

# EFCE Guidelines for Sections

## Procedure PR- 05

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## **I Introduction**

The European Federation of Chemical Engineering (EFCE) is a Charitable Incorporated Organisation (CIO). The general object of EFCE is to promote the co-operation in Europe and elsewhere between non-profit making professional scientific and technical societies which share among their aims the general advancement of science and education of the public in chemical engineering and the encouragement of the development of chemical engineering and any ancillary or incidental purposes that the charity trustees may think fit (see EFCE Constitution, Paragraph 3).

The object of the EFCE is defined in more detail in the EFCE Mission Statement (see EFCE Policy PL-01).

The Federation seeks to achieve its objectives among other means by establishing operating groups, i.e. Working Parties, Sections, Task Groups, etc. to survey and report on specific aspects or areas of chemical engineering.

The following revised Guidelines for Sections are based on experience, which has been gained in particular from the activities of EFCE Sections during the past years.

EFCE Sections are advised to make use of these Guidelines in the performance of their activities.

## **II The Mission of Sections**

Throughout the present procedure, reference is made to EFCE Rules, reported in EFCE Procedure PR-01 (hereinafter the "Rules or PR-01").

PR-01 states the following in respect of Sections (Paragraph 6.4.2):

"Sections may be formed to deal with special fields of mainly interdisciplinary or cross-cutting character with the objective of achieving active collaboration in Europe, for example, by preparing reports, investigating important problems and suggesting symposia to be held.

The decision as to the formation of Sections rests with the Charity Trustees on the recommendation of the Scientific Vice-President. The recommendation shall include the objectives and tasks of the proposed Section as well as a list of initial members.

The decision as to the discontinuation of a Section rests with the Charity Trustees on the recommendation of the Scientific Vice-President.

Sections of the CIO are open to any professional active in the field and willing to contribute actively to the success of the Section. Participation in a Section shall be subject to registration with the CIO and confirmation by the Section Chair.

A Section shall be led by a Section Board, a Section Chair and Vice-Chair, all elected by the Section members. Chairpersons, Vice-Chairs and Board Members must be members of a Member Society of the CIO. The Section Chairs are non-voting members of the General Assembly.

Sections may generate their own funds in accordance with the rules and purpose of the CIO. The accounts will be held for the Sections by the General Secretariat under the supervision of the Executive Vice- President.

Save as set out in the Rules and Guidelines, Sections shall carry out their proceedings as they think fit, subject to any requirements of the Charity Trustees.”

The purpose of the Sections is therefore to develop European cooperation and professional activity in the interdisciplinary, task oriented areas of chemical engineering and related fields and to attract to the Federation a large number of chemical engineers and scientists of related disciplines, willing to actively contribute to its activities of the Federation, but not necessarily being officially delegated by their national EFCE Member Societies.

The mission of a specific EFCE Section may be defined in Section statutes.

### **III Formation and Supervision of Sections**

1. A formal proposal for the formation of a Section may be made by:
  - a) the Scientific Vice-President;
  - b) any charity trustee;
  - c) a Member Society.
  
2. A Preparatory Committee shall be formed consisting of a small group of experts from various countries. This Committee shall define the objectives and propose a programme of work in the form of a Memorandum. The Memorandum may be accompanied by suggestions as to the members to be recommended to the Section. The Chair of the Preparatory Committee shall be appointed by the charity trustees.

3. The Memorandum shall be reviewed by the Scientific Vice-President. The Scientific Vice-President shall take particular care to ensure that the sphere of work proposed is compatible with the objectives of the Federation and that it is not in contradiction with the objectives of other Working Parties or Sections of the Federation.
4. If the Scientific Vice-President recommends the formation of a Section, the Memorandum shall be submitted to the charity trustees. The charity trustees shall then decide on the formation of a Section in accordance with the Constitution and Rules of the Federation.
5. If, in the light of the Memorandum, the Scientific Vice-President recommends that a Section not be formed, this opinion shall be submitted to the charity trustees for a final decision. (One or more scientific experts who have drawn up the Memorandum should be invited to supply any necessary further information.)
6. The overall direction of a Section and coordination of Section activities is the responsibility of the Scientific Vice-President.
7. The Scientific Vice-President shall review the operations of every Section once every three years and recommend whether it shall continue or not. Such recommendations shall be submitted to the charity trustees for a final decision.

## **IV Working Rules**

The bodies of a Section are

- the Chair and Vice-Chair/Secretary
- the Section Board
- the General Meeting of the Section members

### **General Meeting (GM)**

The **General Meeting (GM)** is open to all members of the Section and meets according to the needs (preferably coinciding with the ECCEs or Section Symposia).

In the General Meeting the Section members shall:

- elect the Chair, Vice-Chair/Secretary and members of the Section Board,
- discuss the activities reported by the Section Board,
- discuss and approve the proposal for the actions to be developed,
- approve the Section statutes and their modifications.

The General Meeting can also be conducted using electronic means of communication, and any business usually covered therein including elections, may also be conducted entirely remotely, using any platform the members of the Section find suitable.

### **Section Board**

The members of the **Section Board** shall be elected from among the Section members who are members of an EFCE Member Society.

The Section Board members shall serve for a period of three or four years and may be re-elected for a second period.

If a Working Party is converted into a Section, during the interim period the current Working Party shall act as the Section Board.

The Section Board shall:

- meet at least once a year,
- be responsible for the accomplishment of the strategic objectives,
- prepare the general programme for the next session to be proposed for discussion during the General Meeting,
- prepare the Section statutes.

### **Section Chair and Vice-Chair/Secretary**

The first Chair shall be appointed by the charity trustees of the Federation or elected at the inaugural meeting of the Section.

The following Chair and Vice-Chair/Secretary shall be elected from among the Section members who are members of an EFCE Member Society.

The appointment of the Chair shall be subject to the approval of the EFCE President.

The Chair shall serve for a period of three or four years and may be re-elected for a second period.

The Chairs of the Sections are ex-officio non-voting members of the EFCE General Assembly.

The Section Chair and Vice-Chair/Secretary shall:

- decide on granting Section membership,
- be responsible for maintaining contacts with the Section members, with the EFCE charity trustees, other Sections/Working Parties and third parties,
- update the list of Section members and send an updated list of members to the General Secretariat in Frankfurt every year,
- report at the General Meeting on the activities that were developed during the finishing session,

- conduct a Section website,
- upon request, provide the Scientific Vice-President with an annual report on the activities of the Section and its future programme,
- regularly produce reports on or announcements of the Section activities for publication with the EFCE e-newsletter and on EFCE's social media pages preferably once a year,
- upon invitation, present the activities of the Section at a meeting of the charity trustees or when a recommendation as to whether to continue the Section is to be made,
- participate in the annual meeting of the Working Party and Section Chairs to discuss common interests of the Working Parties and Sections,
- participate in an advisory capacity in the meetings of the EFCE General Assembly.

## **V Membership of the Sections**

### **1. Joining a Section**

Any chemical engineer, or a specialist in a related field, who is willing to actively contribute to the activities of the Federation can become a member of a Section. Generally, members of the Section should be professionals active in academia or industry. Participation in an EFCE Section shall be subject to registration with the EFCE and confirmation by the Section Chair.

If a member is a chemical engineer and comes from a country represented by a national EFCE Member Society, the member should normally belong to the Member Society.

- 1.1 A person willing to become a member of a Section shall send the Chair an application form and a short curriculum vitae including a description of his or her interests and expertise. This information shall be appraised by the Chair, who takes the decision about granting membership and informs the General Secretariat in Frankfurt. The EFCE website contains an on-line registration form to support the application process.
- 1.2 When the acceptance of the Chair of the Section has been obtained, the appropriate Office of the General Secretariat shall dispatch a letter of appointment.

### **2. Removal from Section membership**

EFCE requires its members to conduct themselves at all times in a manner that does not bring EFCE into disrepute, and this includes conduct not directly related to EFCE activities. Reference is made to EFCE Policy PL-04, Conflict of Interest.

- 2.1 Should a member of any member category be found to have acted in a manner which is likely to bring EFCE into disrepute, the Section Chair can terminate the member's membership with immediate effect, and must notify the Scientific Vice-President that this has been done and on which grounds. The member or the member's member society has the right to appeal this decision, and the Scientific Vice-President may either uphold or overturn the Chair's decision.
- 2.2 The Scientific Vice-President may also terminate a member's membership directly on the basis of misconduct and must notify the Section Chair and the President on which grounds. The member or the member's member society has the right to appeal the decision, and the President may either uphold or overturn the decision. No further appeal is possible.
- 2.3 Possible reasons for termination of membership on the grounds of misconduct may be, but are not limited to:
  - Falsely representing EFCE
  - Financial or business misconduct within or outside EFCE
  - Disrespectful behaviour such as racial abuse, sexual harassment or bullying within or outside EFCE

### **3. Removal of a Section Chair**

The Chair of the Section must comply with EFCE Policy PL-04, Conflict of Interest, and with EFCE guidelines, contribute to giving a positive image of EFCE and be actively involved in the Section activities. Should the Scientific Vice-President deem the Chair not to be meeting these requirements, then he/she may remove the Chair from office and will request that the Section elects a new Chair. The Section will be given 6 months to do so, or else the Section may be wound up. The Chair may remain a member of the Section unless the removal is on grounds of misconduct. (see Paragraph V.2.3).

The Chair has the right to appeal the decision, and the President may either uphold or overturn the decision. No further appeal is possible.

## VI Fields of Activities of the Sections

On the basis of the Memorandum the Section may draw up its own Section statutes which should include:

- the Section mission,
- strategic objectives,
- activities of the Section to accomplish these objectives,
- Section working rules.

The Section statutes have to be approved by the EFCE charity trustees.

Based on the Section statutes, the Section shall draw up a programme, indicating the order of priority and urgency of the various problems for which it is responsible.

Typical activities of an EFCE Section include:

- Investigation of problems and interdisciplinary exchange of experience; preparation of related studies and summary reports.
- Preparation and publication of opinion papers on matters within the scope of the Section activities.
- Preparation and organisation of specialised symposia, workshops, summer schools, courses, etc., based on the respective EFCE best practice guidelines. All conferences, courses and events where an EFCE Section is the main organiser, with the exception of those aimed solely at students, must apply for an EFCE Event Number and pay the appropriate levy to EFCE.
- Preparation of recommendations for research, application and training.
- Drafting of proposals for research activities at European level, incl. integrated projects, networks of excellence, etc.
- Initiation of the exchange of scientists.
- Maintenance of a Section website, and regular publication of Section activities (see also Paragraph IV).

It is advisable, that the members of a Section should co-operate closely with the Member Societies, with any national working parties in existence and also with other Working Parties and Sections of the European Federation of Chemical Engineering or international organisations in spheres closely connected with their own.



## **VII Finances**

Sections may generate their own funds in accordance with the rules and purpose of the EFCE. The accounts will be held for the Sections by the General Secretariat in Rugby under the supervision of the Executive Vice-President.

## **VIII Winding-up of a Section**

1. The decision whether to wind up a Section shall be taken by the EFCE charity trustees, based on a recommendation by the Scientific Vice-President.
  
2. The reasons for the discontinuation of a Section shall be as follows:
  - a) Solution of the problems defined in the Memorandum;
  - b) No proof of activity on the part of the Section for several successive years;
  - c) A vote by two thirds of the members to discontinue its activities;
  - d) A recommendation of the Scientific Vice-President based on a review of the Section activities.