

CONSTITUTION of THE BRITISH VACUUM COUNCIL

A Charity: No 292999

ADOPTED AT A MEETING OF THE COUNCIL HELD ON 30 SEPTEMBER 1985 and AMENDED AT MEETINGS OF THE COUNCIL HELD ON 26 APRIL 1989 and 17th July 2001

1. NATURE OF THE COUNCIL

The British Vacuum Council is a body comprising appointed representatives of those organizations listed in Appendix I, the membership of which, or some part thereof, has an interest in the field of vacuum science and technology, and representatives of such other similar organizations as shall from time to time become affiliated to the Council.

2. SCOPE

The Council shall be concerned with all matters within and related to the field of vacuum science, technology and its applications.

3. AIMS AND OBJECTS

The aims and objects of the Council are to promote and advance the understanding and teaching of vacuum science, technology and its applications by:

- (a) co-ordinating and promoting conferences, seminars, courses, and publications in these fields
- (b) encouraging excellence amongst postgraduate students and other young research workers in these fields (*see 11*)
- (c) assisting postgraduate students and other young research workers to attend conferences, seminars, and courses in these fields (*see 12*)
- (d) representing the UK on the International Union of Vacuum Science, Technique, and its Applications (IUVSTA)

4. ADMINISTRATION

The Council shall have powers to appoint any charitable body or bodies or suitably qualified individuals to act as its Secretariat and to administer its financial affairs. The Council shall be empowered to pay appropriate fees to such bodies or individuals.

5. MEMBERS OF THE COUNCIL

- 5.1 *Officers of the Council.* Officers shall be as described in Section 6 below. All Officers shall have full voting rights but no right to appoint alternates in case of non attendance at meetings of the Council

- 5.2 *Appointed Representatives.* Each affiliated organization shall be entitled to appoint two representatives to be members of the Council. Appointed Representatives who would not normally serve for more than five years are expected to have an interest in the subject. All Appointed Representatives shall have full and equal voting rights. Each Appointed Representative shall be permitted to send an alternate to meetings of the Council in cases of absence due to other commitments or incapacity. Such an alternate shall have the same voting rights as the Appointed Representative.
- 5.3 *Co-opted Members.* Additional members of the Council may be co-opted for a period normally not exceeding two years or until the purpose for which they are co-opted is accomplished. Co-opted members shall have no voting rights. Persons appointed to represent the Council on the Executive Council or Divisions of IUVSTA shall normally be co-opted unless they are already members of the Council
- 5.4 *Observers.* The Council may invite observers to attend specific meetings of the Council.

6. **OFFICERS OF THE COUNCIL**

- 6.1 *Election of Officers.* The Officers of the Council shall comprise a Chairman, a Deputy Chairman (who shall normally succeed as Chairman), and an Honorary Treasurer who shall be elected to Office for a term of two years by the Members of the Council holding voting rights at the appropriate Annual Meeting. The Officers shall be eligible for re-election to the same position, which, in the case of the Chairman and Deputy Chairman, shall be for a single further period not exceeding two years. Retiring Officers may be immediately re-elected to a different position.
- 6.2 *Chairman.* The Chairman shall perform those duties normally associated with the Chairmanship of a Council. The immediate past Chairman shall normally be co-opted to the Council for a period not exceeding two years following the term of Office.
- 6.3 *Deputy Chairman.* The Deputy Chairman shall discharge the Chairman's duties in the latter's absence or incapacity.
- 6.4 *Honorary Treasurer.* The Honorary Treasurer shall be responsible to the Council for the proper use of its funds and, in particular, shall ensure that Annual Accounts are circulated with the Annual Report.

7. **ADHERENCE AND WITHDRAWAL OF ORGANIZATIONS**

- 7.1 *Adherence.* The Council may invite, or receive requests from, organizations similar to those represented at the adoption of this Constitution, to become affiliated to the Council. The issue of such invitations or the granting of affiliation shall require the support of at least two-thirds of the voting membership.
- 7.2 *Withdrawal.* Any affiliated organization may withdraw from such affiliation by giving six months notice of its intention to do so to the Secretariat in writing.

8. **FEES SUBSCRIPTIONS & OTHER FINANCIAL MATTERS**

- 8.1 Each affiliated organization shall pay an annual subscription to the Council: the amount to be determined annually by the Council. Any proposal to increase the amount of the subscription beyond that of the previous year shall be set out in full in the Notice calling the Annual Meeting and the implementation of such a proposal shall require the assent of two-thirds of the appointed representative members present and voting at the meeting.
- 8.2 The Council may receive and accept such monies as may from time to time be donated, bequeathed or otherwise made payable to the Council for the furtherance of its aims and objects.
- 8.3 The Council shall make such donations, grants and bursaries in the furtherance of its aims and objects as shall from time to time be determined by the Council -
- 8.4 No financial benefit, bonus, or gift from the funds of the Council shall be made to any member of the Council. Council members shall be entitled to reimbursement of reasonable expenses incurred in the fulfillment of their duties as members of Council and in representing the Council at meetings of IUVSTA or similar bodies as approved by the Council from time to time. The Council may from time to time in advance set limits to the total amount of expenses which may be paid to an individual in a fixed period of time.
- 8.5 The funds of the Council shall be administered and maintained in accordance with the requirements of Charitable law.

9. **MEETINGS OF THE COUNCIL**

- 9.1 A General Meeting of the Council shall be held at least once a year to approve the Annual Report and Accounts and to deal with such other matters as are laid down in this Constitution. At least 21 days notice shall be given for an Annual General Meeting. Other ordinary meetings may be held from time to time as deemed necessary.
- 9.2 A Draft of the Annual Report and a copy of the Annual Accounts shall be circulated to the members of the Council at least 21 days in advance of the Annual General Meeting.
- 9.3 Following the Annual General Meeting the Annual Report and Accounts shall be circulated to those organizations and individuals as the Council shall determine.
- 9.4 At any meeting of the Council, one-third of the voting members present in person shall constitute a quorum.

10. **GRANTS AND BURSARIES FOR STUDENTS AND YOUNG RESEARCH WORKERS**

The Council may offer grants or bursaries to assist postgraduate students and other young research workers to attend conferences, seminars and courses in the field of vacuum science, technology and its applications. The amount of each individual grant or bursary and the number of such grants or bursaries to be offered shall be determined by the Council.

11. **PRIZES AND AWARDS**

The Council may award from time to time prizes or other awards to recognise excellence in research in the fields of vacuum science, technology and its applications. The nature, scope and number of such prizes and awards shall be determined by the Council from time to time.

12. **ALTERATIONS AND ADDITIONS TO THIS CONSTITUTION**

Alterations or additions to this Constitution shall only be adopted at the Annual General Meeting. Any proposed alteration or addition shall be set out in full in the Notice calling the Annual General Meeting and the adoption of such alterations or additions shall require the assent of two-thirds of the appointed representative members present and voting at the meeting. No amendment shall be made to this Clause, Clause 3 or Clause 14 without the written consent in advance of the Charity Commissioners. No amendment shall be made which would cause the Council to cease to be a charity at law.

13. **DISSOLUTION**

The Council may be dissolved by a resolution passed by a two-thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose, of which 21 days notice shall have been given to the members. Such resolution shall give instructions for the disposal of any assets held by or in the name of the Council, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Council but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Council.

Appendix I

Bodies affiliated to the British Vacuum Council on 30th June 2001:

THE INSTITUTE OF PHYSICS
THE FARADAY DIVISION OF THE ROYAL SOCIETY OF CHEMISTRY