

CONSTITUTION  
Of  
The Infrared and Raman Discussion Group (IRDG)

**1. Aims**

- I To act as an independent, focal point for activities in Vibrational Spectroscopy.
- II To promote good practice in the implementation of Vibrational Spectroscopy
- III To ensure good communication in the Vibrational Spectroscopy Community on all matters that affect it, particularly between academe, industrialists and instrument vendors
- IV To ensure that all members of the Vibrational Spectroscopy Community, without regard to age, gender, disability, race, religion or politics, shall have opportunities to participate and have a voice in Vibrational Spectroscopy Community affairs.
- V. To encourage younger members of the scientific community to actively participate in the Vibrational Spectroscopy Community.
- VI To assist Vibrational Spectroscopy Community organisations as appropriate.

**2 Membership**

- 1. Membership is meant to be inclusive rather than exclusive. Where there is doubt, the Executive Committee (see below) will decide in individual cases, subject to appeal to the Council (see below). Generally, those eligible are as follows:
  - a) active members of the Vibrational Spectroscopy Community
  - b) formerly active members of the Vibrational Spectroscopy Community
- II Voting Members: Members can become voting members on payment of the annual subscription to the membership secretary three months prior to any vote. Any variation of the subscription shall be by resolution of the Council.

**3 The Organisation of the Infrared and Raman Discussion Group (IRDG)**

- I The organisation shall consist of a COUNCIL and an EXECUTIVE COMMITTEE, served by OFFICERS acting in an honorary capacity.
- 11. THE COUNCIL:
  - a) All members of the Vibrational Spectroscopy Community, including representatives of registered organisations, shall be eligible to attend and contribute to discussions at Council Meetings.

- b) Meetings shall be held at least annually, and the agenda shall be published at least 14 days before the meeting.
- c) One of the meetings, to be held in December, shall be an Annual General Meeting. At this meeting:
  - (i) the Chairman/woman and Treasurer shall report on the past year.
  - (ii) the Officers of the Council, who shall also be the officers of the Executive Committee, shall be elected by voting members;

Notes:

1. Nominations for these offices must be proposed and seconded by voting members and agreed to by the nominees;
  2. Nominations shall be lodged with the Secretary in advance of the meeting. The Council may agree, on a show of hands by voting members, to accept nominations for these and other positions on the Executive Committee during the meeting if circumstances merit it.
- (iii) the remaining members of the Executive Committee shall be elected in the same way (It will be the aim of the Council to appoint an Executive Committee which is representative with respect to age and gender, and in other ways as appropriate)
  - (iv) An Independent Examiner of the Accounts for the forthcoming year shall be appointed
  - (iv) proposed developments and other issues may be discussed and voted on.
- d) Voting for Officers and members of the Executive Committee shall be by simple majority of voting members present.
  - e) A simple majority shall decide matters other than constitutional matters.
  - f) Any proposal to change the Constitution must be publicised to members at least 14 days before the Council Meeting, and a two-thirds majority of voting members present shall be required to carry the proposal. If a normal Council Meeting is not planned to take place within a month ahead, an Extraordinary Council Meeting may be called to consider the proposed constitutional change.

III. THE EXECUTIVE COMMITTEE shall:

- a) Consist of the Honorary Officers - the Chairman/woman, the Vice-Chairman/woman, the Secretary, the Membership and the Treasurer. Members shall be representative of the main areas of interest in Vibrational Spectroscopy. The maximum numbers of members including officers shall be twelve with no more than one third being co-opted members. Meet at least once each year to conduct the ordinary business of the Group and make decisions on behalf of the Council in line with the Aims of the Group. A quorum shall be five members.
- c) Have the power to co-opt additional members should it require to, subject to the approval of the Council at the next scheduled Council Meeting;
- d) Appoint working groups and standing committees as required to address particular needs or to plan events;
- e) Organise the Council Meetings;

- f) Generally decide its business without voting. However, if necessary decisions shall be made by simple majority voting, the chairman/woman having a casting vote;
- g) Ensure that records are kept and published of all meetings of the Council and the Executive Committee.


#### 4 Finance

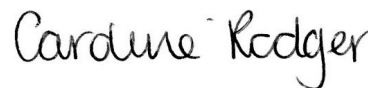
- I. The Executive Committee shall ensure that financial arrangements are in line with the principles of the Charities Act.
- II. The Financial Year of the Group shall coincide with the tax year.
- III. All monies received on account of contributions, donations, subscriptions or otherwise, and interest on investments shall be applied according to the Aims of the Constitution.
- IV. The Treasurer shall set up a bank account in the name of the Group. There shall be two signatories, one of whom can sign any cheque.
- V. The Treasurer shall keep proper accounts of the finances of the Group.
- VI. The Treasurer shall:
  - a) give financial reports at Executive Committee Meetings and at Council Meetings;
  - b) present properly "examined" accounts at the Annual General Meeting of the Council.
- VII. No Executive Committee Member shall derive any personal financial benefit from holding that position except for the payment of reasonable expenses incurred in running the Group.

#### 5 Dissolution

If the Executive Committee by a simple majority deems it advisable to dissolve the Group, it shall call a Council Meeting with 14 days notice. If the decision is confirmed by a two-thirds majority of voting members present, the assets of the group shall be transferred to a charity or charities to be decided at that meeting.

Signed :-

  
Prof J Yarwood  
Chairman



Dr C Rodger  
Secretary

Date : - 17<sup>th</sup> Dec 2009