

# INTERNATIONAL VACUUM ULTRAVIOLET AND X-RAY PHYSICS CONFERENCE SERIES

## CONSTITUTION

### PREAMBLE

In 2007/8 the International Scientific Boards of the International X-ray and Inner Shell Processes Conference Series (X) and the International Vacuum Ultraviolet Radiation Physics Conference Series (VUV) resolved to merge to form a new Conference Series to be known as the Vacuum Ultraviolet and X-ray Physics Conference Series (VUVX). Some 21 Conferences were held as part of the X series and 15 conferences as part of the VUV series. A brief history of these two series is included in Appendix 1.

### NAME

The conference shall be known as 'The International Vacuum Ultraviolet and X-ray Physics Conference'. Where appropriate, the abbreviation 'VUVX Conference' may be used.

### INTERNATIONAL SCIENTIFIC COMMITTEE

#### *Regular Members*

The International Scientific Committee (ISC) normally shall be composed of up to 24 regular members. A balance of nationalities and discipline expertise must be considered in the choice of the members of the committee. Nominations will be accepted by the Honorary Secretary either at or prior to the conference.

The ISC members present shall elect all new members and the Chair and Honorary Secretary for the ISC. Normally, the regular term of members of the ISC will be 6 years with as close as possible to one-half of regular members retiring at each conference.

The chair of the past, present and next conferences shall be invited to be members of the ISC.

#### *Honorary Members*

The regular members of the ISC may elect scientists of long and distinguished contribution to VUV or X-ray science as honorary ISC members. The existing honorary VUV members will be so recognised by the new VUVX Committee. Honorary members may attend ISC meetings with the right to speak, but they do not have voting rights.

### OTHER RESPONSIBILITIES OF THE INTERNATIONAL SCIENTIFIC COMMITTEE

- The ISC will meet at least once during each conference.
- The ISC will choose the site and chair of the next conference and may make a preliminary decision regarding the location of a subsequent conference. The latter action will be subject to ratification at a subsequent ISC meeting. Important criteria for selection will be:
  - Varying the geographic location so as to take account of the international character of the fields,
  - Providing registration and accommodation costs that are reasonable and thus conducive to maximum participation, particularly by younger scientists,
  - If possible, providing also for special scientific facilities near the conference site that can be toured by participants
- Proposals may be submitted to the Honorary Secretary at any time up to the commencement of the conference at which the ISC is scheduled to meet.

- Conferences shall be held normally every 3 years with the inaugural conference to be held in 2010.
- The continuity of the organisation between conferences shall be maintained by the ISC through the Chair and Honorary Secretary.

## CONFERENCE MANAGEMENT

In general, all matters related to organising a given conference will be left to the Conference Chair including the selection of an International Program Committee broadly representative of the fields, a Local Organising Committee and any other committees deemed necessary. The ISC membership should be consulted concerning suggestions for committee members and invited speakers, but need not be part of the International Program Committee or any other committees, although such dual membership is not excluded.

The ISC Chair and, via the Conference Chair, also the full ISC shall be kept informed of the progress of the conference organisation on a regular basis, including such things as siting of the conference, decisions on and arrangements for conference proceedings, financial support and expected attendance levels. The ISC chair and committee members will in general act in an advisory capacity only concerning the details of the conference management. However, the majority approval of the ISC should be obtained for any major changes in the conference format and on such questions the Committee's decision will be final.

*Financial responsibility and final reporting:* The conference Chair has complete financial responsibility for a given conference. Within 6 months after the end of a conference, a brief financial report is to be submitted to the ISC Chair, listing sources of support and itemising the major categories of expenditures.

*Startup fund:* A startup fund should be preserved and passed on from one conference to another (a practice started with the 1980 VUV Conference). This fund is intended to permit initial promotion and planning for the conference before any real income has been possible. It is expected that, where possible, this fund will be invested safely in the interim period between conferences. The Past Conference Chair will be the custodian of these funds until they are passed onto the next Conference Chair.

## **AMENDMENT TO THE CONSTITUTION**

- To amend the Constitution, the approval of two-thirds of the regular members of the International Scientific Committee is required. All other Committee actions shall be by majority vote of members present at a constitutionally convened meeting which has a quorum. A quorum for such a meeting shall be one half of the regular members of the Committee plus one.
- A vote, by email, post or fax, to amend the Constitution may be authorized on the resolution of the simple majority of the members present at an International Scientific Committee meeting to amend the Constitution. The approval of two-thirds of the members of ISC is required for the amendment to be declared passed. The Chair of the ISC shall be responsible for the conduct of the vote.