

IOP Institute of Physics

General information

The IOP's Nations and Branches are run in accordance with Bylaw 49 which states:

“Each Branch shall be constituted and its affairs shall be conducted in accordance with and subject to these Bylaws and in accordance with such rules and regulations and in such manner as may from time to time be approved by the Council. All Honorary Officers and the majority of the members other than Honorary Officers of any executive committee of each Branch shall be elected by members of that Branch from amongst Members.”

The purpose of the Nation/Branch is to:

- Organise local programmes of physics-related events such as talks and visits for members;
- Provide an opportunity for members to become involved in activities such as outreach and to help develop and deliver the IOP strategy and objectives;
- Represent IOP to the national government or devolved administrations across the range of IOP activities in consultation with Boards and Committees of Council and the executive staff.

The core functions of the Nation/Branch Committee are to:

- Preparation of an activity plan and associated budget;
- Organise and deliver activities (within IOP policies and guidelines);
- Reporting of activity and expenditure;
- Management of Nation/Branch finance within the financial regulations of IOP.

Please note that the each committee must comprise of no less than six members. Each committee meets around 3-4 times a year, with the governance year running from 1 October to 30 September.

Duration of committee membership

- Officers
The Chair, Honorary Secretary and Honorary Treasurer shall be elected for a maximum of four years. No member shall hold any combination of Officer posts for more than eight consecutive years. Officers shall (normally) be elected for a period of not more than four years and may not be re-elected to the same post until the elapse of two years. Where the posts of Honorary Secretary and Honorary Treasurer are combined an individual may be elected to the combined post for not more than eight years.
- Committee Members
Committee Members shall be elected for a maximum of four years, and are eligible for re-election or election to an Officer post.

No person may be a member of a committee in any specific post for more than eight consecutive years in any period of 10 consecutive years without prior approval of the Membership Committee.

Responsibilities of committee officers

Note that an Officer must be Fellow or Member of IOP.

Chair

The chair is responsible for the direction of nation/branch activities, and is the main point of contact. They also chair committee meetings and ensure that the nation/branch rules and regulations and committee membership rules are adhered to. The chair may also be approached by IOP staff to provide opinion on relevant topics and to speak on behalf of the nation/branch.

Honorary Secretary

The honorary secretary is responsible for producing and distributing the agenda and minutes of committee meetings. Minutes should be approved and signed at the next meeting. A copy of all documents should also be sent to IOP and any actions for IOP should be notified directly to the relevant department. Nations/Branches should ensure that a formal copy of all papers is kept for historical purposes.

Honorary Treasurer

The honorary treasurer is responsible for monitoring nation/branch spending. They authorise expenditure (invoices, expenses), report to the committee on use of funds, complete the bidding form in consultation with the committee and attend an annual meeting of treasurers at IOP to discuss use of funds within nations/branches. The treasurer will be the primary authorised signatory for branch expenditure.

Retired Member representative

In view of the success of the retired members' section (REMS) of the London and Southeast Branch, IOP has decided to extend the organisation of activities aimed at retired members. There will be a new national organisation called the Retired Members' Network (REMNI), which will supplement existing local organisations (REMS) currently operating in isolation within the regional branch structure.

The purpose of the new Retired Members' Network (REMNI) is to provide a forum for representation for retired members across the IOP community. Each regional branch committee (will extend to each of the three national committees from 2019) will have the option to elect a retired member representative at the forum who will be responsible for overseeing the organisation of events and ensuring branch events are accessible for retired members in their region. They will also be the branches' point of contact for the local retired members. REMNI will have a forum composed of the region representatives, and three centrally elected committee positions, who will meet twice a year to discuss the activities across the regions.

REMNI Representatives will be responsible for overseeing the REMNI programme of events in each region. REMNI Representatives must communicate all information relating to events coupled with any enquiries to the branch. REMNI Representatives must work with their branch to create calendar entries, booking pages and flyers for the events programme. The programme of events must be discussed with the relevant branch committee, and the budget for events will come from regional branch committees. REMNI Representatives will have access to attendee data through the new IOP events service, and must use this data only in ways specified by the events service.

REMNI Representatives shall be elected on to branch committees for a term of not more than four years and may not be re-elected to the same post until the elapse of two years.

Nominations and the election process

Vacancies for Officers and Members of each national and regional Branch Committee shall be filled by election. All members are eligible to put themselves forward to be elected onto their national or regional Branch Committee.

Around 10 weeks before the date of the election, nominations for election should be sought from members in the relevant nation or region. Nominations require the support of not less than two national or regional members and the consent of the nominee. The call for nominations should be open for not less than four weeks.

Each Branch Committee will assess the nominations received from members and draw up a shortlist of those that meet the necessary skills and expertise for each vacancy. A Branch Committee may also make propose candidates for nomination.

Where there is only one nomination for any vacancy and a Branch Committee agrees that the candidate meets the competencies for the role then a ballot is not required and that nominee is deemed elected. If a ballot is required members will be notified by email, the voting will be electronic and will remain open for two weeks.

If at the close of nominations there are no nominations for any of the vacant Officer positions then a Branch Committee shall have the authority to make an appointment to the vacancy for an interim period of one year. Serving Officers who have completed their four year maximum term may be appointed for a further year during which a Branch Committee will seek nominations. In the event of no new nominations at the end of the further year a Branch Committee will seek the advice from the Membership Committee.