

## **INTERNATIONAL PLASMA CHEMISTRY SOCIETY**

The "International Plasma Chemistry Society" has been formed as the successor of the association named "IUPAC Subcommittee on Plasma Chemistry." The members of the "IUPAC Subcommittee on Plasma Chemistry" have at their General Assembly on 5 August, 1999, in Prague, Czech Republic, unanimously adopted the resolution for the change of the name and the formation of the new society.

### **STATUTES OF FOUNDATION**

#### **I. Name, Residence and Purpose.**

1. Under the name "International Plasma Chemistry Society", henceforth called "Society" or IPCS, a society is established according to article 60ff ZGB with its residence in Zurich, Switzerland.
2. The purpose of the Society is the promotion of scientific activity, the organization and implementation of scientific meetings and presentations, as well as the recognition of excellence in the area of Plasma Chemistry. No commercial interests will be pursued.

#### **II. Funds.**

3. The funds required for the purposes of the Society will be raised from
  - membership contributions,
  - surplus funds from the organization of the International Symposia on Plasma Chemistry, and from the Summer School on Plasma Chemistry,
  - other contributions.

#### **III. Membership.**

4. Any bona fide researcher in the area of plasma chemistry may join the Society. Payment of a nominal fee of \$20 per year will be required. Membership expires in the year for which no fee was received.
5. Any participant of an International Symposium on Plasma Chemistry will be a member of the Society for the two years following the Symposium as long as he/she agrees to this membership by indicating so on the Symposium registration. No membership fee is required for these two years. Membership expires automatically after these two years.
6. Any member can renounce his/her membership by providing a written notice to the Society president. The membership will terminate six months after receipt of the notice by the president.

#### **IV. Organs of the Society.**

7. The organs of the Society are (a) the General Assembly, (b) the Board of Directors, and (c) the President.

**General Assembly.**

8.a. The General Assembly is held every two years and is announced to the members at least one month in advance. The agenda will be distributed before the Assembly. Any items for the agenda which have been sent to the Society president at least one month before the Assembly will be placed on the agenda.

8.b. The assembly is chaired by the Society President, or in case of non-availability, by the Vice-president.

8.c. The responsibilities of the General Assembly are:

- (i) the election of the Board of Directors,
- (ii) changes of the Statutes,
- (iii) dissolution of the Society,
- (iv) any resolutions which the Board of Directors may ask the Assembly to consider.

8.d. Any Society member has one vote. Any resolution is accepted if a majority of the attending members vote for it. In case of a tie vote, the vote of the president shall determine acceptance. A vote on a change of the Statutes or on the dissolution of the Society shall require a two thirds majority of all members.

**Board of Directors.**

9.a. The Board of Directors consists of between 12 and 18 members who are elected by the General Assembly. A member of the Board of Directors is elected for a term of four (4) years. Direct reelection is possible. A third four year term shall only be possible after a four year break.

9.b. The Board of Directors shall meet at least once a year. The President shall announce the meeting date and place to the Board members at least one month in advance and distribute the meeting agenda in advance. The President shall chair the meeting of the Board, in case he/she is not available the Vice-president shall chair the meeting.

9.c. The Board has the responsibilities of implementing the goals of the Society. The Board conducts all the affairs which are not the responsibility of the General Assembly or the President. The Board can create committees and positions and delegate specific responsibilities to them. The Board is also responsible for assuring an equitable representation of the different geographical regions. The Board formulates for this purpose Rules of Governance. These Rules shall be in effect after acceptance by the General Assembly with simple majority. The Board elects the President and the Vice-President and the committees necessary to organize the activities of the Society. The Board also has the responsibility to administrate the Society finances.

9.d. Resolutions by the Board are adopted by a majority vote of all Board members present at the meeting.

**President.**

10.a. The President is elected by the Board of Directors for a term of two years. Direct reelection is possible.

10.b. The President is the representative of the Board of Directors of the Society.

10.c. The President is assisted by the Vice-President and the Past President.

#### **V. Revision of the Statutes and Dissolution of the Society.**

11. Any changes of the Statutes of the Society will have to be proposed by the Board and will have to be approved by a majority of two thirds (2/3) of the members of the Society.

12. The Society shall be dissolved when two thirds (2/3) of its members vote at a General Assembly for its dissolution. The General Assembly shall at that time also decide how to dispose of the assets of the Society.

#### **VI. Location of Legal Disputes.**

13. The location of legal disputes between the Society and its members is Zürich, Switzerland.

#### **VII. Conclusions.**

14. These Statutes become effective on the day they are adopted at the founding General Assembly. They have been adopted at the General Assembly during the 15<sup>th</sup> International Symposium on Plasma Chemistry in Orléans, France, on 11 July, 2001.

**RULES OF GOVERNANCE**  
**of the International Plasma Chemistry Society**

**BOARD OF DIRECTORS AND PRESIDENT**

Board Membership.

1. There shall be an equitable representation of different technical and geographical areas on the Board of Directors reflecting the level of activity in the respective area. The following composition shall serve as a guideline for an equitable representation of different regions:

3 members from the Americas;

5 members from Europe and Middle East;

4 members from Africa, Asia, and Oceania;

2 members at large.

This distribution shall be reviewed at regular intervals.

2. Election of Board Members.

2a. The members of the Board of Directors shall be elected by all members of the Society. The election shall take place by secret ballot every two years during the International Symposium on Plasma Chemistry.

2b. Nominations shall be made in writing to the Board of Directors at least six months before the election. Any nomination shall be accepted by the Board if it is supported by at least ten Society members. The Board shall be responsible for having more candidates on the ballot than there are open positions on the Board.

2c. The ballots shall be distributed during the on-site registration for the ISPC.

2d. The following voting procedure should be used to accomplish the equitable composition of the membership of the Board of Directors: on the ballots, the candidates should be listed under their respective geographical area, with a note specifying the number which need to be chosen from each area. The participants of the ISPC shall vote for up to the specified number of candidates to be elected from each geographical area. Ballots containing more votes than the specified number in any of the geographical areas shall be invalid.

2e. The members at large are determined by the Board of Directors in a secret ballot from a list of candidates proposed by Board members. The purpose of the selection of members at large is to assure optimal composition of the Board membership. The members at large become members representing their respective region, and at least one new member at large shall be elected at every election.

2f. The terms of Board members commence at the 1<sup>st</sup> day of January following the election.

3. The Board of Directors may elect co-opted members for a period of two (2) years. Re-election is possible. The specific responsibility of each co-opted member has to be specified upon his/her election. The co-opted members have no vote.

4. Every new and co-opted member shall receive a copy of the by-laws of the Society and of the rules for running the ISPC and Summer School meetings. All members shall receive a full list of the members of the Board of Directors including the year of their first election and of their term ending. The President is responsible for this.

5. Members of the Board of Directors shall meet at least once a year. They shall be notified by the President well in advance of the date of the next committee meeting. Members who cannot attend a meeting may vote by proxy or by sending their vote on items identified on the agenda to the President prior to the meeting. Members who miss two consecutive Board meetings without excuse forfeit their membership.

6. The President and the Vice-president of the Society are elected by the members of the Board of Directors in a secret ballot for a term of two years. They can be re-elected once. It is recommended that the President position alternates between members working in the areas of low pressure plasmas and of high pressure plasmas. It is also recommended that the President and the Vice-president represent each one of these two areas.

7. The Board of Directors may appoint a secretary/treasurer. This secretary shall be appointed for a longer, unspecified time period and provide continuity in administrative matters. The function of the secretary shall be (1) administration of the Society account, (2) preparation of the agenda and the minutes of the Board of Director meetings in consultation with the President, (3) preparation of the election ballots. The secretary does not necessarily have to be a member of the Board of Directors, and will not have a vote at the meetings if he/she is not a member.

### **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

8. The Board of Directors is responsible for implementing the goals of the Society. This involves supervision of the events sponsored by the Society and selecting recipients of awards and initiating new activities. Specifically, the Board of Directors shall be responsible for the following actions:

(1) Selecting the site and the chair of the International Symposium on Plasma Chemistry, and the International Organizing Committee, and providing input for the organization of the Symposium.

(2) Selecting the organizers of the High Pressure Plasma Course and the Low Pressure Plasma Course of the Summer School on Plasma Chemistry.

(3) Electing a scientist for the Plasma Chemistry Award from a slate of candidates received by the Board. This scientist shall be honored for consistent contributions for a number of years to the advancement of our knowledge in plasma chemistry.

(4) Awarding the Best Paper Award(s) to the author(s) of the best paper(s) in a specific International Symposium on Plasma Chemistry, as selected by the International Organizing Committee. This prize may include a monetary award provided by the Society.

9. The Board of Directors may decide to sponsor additional events such as workshops in a specialized area.

10. Sponsorship of any of these events by the Society shall not imply financial support. However, the Board of Directors may decide to provide limited support if deemed justified or it may decide to provide a loan to the Local Organizing Committee of one of the sponsored events. For this purpose, the Board shall be kept informed about the financial status of any of the sponsored events by the respective Local Organizing Committee. The financial surplus of any of the events sponsored by the Society shall be transferred to the Society.

11. The Board of Directors may bestow the title of “Fellow of the IPCS” to scientists who have over many years provided leadership in research and dissemination of knowledge in the area of plasma chemistry.

### **FINANCIAL TRANSACTIONS**

8. The President has the authority to conduct financial transactions up to CHF 1000, and his signature will suffice for these transactions. For transactions involving amounts larger than CHF 1000, the signatures of the chair and of one other member of the Board are required. Any financial transaction larger than CHF 2000 shall require approval of the Board.

These Rules of Governance have been adopted by the attendees of the 15<sup>th</sup> ISPC in Orléans, France, on 11 July, 2001 (the founding members of the IPCS). Changes of these Rules may be adopted at any regular General Assembly of the Society by a simple majority vote. A revision was adopted at the General Assembly held in Taormina, Italy, on 27 June, 2003.