

## CONSTITUTION AND RULES OF THE

### INTERNATIONAL SOCIETY FOR NANOSCALE SCIENCE, COMPUTATION AND ENGINEERING

#### CONSTITUTION

##### ARTICLE I: Name and Office

Section 1. The name of the Society shall be the International Society for Nanoscale Science, Computation and Engineering. (herein, "the Society"), which may be referred to by the acronym ISNSCE.

Section 2. The principal office of the Society shall be located initially at the Department of Chemistry and Biochemistry, University of Delaware, Newark, DE 19716, USA. All communications intended to be directed to the Society shall be addressed to the above address.

##### ARTICLE II: Object

Section 1. The object of this Society shall be to promote the study of the control of the arrangement of the atoms in matter, examine the principles that lead to such control, to develop tools and methods to increase such control, and to investigate the use of these principles for molecular computation, and for engineering on the finest possible scales.

Section 2. A central goal of this Society is to unite the fields of nanoscale computation, with nanoscale science and engineering (the latter two are converging fields and will be termed "nanotechnology" in the rest of this document).

Section 3. Whereas this is a highly interdisciplinary field, it is a goal of the Society to increase the presence of the field on the scientific horizon, so as to make other scientists more aware of its presence, and to encourage their participation in and enrichment of the scientific enterprise of the Society. It is furthermore a goal of this society to provide an official scientific forum for recognizing the most notable contributions in this area, and to help foster the careers of more junior associates, thereby ensuring the continued existence, development and growth of the discipline.

##### ARTICLE III: Membership

Section 1. Any person with an active research interest in the purposes of the Society may become a member by payment to the Treasurer of such dues as are specified in the Rules for individual membership. All members are entitled to voting privileges.

Section 2. Any company, corporation or other organization may, with the approval of the Council, become a Corporation Member, on payment to the Treasurer of such dues as specified in the Rules for corporate membership. Each Corporation Member may empower one individual to vote on its behalf in any of the deliberations of the Society. Such an individual shall have one vote.

Section 3. Such groups as are approved by the Council may become Affiliated Groups of the Society.

#### ARTICLE IV: Officers

Section 1. The officers of the Society shall be a President, a Vice President, a Secretary and a Treasurer: these four, plus the President for the previous year shall be members of the Council which shall have general charge of the affairs of the Society. The Chairs of the Standing Committees will also be members of the Council. Additional members may be added to the Council as provided under Article VI.

Section 2. The President and Vice President shall serve as such for one calendar year. The Vice President shall automatically become President the following year. Thus, there will be an annual election for Vice President. The expectation is that a computationally-oriented Vice President will be succeeded by a nanotechnology-oriented Vice President, and *vice versa*. Having served as Vice President and President, a person is ineligible for re-election to the Vice Presidency. The terms of office of the Secretary and Treasurer shall each be three years. The Treasurer shall be elected in the year following the Secretary. All officers and members of the Council shall take office on January 1 following their election.

Section 3. Except where an incumbent Treasurer or Secretary is being re-nominated, two nominations shall be made for each office for which elections are to be held. Nominations for all offices shall be made by the Nominating Committee. The Nominating Committee shall consist of two members and a Chair appointed by the Council not later than January 1. No member shall serve more than two years. Additional nominations for any office may be made by a petition signed by five or more members.

Section 4. The election of officers shall be by closed ballots solicited from the whole membership and shall be determined by a majority of those voting. In case no contestant receives a majority, a re-vote shall be taken on the contestants ranking first and second in each successive ballot until one receives a majority; if there is a tie for first rank, the re-vote shall be limited to those tied contestants; if there is a tie for second rank, the re-vote shall be among the first-ranking contestant and those tied for second rank. The initial composition of the Council is established by the founders of the Society.

Section 5. In the event that the office of President shall become vacant, the Vice President shall succeed to the Presidency for the remainder of the unexpired term and will succeed in the following term in accordance with the provisions of Section 2 of this Article. If any other vacancy occurs in the Council, the remaining members of the

Council shall appoint a member of the Society to fill the office for the duration of the unexpired term.

## ARTICLE V: Duties of the Officers and Council

Section 1. The duties of the Officers and Council of the Society shall be as follows:

### 1. The President

- (a) To have general administrative charge of the affairs of the Society.
- (b) To preside over all meetings of the Council.
- (c) To preside over all business meetings of the Society.
- (d) To have such other duties as are specifically enumerated in the By-laws of the Society.
- (e) To be a member, ex-officio, of all committees, except the Nominating Committee and the Awards Committee.
- (f) To appoint or nominate representatives of the Society.

### 2. The Vice President

- (a) To act in place of the President when the President is not present or is unable to discharge the duties as specified in Section 1 of this Article.
- (b) To be a member, ex-officio, of all committees, except the Nominating Committee and the Awards Committee.

### 3. The Secretary

- (a) To keep minutes of all meetings.
- (b) To keep membership files.
- (c) To attend to correspondence and notices of the Society.
- (d) To keep a dossier of precedents and procedures, and to inform Council Members, Committee Chairs, and Meeting and Program Chairs of such precedents.

### 4. The Treasurer

- (a) To keep exact records of all the finances of the Society.

(b) To maintain a checking account, and otherwise manage the financial affairs of the Society, on behalf of the Society, subject to approval of the Council.

(c) To send out bills and collect the dues of the Society.

(d) To pay those bills of the Society whose payment has been approved by a member who has been specifically authorized by the Council.

(e) To submit the next financial year's budget for the approval of Council no later than October 1 of the previous year.

(f) When leaving office, to ensure that all accounts and financial records are transferred to the new Treasurer on the day the new Treasurer takes office.

## 5. The Council

(a) To have general charge of the affairs of the Society, determining all policies and procedures not otherwise specified in the Constitution and Rules of the Society.

(b) To consider and act upon reports of Standing Committees.

(c) To make an annual budget and to approve expenditures under each item of the budget.

(d) To act as Trustees of all funds and properties of the Society.

(e) To assume such other duties as are specified in the Constitution and Rules of the Society.

(f) To appoint such persons, paid or unpaid, as it deems necessary to assist in the efficient running of the Society, such appointments to be reviewed periodically and in any case not less than once every three years.

## ARTICLE VI: Additional Members of the Council

Section 1. Members of the Council other than those listed in Article IV, Section 1, of the Constitution may be added by the same procedure followed for an amendment to the Rules.

## ARTICLE VII: Amendments

Section 1. An amendment to or an annulment of the whole or any part of this Constitution may be formally proposed by the Council. Council shall circulate the proposal to the whole membership not less than one month before a duly announced business meeting held in conjunction with a scientific meeting of the Society, at which meeting the amendment or annulment will be discussed. It shall then be presented to the whole

membership for approval following the procedures described in the Rules. An affirmative vote of at least two thirds of those voting is necessary for the adoption of the amendment or annulment.

Section 2. An amendment to or an annulment of the whole or any part of this Constitution also may be formally proposed by any member at a duly announced business meeting held in conjunction with a scientific meeting of the Society, at which meeting it will be discussed and voted on. If approved by a majority of those present, the amendment or annulment shall be presented to the whole membership for approval following the procedures described in the Rules. An affirmative vote of at least two thirds of those voting is necessary for the adoption of the amendment or annulment.

#### ARTICLE VIII: Dissolution of the Society.

Section 1. Unless otherwise required by law, in the event of dissolution of this Society the assets shall be distributed only to a recipient that would qualify as an organization with tax-exempt status as described in Section 501 (c)(3) of the United States Internal Revenue Code of 1964, or any amended or successor section thereto.

#### ARTICLE IX: Procedures Not Otherwise Covered

Section 1. The rules contained in Robert's Rules of Order Revised shall govern the Society in all cases to which they are applicable, except as otherwise provided by law or this Constitution.

### RULES

#### RULE I Membership.

Section 1. Membership will be free until Jan 01, 2005. Annual membership dues shall be \$50.00 in 2005 with an increase in 2006 to \$60.00. Dues for students shall be \$20.00 in 2005 with an increase in 2006 to \$22.00. Dues of for-profit corporation members shall be \$500.00 and dues of non-profit corporate members shall be \$350. Members will receive a discount on their registration fees for all meetings of the Society.

Section 2. Bills for annual membership dues shall be mailed before October 30 preceding the year to which they apply, requesting payment to arrive not later than December 1. Second bills shall be mailed before the following March 1. Members whose dues are not paid will be kept on the membership list for one year. During the new annual billing cycle such members will receive bills for the unpaid dues of the current year plus dues for the following year. Members still in arrears on January 1 of this second annual billing cycle will be dropped from the membership list.

Section 3. Members desiring to terminate their membership in good standing shall submit resignations to reach the Treasurer not later than December 31 of the last year of membership. A former member who resigned in good standing will be reinstated upon

request and payment of dues for the year in which the request is made. A former member whose membership was terminated not in good standing, will be reinstated upon request and payment of a penalty of \$5.00 plus dues for the year of arrears plus dues for the year of reinstatement.

Section 4. Any person who joins the Society after June 30th of any year may elect to have membership start on January 1st of the following year by so indicating on the application.

Section 5. All of the publications of the Society issued during any calendar year for free distribution to the members shall be mailed to each member of the Society who pays dues for that year insofar as copies of the publications are still in print at the time of payment, unless they elect not to receive them.

Section 6. Annual dues may be waived by vote of Council for a full member or a former full member who resigned in good standing who notifies the Treasurer in writing of current unemployment. A former member whose membership was terminated not in good standing may, by vote of Council, be reinstated with dues in arrears waived if the former member notifies the Treasurer in writing that failure to pay dues was the result of unemployment. A separate notification and a new vote of Council must be made for each subsequent year for which dues are to be waived. A member whose dues are so waived shall retain all the rights of membership.

Section 7. A member who has retired from regular employment will be classed as a retired member upon notifying the Treasurer on retirement. The dues for a retired member shall be \$30.00 in 2005 with an increase to \$32.00 in 2006. A retired member shall retain all the rights of membership.

## RULE II: Meetings

Section 1. Meetings shall be held at such times and places as designated by the Council. Notices of all meetings of the Society shall be mailed or emailed to the membership a reasonable time in advance.

Section 2. A business meeting shall be held at least once a year in connection with a scientific meeting of the Society. Due notice of this meeting shall be given to the membership.

Section 3. At all meetings of members for the transaction of business, a quorum shall consist of one-third of the members or one hundred members, whichever shall be less, present in person or represented by proxy, except as otherwise provided by law.

Section 4. All questions that must be referred to the whole membership, including election of officers and amendment of the Constitution, shall be decided by closed ballot at a meeting that is called for this purpose by an announcement and accompanying ballot-and-proxy form mailed to all members not less than six weeks prior to that meeting. The ballot-and-proxy form shall constitute a proxy when executed and returned by a member

who will not attend the meeting in person, and it shall appoint the Secretary (or designated alternate) as the member's proxy to attend the meeting and to vote the ballot as the member has indicated thereon. The ballots shall be opened and the votes counted at the meeting.

Section 5. Any business meeting not held in conjunction with a scientific meeting shall be limited to the business specified in the proxy that shall have been mailed to all members prior to that meeting.

Section 6. If a re-vote is necessary as provided in Article IV, Section 4, of the Constitution, then, whether or not those present in person are sufficient in number to constitute a quorum, the meeting must be recessed to a later time to allow announcements and new ballot-and-proxy forms to be sent out to the whole membership and returned in the interim.

### RULE III: Committees

Section 1. The committees of the Society shall be: (a) the Nominating Committee, (b) Standing Committees and (c) Temporary Committees.

Section 2. Standing Committees shall be those whose functions are of a more permanent nature, and shall be listed in the Rules, Section 6 below. These Committees shall report and, if necessary, make recommendations to the Council. While the investigative competence of the Standing Committees are unlimited, they are not to take actions involving the Society funds or prestige, nor use the Society name to solicit funds, nor commit the membership or the officers of the Society to a course of action without the approval of the Council.

Section 3. Each Standing Committee shall have at least three members, selected by the Council. Members of Standing Committees shall each serve for a period of three years and shall be eligible for re-election. The chair shall be chosen by the Council from among members. In the case of the formation of a new Standing Committee the initial members shall be appointed by the Council for two, three and four years.

Section 4. In the case of a vacancy on any Standing Committee, the remaining members of the Committee may, with the approval of the President, appoint another member to fill the unexpired term.

Section 5. Standing Committees may appoint subcommittees to assist them when necessary.

Section 6. The Standing Committees of the Society shall be established by the Council in response to perceived ongoing needs. The Chairs of these committees will serve on the Council. The Standing Committees will be the

(a) The Scientific Advisory Committee.

It is clear that this society is an interdisciplinary community. Consequently, it is key that the activities of the Society and its Council be able to gain the benefit of consultation with the distinguished scientists of its constituent fields. These individuals, of international reputation, will offer advice to the Council on various issues, especially those related to the scientific activities of the Society. Members will serve for a period of three years, and will be eligible for reappointment. The Chair is appointed by the council. The president and vice president are members ex officio.

(b) The Awards Committee.

This committee consists of a Chair and at least two other members. The chair is appointed by the Council. The primary task of this committee is to oversee awards and prizes given under the auspices of the Society. The Chair is appointed by the council.

Section 7. All committees whose functions are of a limited nature only shall be classed as Temporary Committees and shall be appointed by the President. Any such Committee shall cease to exist immediately following its final report at a business meeting of the Society, or at the end of the calendar year in which it is appointed, whichever is sooner, unless another term is specified at the time of the appointment.

RULE IV: Special Interest Groups

Section 1. Special Interest Groups may be established by the Council on the petition of a group of members in good standing.

Section 2. The activities of a Special Interest Group may include, but are not limited to, organizing sessions at the scientific meetings of the Society and organizing business meetings of their members.

Section 3. Any member of the Society may become a member of one or more Special Interest Groups by notifying the Secretary of the Society.

Section 4. Each Special Interest Group shall adopt its own by-laws which shall take effect as soon as the by-laws are approved by the Council of the Society. In any question of interpretation, the by-laws of the Society shall take precedence over those of the Special Interest Group.

Section 5. Special Interest Groups shall elect their officers at the same time as the election of the Society's officers. If the chair of any Special Interest Group is unable to act, the President may appoint a replacement to act until the next election.

Section 6. No officer or member of a Special Interest Group shall take action involving the Society's funds or prestige, nor use the Society's name to solicit funds, nor commit the

membership or officers of the Society to a course of action without the prior approval of the Council of the Society.

#### RULE V: Election of Officers

Section 1. Ballot-and-proxy forms naming the nominees for officers and nominees for officers of Special Interest Groups shall be mailed to the membership during September. In order to be included on the ballot, properly qualified nominations from the membership shall be received by the Secretary not later than August 15.

#### RULE VI: Affiliated Groups of the Society

Section 1. Each Affiliated Group (see Constitution, Article III, Section 3) shall appoint a representative and pay an annual membership fee of twice the individual membership dues. The representative shall receive all Society mailings and keep the members of the Affiliated Group informed on Society matters. The regular Society notices shall contain such news of Affiliated Groups as is supplied by their representatives, suitably edited by the Society Secretary.

#### RULE VII: Amendments

Section 1. An amendment to these Rules may be proposed either by the Council or by any member with the approval of a second by some other member.

Section 2. These Rules may be amended or suspended by a two-thirds affirmative vote of the members present in person or by proxy at any duly announced meeting of the Society.