meaning that there is no fee. The membership fee may be revised in the future during a *Council Meeting*.