

Guidelines for Local Chapters of Society for Materials Chemistry

The Society for Materials Chemistry (SMC) has been growing in number of members from less than 100 in 2008 to more than 1350 in 2022. To facilitate further growth and to propagate the mission of the Society, it was deemed essential to create the local chapters. Accordingly, the guidelines for creation of local chapters were formulated. These guidelines are, however, subject to review and revision from time to time, as per the need.

The name of the Local Chapter will be SMC (-----Chapter) . The Objectives of the local chapter shall be in-principle be the same as those of the SMC.

The functions of the Local Chapters would be as follows:

1. To conduct scientific and academic activities to promote education, research, professional networking and public outreach.
2. To promote the tradition of service to the community of materials chemistry in and around the concerned local region.
3. To encourage research and application of material chemistry for societal benefits and impart the culture of materials chemistry to fellow scientists and budding researchers.
4. It is desirable to organise lectures (by eminent scientists working in the field of materials chemistry)/Seminars/ workshops/ symposium on materials chemistry.
5. It would be expected of the local chapter to organise popular lectures and arrange activities like quiz competitions in colleges in order to inspire and attract young talent towards materials chemistry.
6. To invite members from industry and look for possible avenues of Industry-Academia collaboration.

Procedure to constitute SMC local chapter and its functions

1. SMC life members from any region in India can propose to constitute a local chapter by submitting a proposal to the President, SMC. A local chapter of SMC can be started if there is a minimum strength of 50 SMC Life members. The proposed Convenor of the local chapter should submit the proposal indicating the jurisdiction of the chapter and list of life members of SMC from the proposed chapter.
2. The Executive Committee of SMC shall give formal recognition to the Local Chapter in the form of a certificate which shall contain the Local Chapter's name, location of

headquarters, geographical limits and the date on which the recognition was granted, and shall bear the signature of the President, SMC.

3. The office bearers of the local chapter shall be designated as Convener, Co-convener, Secretary and Treasurer. There should be minimum of 5 members in the EC of local chapter. They should be appointed by members of that region either by consent or by election and the same shall be intimated to the Headquarter. The term of office bearers shall be three years.
4. The local chapter should follow all the bye laws of SMC.
5. The local chapter shall conduct EC meeting (minimum two annually) and AGM in a timely manner. The minutes of AGM should be sent to Headquarter. The annual calendar of events should be planned at the beginning of the year (with tentative dates) and submitted to Head Quarter, in order to avoid any clash of events.
6. The local chapter should submit annual report and audited statement of accounts to the Head Quarter by 31st March of every year and also update Secretary, SMC periodically for updating the same on Society's webpage.
7. The General Body of the local chapter shall consist of all members of the local chapter. It shall be the duty of the Secretary, local chapter to circulate an agenda, that should cover all the issues to be discussed in the General Body at least fifteen days prior to convening of the General Body Meeting. The General Body shall meet at least once a year.
8. The quorum for General Body meeting shall be one-third of the total number of members of the local chapter. In the absence of quorum, the meeting shall be adjourned for 30 minutes. Thereafter, it may be reconvened without the quorum.
9. Minutes of deliberations of the General Body and the LCC meetings shall be maintained by Secretary, local chapter and a copy of the same shall be sent to Secretary-SMC within a month from the date of General body Meeting.
10. The local chapter should strive to enrol new members in SMC. The procedure/application form to become a member of SMC is available on Society's webpage.

Financial Aspects and Obligations for Office bearers of local chapter

1. The local chapter should generate its own funds for functioning of the chapter in a self-sustained manner.
2. The local chapter will have its own PAN card/PAN number to be used for chapter's financial transactions. Audited statement of Account and Balance Sheet of local chapter for each financial year will be submitted by the local chapter to Head Quarter.
3. The local chapter can provide travel support to needy research scholars to attend conferences symposia organised by SMC. For International Conferences, request should be intimated to SMC, Head Quarter.

Dissolution of the local Chapter

A local chapter may be dissolved under following circumstances:

1. If the SMC-EC is of the opinion that the activities of the Local Chapter are against the aims and ethos of the Society.
2. If a proposal for dissolution of the local chapter is received by the SMC-EC in writing supported by more than 50% members of the chapter.

In both the above cases, SMC-EC will immediately suspend the activities of that local chapter and recommend the freezing of the bank account to the respective bank authorities, as a first step. Subsequently, the proposal will be discussed in SMC-AGBM and will be accepted if passed by simple majority in the meeting.