

# **CONSTITUTION OF THE COAL RESEARCH FORUM**

## **(REVISED MARCH 1999)**

### **1. TITLE**

The title of the constituted body shall be "**THE COAL RESEARCH FORUM**" (hereinafter referred to as the **Forum**).

### **2. SCOPE OF ACTIVITY**

The purpose of this **Forum** is to encourage, promote and co-ordinate basic research on coal, coal products and coal utilisation in the UK, with particular emphasis on

- i. the promotion and co-ordination of contact between Academe and Industries.
- ii. the assessment and co-ordination of resources and needs concerned with coal utilisation and conversion.

### **3. ADDRESS**

The address for all correspondence regarding this **Forum** shall be:

**The Secretary**  
**The Coal Research Forum**  
**P.O. BOX 154**  
**Cheltenham, GL52 5YL**

However, the post holder and the address for correspondence may be changed from time to time by the authority of the Executive Committee (i.e. following the result of a ballot for the election of Secretary to the Executive Committee) who will promptly inform in writing all Members of the General Committee of such a change.

### **4. COMMITTEE REPRESENTATION**

Participants will be represented on this **Forum** through two committees: an Executive Committee and a General Committee.

#### **4.1 The Executive Committee**

The Executive Committee will consist of two joint chairmen (one from industry and the other from Academe), a secretary, a treasurer, three representatives from industry and three representatives from Academe. The term of office of an Executive Committee Member will be two years, whereupon the Member may seek re-election. Candidates for the Executive Committee must be nominated by at least three Members of the General Committee and must be members of one of the subscribing bodies (see Clause 5) but need not be Members of the General Committee. Election to the Executive Committee will be through a ballot vote of the General Committee (see below). The election will be the responsibility of the Secretary. Each Member of the General Committee will have one vote and where there are two or more candidates nominated for a particular post a proportional representation system of voting (the single transferable vote system) will be used for this ballot. The current list of Executive Committee Members can be obtained by writing to the Secretary of the Forum and is published in January each year in the "An Invitation to Join" booklet. Alternate personnel may be nominated by an Executive Committee Member to represent him at an Executive

Committee meeting. The Executive Committee will have the power to co-opt up to three additional Members to the Executive Committee for fixed periods of up to 2 years which may be renewable. The Executive Committee will meet from time to time at the call of the Chairmen but will meet at least once per year to hold the Annual General Meeting. The Executive Committee may appoint honorary Members to the General Committee, however, such honorary Members will not have the voting rights described in Clause 4.2. The Executive Committee may also appoint (subject to agreement by the Executive Committee of any revised terms and conditions of membership) Special Members to the General Committee.

#### **4.2 The General Committee**

The General Committee will consist of Members of the Executive Committee plus one nominated representative or a nominated alternate from each subscribing body to the **Forum** (see Clause 5). The General Committee will have the power to elect Members of the Executive Committee. The General Committee will meet from time to time at the call of the Executive Committee Chairmen but will meet at least once per year to hold the Annual General Meeting. In addition a meeting may be called where more than 50% of the General Committee members request the Secretary (in writing) with at least two weeks notice in advance to do so. However, conduct of any special committee meeting regarding subject matter, voting or changes of constitution will be as described in Clause 8. Members of the General Committee will have the right to attend all meetings, symposia, and events organised by the **Forum**. Where a subscribing body has a member on the Executive Committee, they will not have a replacement member on the General Committee (i.e. the same person will be on both committees).

### **5. SUBSCRIPTIONS**

The subscription fee for new and existing Members of the **Forum** for the 1999 calendar year will be £100 (one hundred pounds) for Industrial Members and £30 (thirty pounds) for Academe and individual members. This subscription fee may be changed in subsequent years at the discretion of the Executive Committee. Only one fee per subscribing body per year will be required where a subscribing body is defined for Academe on the basis of a University Dept. and for industry on the basis of a particular site or location. Subscriptions should be made directly to the Treasurer (using the application form in the “An Invitation to Join” Booklet) at the following address:-

The Treasurer  
The Coal Research Forum,  
P.O. BOX 154,  
Cheltenham, GL52 5YL.

However, the post holder and the address for correspondence may be changed from time to time by the authority of the Executive Committee (i.e. following the result of a ballot for the election of Treasurer to the Executive Committee) who will promptly inform in writing all members of the General Committee of such a change.

Participation in **Forum** events will be open to all Members of the subscribing bodies. In most cases, for one-day symposia and divisional meetings, attendance will be without charge. However, there may be circumstances where attendance at such events is limited to two participants from each subscribing body. In addition, all or any participants may be required to contribute towards the costs of attendance at specific events such as conferences spanning more than one day or under circumstances where the **Forum** will incur higher than usual costs. The Treasurer will present accounts of the **Forum** on a calendar-year basis for distribution at the Annual General Meeting. In the event of the **Forum** disbanding, the

Treasurer will divide any residual funds (after all liabilities have been discharged) equally between the subscribing bodies during the year of disbandment.

## **6. SCOPE OF MEMBERSHIP**

Membership of the **Forum** is open to all those with activities within the purpose of the **Forum** as described in Clause 2.

## **7. LEGAL STATUS**

The **Forum** is a non-profit making body. The funds raised from subscriptions and other income such as conference and seminar fees and the sale of **Forum** documents to non-members will be used for the administration of the **Forum** and in the organisation of events, meetings, symposia etc and for any purpose authorised by the Executive Committee within this Constitution and will include, *interalia*, the costs associated with:-

- The organisation of seminars, symposia and conferences
- The commissioning of reviews and other documentation (e.g. The Coal Research Forum Newsletter, Coal Research Needs in the UK, Coal R&D Success in the UK, etc)
- The support of Members to attend external conferences (e.g. Support for research students to attend the ICCS)
- The organisation and operation of **Forum** administration
- The participation in joint events and activities in the other bodies (e.g. Joint activities with the Coal Utilisation Subject Group of the IChemE).

## **8. ANNUAL GENERAL MEETING**

An Annual General Meeting of the General Committee will take place during each calendar year, usually in the Spring. Notice in writing will be given of this event at least three weeks in advance of this meeting by the Secretary. At this meeting the Chairmen and Secretary will give a report on the activities and progress of the **Forum** over the previous calendar year. The Treasurer will give a financial report including accounts showing income and expenditure for the previous calendar year. Any other subjects may be raised and discussed at this meeting. However, where the subject matter is an issue on which a vote will be required this subject matter must be communicated to the Secretary at least two weeks in advance in writing and be supported by at least three Members of the General Committee. The method of voting on issues raised (show of hands or ballot) will be at the discretion of the Chairmen. Proposed changes to this Constitution will require a two-thirds majority of those who vote from a postal ballot vote of the General Committee Members.

## **9. SUPPLEMENT No. 1 TO THE CONSTITUTION OF THE COAL RESEARCH FORUM, PROCEDURE FOR ELECTION TO THE EXECUTIVE COMMITTEE, (as proposed by the Executive Committee prior to and subsequently approved at the 1992 Forum Annual Meeting).**

In order to conform to the Constitution of the Coal Research Forum, Clauses 4 and 8, the following procedure will be used for the election to the Executive Committee at a Forum Annual Meeting.

- 1) Written Nominations for members of organisations of current Members of the Forum will be sought for vacancies on the Executive Committee to be received by the Secretary at least two weeks before the Annual Meeting. Written nominations will be required from three current Members, (i.e. subscription paid for current year), of the Forum General Committee (see Constitution Clause 4.2).
- 2) If there are an equal number of valid nominations to the number of individual vacancies, then the nominees will be elected unopposed. However, if there are more valid nominations than vacancies for a particular post then a ballot vote will take place at the Annual Meeting.
- 3) If there are no nominations or fewer nominations than the number of vacancies for a particular post, then verbal nominations may be made at the Annual Meeting for the remaining vacant post(s). (Three verbal nominations will be required per nominee for a particular post). An election will then be held by a show of hands at the Annual Meeting.
- 4) The posts on the Executive Committee are defined in Clause 4.1 of the Constitution.