



## CONSTITUTION OF THE UK SURFACE ANALYSIS FORUM

adopted 7 July 2006

### 1. TITLE

The title of the Association shall be UK Surface Analysis Forum (UKSAF)

### 2. AIMS AND OBJECTS OF THE ASSOCIATION

The principal purpose shall be to promote and advance the science, technology and practice of surface analysis in the UK by:-

- 2.1 organising and co-ordinating conferences, meetings and other gatherings
- 2.2 assisting the British Standards Institute in the development of standards relating to applied surface analysis.
- 2.3 supporting activities authorised by the Association.
- 2.4 encouraging excellence amongst young scientists.

### 3. MEMBERSHIP

- 3.1 Ordinary membership shall be open to all.
- 3.2 Honorary membership is membership conferred as an honour on a person of distinction, or one who has rendered outstanding service to the Association.
- 3.3 Election to Honorary membership shall be the prerogative of the Annual General Meeting on a nomination made by the Executive Committee.

### 4. RIGHTS OF MEMBERS

- 4.1 Ordinary members shall be entitled to attend and vote at General Meetings, and to stand for election to any office in the Association.
- 4.2 Honorary members shall be entitled to the rights and privileges of Ordinary membership.

### 5. SUBSCRIPTIONS

- 5.1 The rates for meeting fees for Ordinary members shall be determined by the Executive Committee.
- 5.2 No meeting fee shall be required from Honorary members.
- 5.3 The financial year of the Association shall be 1st April to 31st March following.

## **6. ADMISSION OF MEMBERS**

- 6.1 A person becomes an Ordinary Member of the group when he or she attends their first meeting and pays the joining fee determined at the AGM.
- 6.2 Ordinary Membership is maintained by being an active participant and attending at least one meeting in any 3 year period.

## **7. CONSULTANTS**

- 7.1 The Executive Committee shall, from time to time, invite eminent scientists to act as Consultants to the group.
- 7.2 Consultants shall be eligible to attend meetings and their reasonable expenses will be met by the Association.

## **8. THE EXECUTIVE COMMITTEE**

- 8.1 The Executive Committee shall consist of three Officers:-  
The Chairman  
The Honorary Secretary  
The Honorary Treasurer  
and other members as determined at the AGM.
- 8.2 Members of the Executive Committee shall be elected for a term of office of two years at an Annual General Meeting.
- 8.3 All members of the Executive Committee shall be eligible for re-election.
- 8.4 Members of the Executive Committee shall be elected by the Ordinary members of the Association as the posts become available, on a general resolution by simple majority of those present.
- 8.5 The Executive Committee may from time to time, and at any time, appoint any member of the Association as a member of the Executive Committee to fill a casual vacancy. Any member so appointed shall retain his or her office until the next Annual General Meeting, and he or she shall then be eligible for election.
- 8.6 Except for existing members of the Executive Committee, nominations duly proposed and seconded by Ordinary members of the Association and countersigned by the member nominated shall be made in writing to the Honorary Secretary in advance of the Annual General Meeting.
- 8.7 The Chairman may, at his or her discretion, accept nominations duly proposed and seconded, in respect of members present at the time, at the Annual General Meeting.
- 8.8 The Executive Committee shall have the power to co-opt further members if required and to form sub-committees as is necessary.
- 8.9 The Chairman, Honorary Treasurer and Honorary Secretary shall be ex-officio members of any sub-committee thus formed.
- 8.10 The quorum at any Executive Committee meeting shall be four, including at least two Executive Committee Officers.

## **9. MEETINGS OF THE FORUM**

- 9.1 The Executive Committee will organise meetings of the Forum, normally in the first or second weeks of January and July of each year, taking into account topics of interest to the members.
- 9.2 The venues for the meetings shall be chosen to give a reasonable geographic distribution of locations.

- 9.3 A local organiser will be chosen for each meeting who will be co-opted to the Executive Committee for the purpose of organising that meeting.
- 9.4 The venues will be such that they can accommodate the expected number of delegates and a small exhibition area, and provide lunch and refreshments.
- 9.5 The meeting fee shall be set such that there is a reasonable expectation of maintaining an adequate working reserve.
- 9.6 A discounted rate shall be offered to students and retired members (to cover the accommodation and catering costs only).
- 9.7 The cost of any meeting shall not exceed the reserves of the Association.

## **10. PRIZES**

- 10.1 The Rivière Prize is the premier award of the Association, presented to honour the founder of the UK ESCA Users Group, and the recipient is chosen on an occasional basis by the Executive Committee.
- 10.2 Every two years or as otherwise determined by the Executive Committee, a Young Surface Analyst Competition shall be held at the summer meeting where the Seah and Castle Prizes will be awarded to the best overall presentation and the best poster presentation by a person under 30 years of age on the 31st March of the year of the competition.

## **11. GENERAL MEETINGS**

- 11.1 An Annual General Meeting shall be held each calendar year not more than 15 months after the previous Annual General Meeting. The quorum shall be 30 Ordinary members.
- 11.2 Motions for the Annual General Meeting may be submitted by any Ordinary member, in writing, to the Honorary Secretary not less than four weeks before the date of the meeting.
- 11.3 The Executive Committee shall prepare the agenda for the Annual General Meeting, which shall include a report from the Honorary Secretary on the activities of the Association and a financial report by the Honorary Treasurer, together with such motions as have been received, scrutinised and accepted by the Executive Committee.
- 11.4 The Honorary Secretary shall make available copies of the agenda and notice of the Annual General Meeting to all members. Such copies will be made available electronically and not less than fourteen days before the date of the meeting.
- 11.5 The fact that any individual member has not received notification of the date of the meeting shall not invalidate the proceedings of the meeting.

## **12. VOTING**

- 12.1 Voting must be in person, each member having one vote.
- 12.2 At any General Meeting of the Association a resolution put to the vote of the meeting shall be decided on a show of hands, unless a ballot is demanded by the chairman or by at least three of the members present at the meeting.
- 12.3 In the case of an Ordinary Resolution a simple majority shall suffice to carry the resolution.
- 12.4 In the case of an equality of votes, whether by a show of hands or by a ballot, the Chairman of the Executive Committee (or his or her designated deputy) shall be entitled to a second or casting vote.

**13. FINANCE AND EXPENDITURE**

- 13.1 The Executive Committee shall administer the funds and other assets of the Association.
- 13.2 The Executive Committee shall plan for the overall activity of the Association to be self-financing.
- 13.3 The funds shall be used to finance the aims and objectives of the Association.
- 13.4 The financial accounts of the Association shall be prepared by a person who, in the opinion of the Executive Committee, has the required ability and practical experience.
- 13.5 A statement of the accounts shall be presented each year to the Annual General Meeting for approval by the members.

**14. ALTERATION OF THE CONSTITUTION**

- 14.1 The constitution or any part thereof may be altered by a proposal by or on behalf of any Ordinary member, submitted to the Honorary Secretary in writing, and approved by a Resolution at an Annual General Meeting

**15. DISSOLUTION**

- 15.1 Dissolution of the Association shall be effected upon a resolution at an Annual General Meeting.
- 15.2 Upon dissolution, the members of the Executive Committee, at the time when the resolution was passed, shall be empowered to wind up all the affairs of the Association.
- 15.3 The Executive Committee acting in the capacity of liquidator shall first pay any preference, secured or unsecured creditors of the Association out of the assets of the Association.
- 15.4 They shall next reimburse any member of the Executive Committee for any necessary expenses incurred by them in the execution of their duty.
- 15.5 Finally any assets remaining shall be given or transferred to some other institution, or Association, having objectives similar to the objectives of the Association.