

Regulations of the young Swiss Chemical Society

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I Name and Domicile

Article 1 Name

- 1.1 Under the name *young Swiss Chemical Society* (hereafter called “youngSCS”) is a network of the Swiss Chemical Society (SCS).
- 1.2 Domicile of the youngSCS is the same as for the Swiss Chemical Society.

II Objectives

Article 2 *The main purposes of the youngSCS include:*

- 2.1 Preservation and promotion of the interests of young scientists working in the field of chemistry in its broadest sense.
- 2.2 Facilitation of contacts between young chemists in Switzerland.
- 2.3 Provision of a platform for exchanging ideas and results of young chemists on both a professional and social level.
- 2.4 Fostering relations between young chemists on an international level.
- 2.5 Informing members on current topics significant for young chemists.

III Membership

Article 3 *Membership rules*

- 3.1 youngSCS members must be members of the SCS.
- 3.2 Young Chemists in industry, universities and applied sciences institutes in Switzerland up to an age of 35 are automatically members of the youngSCS if they are SCS members.
- 3.3 The youngSCS aspires to a comprehensive technical, geographical and linguistic diversification of their members.
- 3.4 Every youngSCS member has voting rights at the youngSCS general assembly.
- 3.5 The youngSCS is entitled to charge its members fees for participation in certain events.
- 3.6 The youngSCS is entitled to allow non-members to participate in its events and to charge an increased participation fee to these non-members.
- 3.7 Exclusion and end of membership:
 - 3.7.1. Upon turning 35 one automatically leaves the youngSCS.
 - 3.7.2. Upon leaving the SCS, the membership to youngSCS is automatically resigned.
 - 3.7.3. The youngSCS board can terminate a youngSCS membership under special circumstances if at least 5 out of 7 board members vote for the termination.

IV Organisation

Article 4 *Organs*

4.1 The organs of the youngSCS are the general assembly, working groups, the senate, the board, and the presidency.

i.) General Assembly

4.1 A general assembly must be called at least once a year.

4.1.1. Invitation has to be published at least 3 months in advance.

4.1.2. Provisional agenda has to be published at least 1 month in advance.

4.1.3. Complete agenda has to be published at least 1 week in advance.

4.2 Motions need to be filled 7 days prior to the general assembly for the attention of the president.

4.3 The duties of the general assembly include:

- Approbation of the protocol of the preceding year's general assembly.
- Approbation of the annual report of the president.
- Take note of the accounts.
- Discharging the past board.
- Election of the new board. Interested candidates need to step up until 1 month prior.
- Election of working groups' leader(s). Interested candidates need to step up until 1 month prior.
- Voting on eventual amendments to the bylaws of the youngSCS.
- Voting on eventual dissolution of the youngSCS.

ii.) Board

4.4 The Board consists minimally of the President, Vice-President and Secretary. In addition, a Treasurer, Communications Leader, EYCN Ambassador, IYCN Ambassador and a maximum of two assessors complete the board. They will be elected for one year or until they resign, whichever comes first. Re-election is possible. The Board's term is linked to the calendar year. If any of the required board positions are not filled, the SCS Executive Board decides on how to proceed.

4.5 The board meets at least six times a year.

4.6 The duties of the board include:

- Overseeing the organisation of regional, national and international meetings and symposia.
- Implementation of events such as careers fairs and job workshops.
- Realisation of informal and social events to encourage the formation of new contacts and collaborations between young chemists.
- Overseeing the organisation of lecture sessions on topics of interest to young chemists.
- Allocation of general support to young chemists.
- Past-President, Current-President plus one additional board member are main organisers of the Swiss Snow Symposium and build the rest of the organising committee.
- The summer retreat is jointly organised by the board.
- Board members attend Division meetings within SCS.
- The board represents youngSCS at conferences/symposia in- and outside Switzerland.

4.7 The duties of each individual member of the board are regulated in addendum to the bylaws of the youngSCS. The addendum can be revised by the board of the youngSCS.

iii.) Presidency

- 4.8 The presidency consists of the youngSCS President, Vice President and Secretary.
- 4.9 The presidency meets at least 3 times a year.
- 4.10 The duties of the presidency include:
- Exchange of information to the different universities.
 - Update from the Board to the Representatives and vice-versa.
 - Help in organising the Senate Meetings (checking the sides etc)

Maintenance/Check of the official youngSCS email

iii.) Senate

- 4.11 The senate consists of the youngSCS board, two representatives of each recognized Swiss research institution, the working group leaders with voting right (max one vote per person independent of amount of positions) and as well as the representatives/delegates to the international partner organisations (e.g. EYCN/IYCN) and leaders of the mentoring programs without voting right. They will be elected for one year or until they resign, whichever comes first. Re-election is possible. Term is according to the calendar.
- 4.12 The senate meets at least 10 times a year.
- 4.13 The duties of the senate include:
- Exchange of information to and from the different universities.
 - Update from the Board to the Representatives and vice-versa.
 - Representatives need to get elected by their institution and named by July 15th of each year for the upcoming term from General Assembly to General Assembly.
- 4.14 The duties of each individual member of the senate are regulated in addendum to the bylaws of the youngSCS. The addendum can be revised by the board of the youngSCS.

iv.) Working Groups

- 4.15 The working groups are instated and dissolved by the youngSCS Board at the beginning or end of a term respectively. The working groups work on a specific given topic.
- 4.16 The working groups meet at least every 50 days.
- 4.17 Each working group needs at least one elected leader, a maximum of two is accepted. The team leader(s) are elected at the general assembly. Working group leaders are eligible to be also institution representatives or board members.
- 4.18 The duties of the working group include:
- Working on a specific topic given by the youngSCS Board.
 - Organization of the meetings and update to the presidency before every board/senate meeting
- 4.19 The duties of each individual member of the working group members are regulated in addendum to the bylaws of the youngSCS. The addendum can be revised by the board of the youngSCS.

v.) EYCN/IYCN delegations

- 4.23 EYCN and IYCN delegations act as an independent subgroup and meet whenever necessary to exchange information
- 4.24 The EYCN and IYCN ambassadors covering youngSCS board position are elected at the general assembly and are the sub-group leaders
- 4.25 The other EYCN and IYCN ambassadors are elected by the board and interested people need to submit there candidacy within 7 days after the General Assembly. Any vacant seats can be filled by the board at a later point.

4.26 The duties of each individual member of the working group EYCN/IYCN delegations are regulated in addendum to the bylaws of the youngSCS. The addendum can be revised by the board of the youngSCS.

vi) Advisors

4.27 Every youngSCS board member can be elected as an advisor if a minimum of 2 years mandate in the board was fulfilled

4.28 Local groups can have advisors as well and these are chosen independently by every local group

V Revision of the Bylaws

Article 5 How to change the bylaws

5.1 The general assembly and the board can revise the bylaws of the youngSCS in accordance with the regulation of the SCS. In any case, the General Assembly must approve any changes in the bylaws. The youngSCS bylaws must be approved by the SCS Board of Directors.

VI Final Provisions

Article 7 Rules for the board

7.1 Unless otherwise stated, a simple majority shall apply for votes and elections

7.2 At a parity of votes, the president has the final ballot.

7.3 Ambiguities not regulated in the bylaws are determined by the board.

The bylaws of the youngSCS were approved by general assembly of the youngSCS on Sep 5, 2024.

This addendum to the bylaws of the youngSCS regulates the duties of each individual member of the board/senate/working group/ member of the youngSCS.

I. President

The duties of the president include:

- Organisation of a proper programme according to the purposes of the youngSCS.
- Conservation of contacts to the members of the youngSCS, to superior organisations, to international organisations of young chemists and to the public.
- Direction of meetings and of the general assembly.
- Support any youngSCS member if needed.
- Presentation of an annual report to the general assembly.
- Attend SCS and Division meetings, present youngSCS at events, maintenance of drive, slack and co, introduction of new members, minutes of senate/board, SSS, Summer retreat, GA, keep track of youngSCS related things, being support to all members, mail, all CHIMIA contributions need to have been checked.

II. Vice President

The duties of the vice president include:

- Acting as a deputy for the president
- Support of the other members of the board in general.

III. Secretary

The duties of the secretary include:

- Operation of the correspondence of the youngSCS.
- Logging of the protocol of meetings and of the general assembly.
- Archiving of the significant documents of the youngSCS.
- Responsibility for the contributions of the youngSCS to the Chimia.
- Responsibility for the youngSCS website.
- Distribution of regular emails and electronic newsletters to the members.

IV. Treasurer

The duties of the treasurer include:

- Keeping of the treasury according to the rules of the SCS.
- Keeping a logbook of the annual accounts and the budget of the last five years minimum, to ensure accurate forecasts for the subsequent year's budgeting.
- Presentation of the annual accounts and the budget for the subsequent year to the general assembly.
- Reviewing the budget for the subsequent year with the President, prior to the SCS Budget Meeting.
- Ensuring that the money obtained will be spent according to the purpose and duties of the youngSCS.
- The SSS account is separate from the youngSCS account and, thus, the responsibility of the SSS Main Organizer. Nevertheless, refunds concerning the SSS account are performed by the Treasurer.

V. Communication Leader

The duties of the communication leader include:

- Promotion of the youngSCS events and updates via social media platforms
- Keeping a track on the engagements/interactions on these platforms
- Introducing the new board and senate members
- Leading the team of communication
- Supporting the board in fulfilling its duties and responsibilities
- Ensuring to have photos/videos of the events for social media posts

VI. EYCN Ambassador

The duties of the EYCN ambassador include:

- Active participation in the EYCN.
- Leading the team of youngSCS members involved in EYCN.
- Updating the board and senate of EYCN activities.
- Fostering collaborations on a European level.
- Actively supporting the board in its functions.
- Supporting other board members if needed.

VII. IYCN Ambassador

The duties of the IYCN ambassador include:

- Active contact with the IYCN and the IYCN Co-Ambassador.
- Voting during the IYCN's Delegate Assembly (if the IYCN Ambassador is not available, they are replaced by the Co-Ambassador).
- Updating the board and senate of IYCN activities.
- Actively supporting the board in its functions.
- Supporting other board members if needed.
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VIII. Working Group Leader

The duties of the Working Group Leader (currently Academia, Industry and Science Communication) include:

- Oversee projects in the working group
- Organise working group meetings every four to eight weeks
- Take minutes during working group meetings
- Regularly update files and projects on the Working Group Google Drive
- Inform the board and senate about working group activities
- Synchronise with other working groups on events to ensure little overlap and diversity of topics

IX. Advisor?

The duties of the advisor might include::

- Assist the board in case of need
- Propose contacts to organise events within the working groups/local groups/mentoring program
- Help in organisation of events

X. Representative (Research Institution)

The duties of the representative include:

- Promoting activities organized by youngSCS to undergraduate students and doctoral assistants of the Chemistry Section (or other Sections related to Chemistry) within the Research Institution they are affiliated with through emails.
- Communicating effectively with the other Representatives of the same Research Institution.
- Updating the Senate during Senate Meetings about any recent activities taking place in the Research Institution that are related to youngSCS.
- Organizing activities that could benefit the active members of youngSCS in terms of professional growth and networking (eg meetups).
- Co-leading and initiating activities within the local working groups

XI. Regular Member

The duties of a regular member include:

- Be under the age of 35
- Working or having recently obtained a degree related to Chemistry, Chemical Engineering, Biochemistry or Interdisciplinary Sciences or similar field of study.

XII. Active? Member

The duties of an active member at youngSCS include:

- Active participation in at least one working group or local group of youngSCS. "Active" is defined as taking part in the majority(/at least three?) meetings and/or co-organizing one project/meetup

V. Assessors

Assessors can be nominated by the board for special purposes such as organisations of events or maintenance of the website.

This addendum to the bylaws of the youngSCS was approved by the board of the youngSCS on August 5th 2024.