



HANDBOOK for RSC GROUPS

www.rsc.org/InterestGroupHandbook

NOTE:

Some of the information contained in this Handbook may not apply to those Groups jointly constituted with other organisations.

Last updated: October 2011

Interest Group Handbook

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Section 1 – Introduction

1 Introduction

The RSC is grateful for all of the work that Interest Groups do and the time and commitment devoted by everyone involved.

This handbook has been produced as a practical guide to assist with queries and to provide support to those members involved in the day-to-day running of the Interest Groups. We hope you find it useful and informative and welcome any feedback you may have.

The handbook has been designed to enable easy updates which will be added electronically. Committees will be notified of any updates via the Networks Newsletter.

If you have any questions please do not hesitate to get in touch.

Member Networks Team
June 2011

Email: interestgroups@rsc.org

Section 2 – Contacts

2.1 RSC Contact Addresses

2.2 RSC Staff Contacts and Website Addresses

2 Contacts

2.1 RSC Contact Addresses

London

Royal Society of Chemistry
Burlington House
Piccadilly
London
W1J 0BA

Tel: 020 7437 8656
Fax: 020 7437 8883

The RSC's Library and Information Centre is based in Burlington House together with the Chemistry Centre, a modern, flexible venue designed to celebrate and showcase chemistry. The Media and Secretariat teams are also based in Burlington House. All other Departments are based in Cambridge.

Cambridge*

Royal Society of Chemistry
Thomas Graham House
Science Park
Milton Road
Cambridge
CB4 0WF

Tel: 01223 420066
Fax: 01223 423623

The RSC Publishing Division and all other staff are located in Cambridge along with support departments such as Finance and IT.

Website: www.rsc.org

*Correspondence relating to Interest Groups should be directed to this address for the attention of the Member Networks Team

2.2 RSC Staff Contacts and Website Addresses

Key contacts at the RSC:

RSC area	e-mail	Telephone number
Interest Groups	interestgroups@rsc.org	01223 432269
Membership Admissions and Qualifications	membership@rsc.org	01223 432141
Library and Information Service	library@rsc.org	020 7440 3373
Membership Lists	memsearch@rsc.org	
Events	events@rsc.org	01223 432380
Awards	awards@rsc.org	

See Appendix A for an up to date list of staff contact names.

Key parts of the RSC platforms:

Website	Address
RSC homepage	www.rsc.org
Networks	www.rsc.org/networks
Interest Groups	www.rsc.org/interestgroups
Conferences	www.rsc.org/conferences
Update membership details	www.rsc.org/mydetails
RSC News	www.rsc.org/rscnews
MyRSC	http://my.rsc.org
Library and Information Centre	www.rsc.org/library

Section 3 – Background

- 3.1 What are Interest Groups?**
- 3.2 RSC Strategy**
- 3.3 RSC Organisation and Structure**
- 3.4 Other RSC Networks**

3 Background

3.1 What are Interest Groups?

There are 75 RSC Interest Groups each of which play an important role in contributing to the many RSC activities in support of the chemical sciences. These Groups are member driven and each Group is devoted to a specific area of the chemical sciences. Each has its own Rules and Trust Deed which has been approved by RSC Council. Interest Groups are required to submit an annual report of their activities and audited accounts. Each Interest Group is also affiliated to one of the nine RSC Divisions or the Membership Qualifications Board.

There is one dedicated member of RSC staff who is available to advise Interest Groups on their activities and assist with communication. It is not possible for RSC staff to provide administrative support or assistance with event organisation for Interest Groups. Any queries regarding Interest Groups should be addressed to the Member Networks Specialist for Interest Groups.

interestgroups@rsc.org

The Interest Groups provide inputs on many issues covering the chemical sciences and the RSC is grateful for the dedication and hard work of the members of Group committees. Some of the ways in which these Groups contribute to the RSC's overall strategy are:

- Creating a forum for all members of the RSC involved in specific subject areas to make contact with each other.
- Providing an opportunity for those members to increase their knowledge and to enhance their professional capacity by holding meetings.
- Assisting the RSC in its work commenting on scientific issues.
- Encouraging networking, the exchange of information and the dissemination of results amongst members of the Groups.
- Assisting in developing public understanding of the social, educational and economic importance of the chemical sciences.
- Identifying individuals and corporate leaders who are willing to participate in the work of the Groups and the RSC in general.
- Ensuring that the current and future "health" of the subject is developed and monitored at all times.

A current list of Interest Groups can be found at www.rsc.org/interestgroups and in Appendix B.

3.2 RSC Strategy

Vision: To be foremost in the world promoting and developing the Chemical Sciences for the benefit of society.

The future of the RSC has been outlined in the RSC Strategy on a page. RSC Council would be delighted to receive feedback on the RSC's strategy including suggestions on how it could be improved or further developed.

For further details and to view the RSC's Strategy on a page online, please visit: www.rsc.org/Strategy.

This is restricted to RSC Members only.

3.3 RSC Organisation and Structure

The RSC Council is the governing body of the RSC and the members of Council are the Trustees of the charity. Council is required to manage and be responsible for the affairs of the RSC as set out in the Charter and By-laws. The Secretary of the RSC, known as the Chief Executive Officer, works under the general direction of the Honorary Officers and is responsible for the management of the RSC and its staff.

Council has set itself the task of ensuring that it operates at a strategic level, keeping abreast of national and global issues affecting the RSC's operating environment including political and economic trends, developments in science, professional practice and the business environment. It provides direction by setting, and keeping under review, a strategic plan and allocating resources. In addition it establishes governance structures and processes, delegates authority and monitors conformance.

Council ensures that the RSC meets its statutory obligations and adopts good practices in its governance and management processes; its role is strategic, not operational.

The latest RSC Organisation and Structure can be found in Appendix C.

3.4 Other RSC Networks

The RSC maintains a variety of Networks which members can become involved in to make the most of their membership. These cover many different areas including:

Local Sections

There are 35 Local Sections across the UK and Ireland which act as a focal point for RSC members who live or work within that local area. The Sections run a variety of events and activities for members and the wider community throughout the year. Interest Groups are encouraged to connect with Local Sections if they are organising an event within their area.

RSC Representatives

RSC Representatives play a vital role by acting as the main point of contact between the RSC and its members in academia and industry. They circulate information and news from the RSC to members in their workplace, facilitate networking between RSC Members and may organise social and scientific events. RSC Reps also promote RSC membership to non-member colleagues, provide feedback of members' views to the RSC and help with major public awareness events, such as [Chemistry Week](#) (see Section 10)

Younger Members Network

The Younger Members Network provides opportunities for members in the early stages of their careers to further their professional development by getting involved in a variety of activities and meeting other members at a similar stage in their career. The network offers the chance to establish useful contacts and participate in a range of local events. A branch of the Younger Members Network is the Student Chemical Society Network. This network supports student ChemSocs throughout the UK and Ireland. It also aims to encourage communication and enhance interaction between Student Chemical Societies, Younger Members, Local Sections, RSC Representatives and the RSC.

The Volunteer Visitor Network

Volunteer Visitors play an essential role in supporting the work of the Benevolent Fund. Volunteer Visitors are RSC members who offer their time to respond to requests from members and their families for a wide range of assistance. Volunteers receive training and support and may be called upon to provide help in many forms, from simply offering a listening ear to accompanying a member to RSC local events or organising social activities in their local area.

International Sections and Representatives

The RSC promotes the chemical sciences and supports members worldwide. International activities are often based around an active group of members who form an International Section. These Sections respond to the particular needs of chemical scientists in their country and are involved in activities such as organising conferences and events, sponsoring awards, and community work.

Section 4 – Operation of Interest Groups

4.1 Model Rules for RSC Interest Groups

4.2 Membership of Interest Group Committees

4.3 The Role and Responsibilities of an Interest Group Chair

4.4 The Role and Responsibilities of an Interest Group Secretary

4.5 The Role and Responsibilities of an Interest Group Treasurer

4.6 Annual Reports

4.7 Membership of Interest Groups

4 Operation of Interest Groups

4.1 Model Rules for Interest Groups

The following are the “generic” Rules for RSC Groups as approved by RSC Council.

The Royal Society of Chemistry

Rules for the Governance and Operation of Interest Groups (listed in Appendix A)

1. Preamble

- 1.1 These Rules, made by the Council of the Society on the [] day of [] of [] in accordance with By-law 75 and Standing Orders made thereunder, shall apply to Interest Groups of the Society. They shall be read in conjunction with the Trust Deed by which the relevant Interest Group Trust Fund is established.
- 1.2 For the purposes of these Rules “Interest Groups” shall mean those listed from time to time in the Annex to these Rules.
- 1.3 These Rules supersede all previous rules.

2. Names

- 2.1 The names of Interest Groups shall be as specified from time to time in Standing Orders made under By-Law 75.

3. Purpose

- 3.1 The purpose of an Interest Group shall be to promote the object for which the relevant Trust Fund is established through
 - a fostering and encouraging the relevant branch or aspect of chemical science by the dissemination of chemical knowledge; and
 - b advancing the interests of members of the Society in relation to the practice of their profession insofar as relevant to that branch or aspect of chemical science.

4. Membership of the Interest Group

- 4.1 Eligibility for membership of an Interest Group shall be as defined by the By-laws and Standing Orders. Lists of members shall be maintained by the Society.

5. Responsibility to Council

- 5.1 In accordance with the By-laws and Standing Orders, each Interest Group shall be responsible to the Council of the Society or such Board or Committee to which Council may delegate authority.

6. Management of the Interest Group

- 6.1 The management of the day-to-day activities of the Interest Group, and the management and administration of the relevant Trust Fund shall be the responsibility of a Committee. The Committee shall normally comprise up to 15 persons elected by and from among the members of the Interest Group [or co-opted by the Committee]. For a valid decision of the Committee a quorum of three shall be required. The Committee may appoint, delegate some of its functions to, and dissolve sub-committees of its own members.

7. Communication with Members

- 7.1 Except in the case of a General Meeting of the Group (16 below), the Committee may use any means of communication with members it considers expedient, including placing information on that part of the Society website designated for the purpose. The Committee shall communicate with members at least once a year.

8. Officers and periods of Committee membership

- 8.1 The Chairman, Secretary and Treasurer of the Interest Group shall be elected by the Committee from amongst members of the Committee who are also members of the Society. The posts of Secretary and Treasurer may be combined. Such officers shall serve for a maximum of four years and their periods of office shall run from one Annual General Meeting (AGM) of the Society to another.
- 8.2 Committee members, other than the Chairman, Secretary or Treasurer, shall serve for a maximum of two consecutive terms of three years. A member elected as Chairman, Secretary or Treasurer may serve for an additional period of up to four years in each capacity. A period of one year shall elapse before members are eligible for re-election to the Committee.
- 8.3 Notwithstanding 8.2 above, in the absence of a nominee or sufficient nominees to fill any vacancies, members may serve additional consecutive term(s).

9. Election of Committee Members

- 9.1 Eligibility for election to the Committee shall be as specified from time to time in Standing Orders. Elections and periods of office of members of the Committee shall be arranged so that a proportion of the committee members retire each year.

- 9.2 The Secretary of the Interest Group shall notify members of the Interest Group of the seats on the Committee to be filled by elections with effect from a forthcoming AGM of the Society and shall invite nominations. Notification shall be made at least four weeks before the closing date for receipt of nominations. Nominations shall be made with the agreement of the candidate and supported by at least two other members of the Interest Group and shall be lodged with the Secretary at least 6 weeks before the AGM of the Society.
- 9.3 Where the number of declared vacancies equals or exceeds the number of nominations received, the candidates shall all be deemed elected to the Committee. Their election shall be announced on the day of the AGM of the Society.
- 9.4 Where the number of nominations received exceeds the number of vacancies on the Committee a ballot shall be held. In this instance, at least 28 days before the AGM of the Society, the Secretary shall notify all members of a Group of the candidates and the number of vacancies to be filled. Members shall communicate their votes to the Secretary before the AGM of the Society. The results of the ballot shall be declared on the day of the AGM of the Society.
- 9.5 The Secretary may use and require such means of communication for the ballot as deemed appropriate by the Committee.

10. **Casual vacancies on the Committee, and co-options**

- 10.1 The Committee may make appointments to fill vacancies arising otherwise than through the completion of a designated term of office. Members appointed to fill such 'casual' vacancies shall serve until the next AGM of the Society, at which time they should be eligible for election or re-appointment. A member who fills a casual vacancy shall in addition be eligible to serve two full terms of office consecutively.
- 10.2 The Committee may from time to time co-opt additional members of the Committee to fulfil special roles, for a defined period not exceeding three years. A former co-opted member shall be eligible for election to the Committee.

11. **Finance**

- 11.1 The Committee may set up one or more bank accounts in the name of the Trust Fund as defined in clause 1 of the relevant Deed, and may draw cheques on such accounts. Any cheques so drawn must be signed by two designated members of the Committee except in the case where the value of the cheque is less than £500 when one designated member of the Committee may sign.
- 11.2 On behalf of the Trust Fund, the Committee may collect and receive donations, subscriptions, government grants and other payments, as they see fit and also to receive gifts of property of whatever kind. However, the prior consent of the Council is required before issuing appeals for donations, subscriptions and gifts.

- 11.3 The Committee may apply the Trust Fund in accordance with the relevant Deed but shall report to the trustees on a regular basis and on any occasion where it is in doubt as to whether the proposed application falls within the terms of the Deed.

12. **Accounts and reports**

- 12.1 The Committee shall ensure that proper books of account are kept in accordance with guidelines set by the Finance Department of the Society. In addition, an annual financial statement shall be prepared in accordance with guidance from the Finance Department of the Society and shall be made available to all members of the Interest Group within three months of the end of the financial year.
- 12.2 At the end of each financial year the Committee shall prepare a report of its activities for the year. This shall be submitted to the Council of the Society or whichever body the Council has nominated to oversee the activities of the Interest Group and be made available to all members of the Interest Group within three months of the end of the financial year.

13. **Activities and Scientific Meetings**

- 13.1 The Committee is expected to undertake a programme of activities that will further the objectives of the Interest Group.
- 13.2 Where the proposed activity takes the form of a scientific meeting, advanced notification of the meeting should be sent to that part of the Society responsible for overall scientific meeting activities. In addition, the Secretary of the Local Section, in whose area the activity will take place, shall also be notified.
- 13.3 In planning activities, the Committee should consider whether there are other Interest Groups with whom collaborations could be established in order to widen participation.

14. **Lectures and Scientific Communications**

- 14.1 An activity organised by the Committee in pursuit of the objectives of the Interest Group may involve the presentation of a scientific communication or the delivery of a lecture at a meeting of Group members on any subject coming within the scope and objectives of the Interest Group. In such cases, if it is intended that the communication or lecture shall be published, it must be submitted in the first instance to the Publishing Board of the Society, or whatever body succeeds it. The Publishing Board may publish the communication or lecture in such a form as it may decide. The provisions of By-law 91 shall apply to every such lecture or communication.

15. Publicity

15.1 Unless the subject relates solely to the day-to-day activities of the Interest Group, neither the Group nor the Committee shall authorise or countenance, or cause to be published or communicated any statement or other communication, either in the name of the Society or the Interest Group, without the prior knowledge and express permission of the Council or whichever body the Council has nominated to oversee the activities of the Interest Group.

16. General Meetings of the Group

16.1 There is no requirement for the Committee to convene an Annual General Meeting of the Group.

16.2 Notwithstanding above, a General Meeting of the Interest Group may be called by the Secretary who shall give at least three months notice of the meeting. A General Meeting may be requested, by at least ten members of the Interest Group, by writing, specifying the purposes of the proposed meeting, to the Secretary, and if the Secretary fails to call the necessary meeting within three months of the date of receipt of the letter of requested then the members of the Group concerned may themselves call the meeting.

16.3 The quorum for a General Meeting of the Interest Group shall be ten members of the Group other than members of the Committee.

16.4 The procedures at a General Meeting called by the Secretary shall be determined by the Secretary. The procedures at a General Meeting held by members following the failure of the Secretary to call a meeting in response to a valid requisition shall be determined by the members present.

16.5 The business to be transacted at any General Meeting called by the Secretary shall be notified to every member by post, fax or e-mail not less than 14 days before the date of the meeting but any failure to give or receive such notice shall not invalidate the meeting in question.

17. Amendments to the Rules and Dissolution of the Group

17.1 In accordance with the By-laws and Standing Orders, the Council may at any time amend these Rules or dissolve the Interest Group, and under the relevant Deed the Council may appoint additional trustees or discontinue the Trust Fund and transfer its contents.

2002 (approved by RSC Council)

4.2 Membership of Interest Group Committees

The following three sub-sections outline the responsibilities of the Honorary Officers of the RSC Interest Groups. Many committees also designate members to maintain the Group's MyRSC online community area and to coordinate a newsletter. The main aim is to form a committee which covers the full breadth of the subject area including a variety of age groups and expertise. International representatives on committees are encouraged and we will do everything we can to facilitate committee communication via electronic media. All new officers are invited to participate in training and the RSC Finance Department is happy to help new Treasurers with the accounting procedures.

There are six Interest Groups (as of October 2010) that are jointly run with other Societies. These are:

- Astrophysical Chemistry Group (joint with the Royal Astronomical Society)
- British Carbon Group (joint with the Institute of Physics and the Society of Chemical Industry)
- Joint Pharmaceutical Analysis Group (joint with the Royal Pharmaceutical Society)
- Neutron Scattering Group (joint with the Institute of Physics)
- Polymer Physics Group (joint with the Institute of Physics)
- Macro Group UK (joint with the Society of Chemical Industry)

Membership of **all** other committees is subject to the following rules and regulations:

- Unless agreed by the RSC Membership and Qualifications Manager, all members of committees **must** be members of the RSC.
- In the situation where it is deemed appropriate for a non-RSC member to sit on an Interest Group committee the following apply:
 - Non-RSC members on RSC committees will be reviewed on an annual basis
 - Non-RSC members are not eligible to vote on committee matters
 - Non-RSC members cannot hold the positions of Chair, Treasurer or Secretary

As per the Rules for Interest Groups set down by RSC Council, the Chair, Secretary and Treasurer of an Interest Group should be elected by the Committee from amongst members of the Committee who are also members of the Society. The posts of Secretary and Treasurer may be combined. Officers should serve for a maximum of four years and their periods of office should run from one Annual General Meeting (AGM) of the Society to another (normally held in July).

Committee members, other than the Chairman, Secretary or Treasurer, should serve for a maximum of two consecutive terms of three years. A member elected as Chairman, Secretary or Treasurer may serve for an additional period of up to four years in each capacity.

In the absence of a nominee or sufficient nominees to fill any vacancies, members may serve additional consecutive term(s).

4.3 The Role and Responsibilities of an Interest Group Chair

- **Must be a member of the RSC.**
- To take final responsibility for all committee business and scientific meetings of the Group.
- To report to the Group AGM (if appropriate) and the relevant RSC committee (e.g. Analytical Division Council) and staff member on activities of the past year.
- To act as Trustee (along with RSC Council) of the Group Trust and to take responsibility for any Trustee related matter (RSC carries liability insurance for Trustees).
- To approve and sign the audited annual accounts.
- To represent the Group at the RSC General Assembly.

4.4 The Role and Responsibilities of an Interest Group Secretary

- **Must be a member of the RSC.**
- To be the main contact between the Group and RSC staff.
- To communicate to relevant committee members information received from RSC staff.
- To keep copies of all Group committee minutes, AGM minutes etc as a record and pass these on to the incoming Secretary; the records can be electronic.
- To ensure that Committee membership information and Group activities are communicated to RSC staff.
- To ensure that the Local Section/other Interest Groups/other RSC Networks are informed of a proposed scientific meeting or activity in order to assist with collaboration and promotion.
- Usually the main scribe for committee minutes and event organiser for the Group, although duties may be allocated to other members of the committee
- To send out all invitations and agenda for Group committee meetings and Annual General Meetings (where held).
- **To ensure an appropriate Risk Assessment for all meetings is carried out** – failure to complete a suitable risk assessment can render the RSC liability insurance void; risk assessment forms and instructions for their completion are available at www.rsc.org/RiskAssessment.
- To prepare an annual report for the Group on activities of the Group during the past year, which is then sent to the RSC and placed on the Group's web page.
- Usually involved in signing cheques; two signatures are required, that of Chair and either Secretary or Treasurer.
- To ensure that the Group is compliant with the Data Protection Act (see Appendices F and G).
- To ensure that the Group's web pages are up to date in consultation with RSC staff.

4.5 The Role and Responsibilities of an Interest Group Treasurer

- **Must be a member of the RSC.**
- To maintain up to date accounts of the Group's activities.
- To consult and make use of the resources provided to Treasurers by the RSC Finance department (Bank reconciliation form, Prepayments and accruals form etc); the resources are also available on the RSC Treasurers group on MyRSC.
- To prepare a set of Annual Accounts and supporting documentation for inspection by the Group auditor(s).
- To prepare audited Group accounts for the RSC Finance Department and for ratification by the Group AGM (if held).
- To send a copy of the Group's audited accounts to RSC Finance Department before **14th February deadline** – a prerequisite before the grant will be released; ratification by the group AGM can take place later.
- To include a meaningful breakdown of Group activity costs in the annual report.
- To pay all bills as soon as possible and to ensure that officers' expenses are paid promptly where applicable.
- To ensure that reasons for large balances in the accounts at the end of the year are justified.

4.6 Annual Reports

Each Interest Group must produce an annual report of their activities **in addition** to the annual financial report. The activity report will be considered by whichever body RSC Council has nominated to oversee the activities of the group. The reports should be sent to all members of the Group within three months of the end of the financial year or they can be put on the Group's own homepage at www.rsc.org for their members to read.

4.7 Membership of Interest Groups

The following are eligible to be a member of a Group:

- 1) Any person who was a member of the Group on 31 July 2001; or
- 2) Any member or affiliate of the RSC; or
- 3) A member of another organisation jointly sponsoring the Interest Group; or
- 4) A member of a chartered professional body from outside the chemical sciences; or
- 5) A member of another chemical society with whom the RSC has entered into an international partnership agreement as agreed by RSC Council. These are typically available only to RSC members currently resident in the country where RSC has an international co-operation agreement. Please refer to <http://www.rsc.org/InternationalActivities>

If you have any queries on the eligibility of someone wishing to join your Group then please contact the RSC Membership Department (Membership@rsc.org).

All applications for membership of Interest Groups **must** be made through the RSC.

It is not permitted for either RSC members or non-RSC members to join an Interest Group directly. All applications and payments **must** be made via the RSC Membership Department.

How to join:

As of 1st January 2011, membership of three Interest Groups is included in the cost of RSC membership. Membership of additional Interest Groups will be charged at a cost of £10 each. **Any fees paid for membership of an Interest Group are legally required to be processed by the RSC. Membership fees may not be paid directly into an Interest Group bank account or to the Interest Group Treasurer.**

- New members of the RSC are sent details of the Groups electronically along with information on how to join.
- Existing RSC members can join a Group(s) at any time by contacting the Membership Department
(Tel: +44 (0) 1223 432141; Email: Membership@rsc.org).

Non-RSC members

In addition, By-Law 78 of the RSC Charter allows for a certain degree of flexibility on membership of Groups as follows:

“The Council may approve the admission of persons who are not members or affiliates into such interest groups ...”

However, please note that **non-RSC members cannot vote on Group committees**. Admission of non-members to RSC Interest Groups must be approved by the Membership & Qualifications Manager (see Appendix A for contact details)

For groups that are jointly run with other Societies, the RSC does not collect monies or hold lists of the non-RSC members.

NB: Any person with an interest in chemical sciences may join the RSC as an affiliate regardless of qualification or experience.

Section 5 – Financial Responsibilities

- 5.1 Introduction**
- 5.2 Subscriptions**
- 5.3 Bank Accounts**
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- 5.5 Annual Audit and its Requirements**
- 5.6 Annual Reports and Accounts**
- 5.7 RSC Finance Department’s Involvement**
- 5.8 VAT**
- 5.9 Guidance on Expenditure**
- 5.10 Expenses**
- 5.11 Legal Obligations**

5 Financial Responsibilities

5.1 Introduction

The RSC Interest Groups are established as independent Charitable Trusts and the RSC requires them to be self-financing. This means that the cost of all Group activities must be met from the Group's own funds.

"Guidelines for Treasurers" on the responsibilities of Group Treasurers in relation to trust records, annual accounts, VAT and related matters are provided by the Finance Department in Cambridge. This document is also available on the RSC Treasurers Group on MyRSC.

Under Part VI of the Charities Act 1993 the RSC must include Interest Group, Local Section and Regional results in its annual report and accounts. Therefore an individual set of accounts is required from each group.

The accounts should be in receipts and payments format, which are collated and included in the RSC's annual accounts. This information is from the preceding year 1st January – 31st December.

We request to have this information as soon as possible after year-end. The deadline for submission of accounts is **14th February** to ensure that they can be incorporated into the RSC's annual accounts as required by legislation.

5.2 Subscriptions

From January 2011, membership of three Interest Groups will be included in the cost of renewal. Members can join further groups at the cost of £10 each.

Monies payable to Interest Groups are paid via the RSC Finance Department once a year in February/March. It is a requirement that the Group's Annual Financial Statement has been received by the RSC before the monies can be paid. The deadline for providing an Annual Financial Statement is **14th February** each year. For accounts received after this date there may be a significant administrative delay.

5.3 Bank Accounts

Each Group holds its own Bank Account to administer RSC funds held by the Group. Each Group can carry funds over from year to year enabling them to manage their affairs on an ongoing basis. Likewise, they can also retain any surpluses from conferences to spend on future activities.

There are a number of general rules that should be adhered to regarding drawing cheques, changing cheque signatories and maintaining the bank accounts. These general rules are detailed in the "Guidelines for Treasurers", which are provided to Treasurers by the Finance Department and are also available *via* the MyRSC Treasurers group.

Ideally the bank account balance should reflect the accounts you submit. Bank accounts should never be overdrawn. Any surplus should be placed in a deposit account; the RSC Finance department is happy to assist with this.

All cheques should state the RSC's charity registration number 207890, which should also appear on any promotional material and sales invoices.

Cheques should be signed in accordance to the rules of the individual trusts. This means the Chairman plus one other member of the Committee, usually either the Treasurer or the Secretary should sign. Electronic banking is acceptable to both the RSC and the Charity Commission provided that a "dual signatory" approval system is in place. Please check with your bank that it offers this before setting up online banking.

BACS

Where possible, Groups are asked to use payment by BACS (bank transfers). The advantages of using this method are that funds are available without cheque clearance delays, the possibility of cheques being lost or delayed in the post is removed and there is no need to bank cheques.

5.4 Book of Accounts

The receipts and payments cashbook should be totalled monthly to be reconciled with the bank statement. This will make the year-end reconciliation easier if the cumulated amounts during the year are correct.

Payments

All invoices, receipts, vouchers relating to a payment should be filed in order of payment. The statutory period for keeping these is six years. Petty cash vouchers should be treated in the same way. By filing such invoices in date order a simple audit trail will exist.

Receipts

Receipts will be recorded on the banking pay-in slip; provided this is detailed and retained it will not be necessary to record such items individually in a cashbook.

The receipts and payments book should be extended to provide an analysis. This analysis is categorised for you into a format which best describes the types of income and expenditure (receipts and payments). If this is done monthly it makes year end reconciliation easier.

The RSC's account year-end is 31st December and all Groups should adhere to this. All accounts should be with the RSC Finance Department **no later than 14th February**.

NB: All financial records, supporting documentation and bank statements should be retained for six years.

5.5 Annual Audit and its Requirements

The type of audit performed varies with levels of gross income. An audit is required on all accounts. However, audited accounts can be submitted to us before they are approved at your AGM.

Where gross income is between £10,000 and £100,000 the necessity is to have an Independent Examination Report or Audit. This would be carried out by an auditor independent of the group who has the ability and practical experience to carry out a competent examination of accounts.

5.6 Annual Reports and Accounts

All groups with a turnover of less than £100,000 can prepare their accounts on a Receipts and Payments basis. This is to include only cheques drawn and receipts received passing through the books of accounts up to 31 December.

Prepayments and Accruals

All groups with a turnover of more than £100,000 need to make an adjustment on that accounting year. An adjustment of items prepaid which are for the following year, are not included in the year-end figures. Items for goods or services in the accounting year which are not yet paid for would be treated as an accrual and included in the year-end figures.

Consequently if you are adding outstanding income or expenditure in one accounting period the corresponding adjustment must be made in the next accounting period.

5.7 RSC Finance Department's Involvement

The finance department will keep you updated with the current legislation.

Investment

The RSC will be pleased to place monies on deposit on your behalf (for not less than a six-month period). A surplus is an amount not immediate to requirements (and not required for six months) of £1000 or above in multiples of £1000.

Email finance@rsc.org for further details.

5.8 VAT

When a Group's annual turnover of monies received exceeds the current legal VAT registration threshold it will need to be registered for VAT. This is for taxable supplies that are standard and zero-rated. This may arise if you have substantial conference activity. The current threshold and further details can be found on the HMRC website. <http://www.hmrc.gov.uk/vat/>

Treasurers will need to keep records of VAT. On the payment (purchases) side of the cash book - Input tax. On the receipts side - Output tax

VAT returns are submitted quarterly to Customs and Excise. VAT is either paid or claimed back. You pay the balance if output tax exceeds input VAT. They will pay you the balance if inputs exceed outputs.

We advise that you contact the RSC before you apply for VAT registration. For further advice contact the Finance department.

finance@rsc.org

An additional document detailing the experiences of the British Carbon Group in complying with VAT legislation can be found in Appendix D of this handbook.

5.9 Guidance on Expenditure

Expenditure incurred by Groups should be in support of the chemical sciences and in accordance with the charitable aims of the RSC. Expenditure may arise from activities and scientific meetings, lectures and scientific communications, publicity and meetings of the group.

Members should be encouraged to minimise their expenses in any way they can. In particular, members are requested to take advantage of second class travel and 'reduced fare' travel if no inconvenience is caused. Receipts should be attached to all expense claims.

5.10 Expenses

Interest Group Committee meetings

Payment of all reasonable travel expenses to attend a Group Committee meeting is a fair use of RSC funds held by an Interest Group. Such claims should be forwarded to the Interest Group Treasurer with receipts.

NB: First class travel cannot be claimed unless this is the most economical ticket available. Where possible, advance tickets should be purchased.

Where all or part travel is made by private car, the mileage allowance is as laid down by the Inland Revenue (currently 45p) and applies to all cars (for all engine sizes). The private car allowance is intended only where public transport is not convenient or when two or more members are travelling together.

NB: Interest Group accounts may be requested by the RSC auditors.

RSC Committee or RSC Board Meetings

Where Interest Group members are invited to attend RSC Committee or Board meetings, expenses (travel etc) should be claimed (unless otherwise stated in the invitation) from the appropriate RSC staff member using the form entitled *Members Expense Claim* together with receipts. An example of such a meeting is the General Assembly. The member expense claim form is available to download at <http://www.rsc.org/FormsDocuments>.

- Members are requested to minimise their expenses in any way they can. In particular, members are requested to take advantage of standard class travel and “reduced fare” air and rail tickets if no inconvenience is caused.
- Accommodation costs will be reimbursed where approval is given and must be supported by the itemised hotel bill. Receipted itemised bills for hotel accommodation and meals must be attached to claims so that VAT can be recovered. Similarly receipts are required for other expenditure, wherever possible.

5.11 Legal Obligations

Advice to Interest Groups and Local Sections on their Trust Deeds and legal obligations

- Local Sections and Interest Groups have Trust Deeds and operate under the RSC’s charity registration and obligations.
- Currently there are 35 Local Sections and 75 Interest Groups with a Trust Deed.
- For the Local Section and Interest Group Trusts, Council may at any time agree a resolution to discontinue the Fund [the assets of the Trust] and transfer the assets ‘upon trust’ to be held and applied to a charitable object connected with advancing the chemical sciences – hence the assets could be transferred back to the RSC itself.
- Sections and Groups by virtue of the Trusts have legal status; as legal entities the Trustees are the RSC plus the Chair of the Section/Group. Only Trustees can sign contracts etc and agreement from both is required.
- Council gives standing permission for Groups and Sections via the Chairman (who must be an RSC member) to sign contracts [cumulatively or singularly] with a value/liability of **up to £5000 without reference to Council**. Above this value, permission must be sought before work/activity is started on a project that may involve a contract with a value/liability above this amount. To initiate the process for gaining Council approval please email InterestGroups@rsc.org
- All contracts should be lodged with the RSC legal office for the record.
- Any meeting organised must be entered on the RSC meeting database on the web site: this should be checked for clashes with other group/RSC/Section activity and collaboration should be maximised.

- Groups and Sections should liaise with staff before starting new projects to ensure that coordination with other parts of the RSC is maximised and duplication of effort is avoided.
- Any publication resulting from an activity must be offered to RSC Publishing first.
- Guidance on any of these matters can be obtained from staff.

Section 6 – Communications

- 6.1 Networks Newsletter**
- 6.2 Interest Group Newsletters**
- 6.3 Member Lists**
- 6.4 e-Alerts**
- 6.5 Stationery**
- 6.6 Printing RSC Material**
- 6.7 RSC Website**
- 6.8 MyRSC**
- 6.9 RSC News**
- 6.10 RSC Grapevine**
- 6.11 RSC Groups and Social Media**

6 Communications

6.1 Networks Newsletter

The monthly [Networks Newsletter](#), which highlights information from various RSC departments and Networks, is posted to MyRSC. Archives of past Newsletters are available.

6.2 Interest Group Newsletters

RSC staff members are not able to assist with the production of individual Interest Group Newsletters but can offer advice on design, printing and distribution. Interest Groups are encouraged to circulate their Newsletters by using their web pages on www.rsc.org and *via* MyRSC.

Groups are reminded that third party advertising is not permitted *via* their Newsletters.

Contact: interestgroups@rsc.org

6.3 Member Lists

Interest Group Committees can request a membership list of their Interest Group by emailing a request to memsearch@rsc.org. These will normally only be sent to the Group Secretary, who must be an RSC member. No charge is made for this. Data must be stored only on a password protected computer and must be deleted within 6 weeks of receipt to ensure as best as possible that the data is current. It is not possible to automatically notify Groups of new members.

Any data obtained from the RSC's main membership system is provided in accordance with the RSC registration under the Data Protection Act and in accordance with its directions as to its use (see Appendices G and H).

6.4 e-Alerts

e-Alerts can be sent to those members for whom the RSC holds a valid email address unless they have requested to not be contacted via email. The text of the message should be sent to interestgroups@rsc.org.

A minimum of 5 working days should be allowed between the receipt of the request by the RSC and the deadline for dispatch of the e-alert. Each Interest Group may send up to two e-alerts per calendar month.

If you wish to publicise your event to other Networks, contact the Networks Team (interestgroups@rsc.org) to determine which RSC staff and membership groups should be targeted.

6.5 Stationery

RSC Headed Paper

RSC headed paper is available to Interest Groups free of charge, which you can then overprint with your own Interest Group address details. To obtain headed paper please contact interestgroups@rsc.org.

Address Labels

If an Interest Group would like to post mail to its members directly, address labels may be ordered via memsearch@rsc.org. The labels will be sent to the Group Secretary, unless notified otherwise. It is possible to request a set of address labels for all members of your Interest Groups who cannot be contacted electronically.

NB: Ideally all communication, including newsletters, should be sent electronically if possible.

The labels must only be used for RSC business and they must not be passed to a third party (individual or organisation). If the labels remain unused, they must be destroyed after six weeks (as required by RSC Data Protection Compliance). You can, however, request new labels as frequently as you wish. The RSC can also recommend the use of an approved mailing house on request. All arrangements entered into will be between the Group and the mailing house.

Registered Charity Number

It is the requirement of the Charity Commission that Interest Groups use the RSC Registered Charity Number on all RSC printed materials in the form:

Registered Charity Number 207890.

There is a statutory requirement that the Groups use the RSC Registered Charity Number on their letter headed paper. In addition, Groups with their own VAT registration number should also include this on the paper. RSC paper for use by Groups is available on request (interestgroups@rsc.org)

6.6 Printing RSC Material

In general, Interest Groups are expected to arrange and pay for their own printing locally, adhering to the RSC guidelines as stated in the information below.

RSC is the preferred abbreviated version of the Royal Society of Chemistry, not 'Society'. The RSC Logo is a registered trademark. Please remember to use the RSC logo correctly in your publicity material by reading the guidelines available on the web at www.rsc.org/styleguide. Click on Guidelines and then Basic Elements which takes you to how to use the logo. Transmission of the logo by email should be avoided as this often results in distortion of the image.

If you have any queries contact interestgroups@rsc.org.

6.7 RSC Website

The main site for RSC information, providing access to products, services and activities offered by the RSC is www.rsc.org.

Each Interest Group has its own web pages on www.rsc.org and these pages are the first port of call for people trying to find out about an Interest Group (such as teachers, journalists, scientists, policy makers). Members are encouraged to ensure their pages are kept up to date with items of interest added regularly. You can email information to be added or updated to interestgroups@rsc.org.

An Interest Group may choose to have an external website; however, any external website **must** be linked to the RSC Interest Group web page. It is very important that the RSC page is kept up to date.

If you would like training on how to use your Group web pages please contact interestgroups@rsc.org.

RSC Events Database

The RSC Events Database is used to automatically populate the forthcoming events section of www.rsc.org. In order to ensure that the information about meetings on the RSC web site is kept up to date, it is essential that organisers of Group meetings check that details are submitted to the database. Please use the online submission form at <http://www.rsc.org/ConferencesAndEvents>.

Please note the following when completing the form:

- All events organised and sponsored by Interest Groups are RSC Events and will be advertised in RSC News if the 'RSC Event' box is ticked.
- Events will only appear under the Interest Group's forthcoming events section on the website if the Interest Group is added as the event organiser.
- Non-RSC events may be entered into the Database to be included on the Interest Group's web pages but these will not be advertised in RSC News or Grapevine
- It is not necessary to fill in every field on the form

Guidelines for submitting an event or conference to the database:

1st page

Event Name: Enter the name of the event

Summary: a short summary of the event can be entered here but please ensure that it is no longer than 150 characters

Start Date: Please select the date using the calendar provided

End Date: If it is a one day event, there is no need to select an end date.

Start and Finish times: May be selected

Or if exact date is not known: *Only* use this field if the exact date is not known
Once a date has been decided you should amend the entry accordingly and put these fields back to Month / Year

Event Subject and Type of Event are picked up when people search for either on the search screen

Is this an RSC Event? Select Yes in order for these events to appear under your forthcoming events pages

Enter the venue details: Adding a post code will find the location on Google maps

On the following screen select your Interest Group. This field will ensure that your events appear on your forthcoming events page.

Jointly organised with: Enter details of joint organisers

Sponsored by: Enter the contact details of sponsors

Upload booking form: Programmes and booking forms can be uploaded on the next screen

Risk Assessment Category: Select the appropriate Risk Assessment colour for your event (see Section 9)

Select the RSC Region the event is being held in: This field will ensure events appear on the appropriate RSC Region forthcoming event page

Additional Categories: Only select those appropriate for the event.

Once the event has been added you will receive an automated e-mail response with a web link to the event entry in order that you may update it at any time. If the link is lost, e-mail webmaster@rsc.org to request access.

If you have problems updating an event, please email webmaster@rsc.org with the title and date of the event you wish to be amended.

6.8 MyRSC

In August 2009, the RSC launched MyRSC (<http://my.rsc.org>) a professional online networking tool. MyRSC enables people to connect with fellow scientists across the globe, find other chemists in the local area and share information about themselves and their work. Therefore, it is vital that Interest Groups engage and use MyRSC for promoting their Group and the RSC activities they organise.

Using MyRSC for Interest Groups

Interest Groups can use MyRSC to interact with their members by creating a MyRSC Group. Each MyRSC Group has a calendar allowing events to be arranged and publicised through MyRSC. After the event it is possible to post photos and continue discussions via the group forum. It is also possible to upload files, videos or news articles which may be of interest to other group members. Committee members can be added as moderators to the MyRSC Group allowing them administrative control.

MyRSC Groups can also be used to conduct Interest Group committee business. By creating a 'closed' or 'hidden' MyRSC Group, an Interest Group Committee can post information and hold discussions in a manner that is not public. Using a MyRSC Group in this way avoids a flurry of group emails with bulky attachments. It could also go some way to reducing the number of physical committee meetings needed, thus saving costs and time.

The Member Networks Team on MyRSC

The Networks Team uses MyRSC to interact with the RSC Networks. There are two MyRSC Groups which Interest Group Committee members may be invited to join:

- **RSC Interest Groups**

This MyRSC Group is intended for Honorary Officers on Interest Group Committees. The main aim of this group is to encourage a better flow of communication between RSC Staff and the RSC Interest Group committees. Useful forms, templates and presentations are available for the use of all Interest Groups. This MyRSC Group is hidden meaning you must be invited to join – contact interestgroups@rsc.org for further details.

- **RSC Treasurers Group**

This MyRSC Group is intended for Honorary Treasurers of all Interest Groups and Local Sections. The aim of this group is provide a forum to ask questions directly to the RSC Finance Department and also serve to highlight common problems. The *Guidelines for Treasurer* produced by the RSC Finance Department are available via this group.

NB: This MyRSC Group is hidden meaning you must be invited to join – contact interestgroups@rsc.org for further details.

RSC Networks Blog

The Networks Team has also started a [RSC Networks Blog](#) which aims to highlight the different activities carried out by the RSC Networks throughout the year. Blog posts are limited to 300 words but can include photos from the event meaning this is a fantastic opportunity to advertise your hard work to a wider audience. It will also be a great way of encouraging members of the site to visit your Local Section/Interest Group area on MyRSC where you can upload a full report and provide more information about your Network. A link to your Group's web pages may also be included. If you would like to add to the blog please email networks@rsc.org.

6.9 RSC News

RSC News is produced monthly and circulated to all RSC members. All events submitted to the RSC Events database as RSC events are automatically included in the RSC News Diary. Depending on space available, it may be possible to have your event highlighted in RSC News. This presents an excellent opportunity for the Group to advertise and promote its activities to the RSC membership as a whole.

To request the possibility of including an article and photograph to appear in a forthcoming issue contact the RSC News Editor (rscnews@rsc.org). As space is limited, it is best to contact the RSC News Editor for guidance on length or suitability before producing the article. The items should be kept as short as possible, up to a maximum of 250 words. The name, address and affiliation (e.g. Interest Group Secretary) of the person submitting must be supplied in all cases. Please also include a contact telephone number.

Please make contributions to RSC News that report on an event as soon after the event as possible. All contributions will be edited and unfortunately it is not possible to supply a proof to contributors. If the author is likely to be unavailable to answer questions, it is important to brief someone who may be able to advise in their absence.

For further information contact: rscnews@rsc.org

RSC News Diary

Entries for the Diary section are taken directly from the conferences and events database (see Section 6.7). Please enter the details in the events database approximately 2 months in advance to ensure the information is included in the edition of RSC News preceding your event. For example, events need to be submitted by 30th January to feature in the March edition. **Please do not send Diary entries directly to RSC News.**

6.10 RSC Grapevine

RSC Grapevine is the regular email update available to all RSC members who have supplied an email address. As RSC Grapevine is aimed at promoting the latest news, items from Interest Groups that are more than 3 months ahead will not be included.

RSC sponsored/organised/co-organised events can be submitted by any RSC member. Please submit details to rscgrapevine@rsc.org as follows:

TITLE OF EVENT

Location

Date

Name of the Group organising/related to the event/meeting

A web link to a page with more information (this will often be the page on the Conferences and Events database)

NB: Entries must include a working web link

6.11 RSC Groups and Social Media

Interest Groups can support their activities through social media (facebook, twitter etc) where appropriate if they wish. However, it is expected that all social media account operators take note that social media is beholden to RSC professional standards just as any other form of communication. As such, the standard RSC communication guidelines still apply, including correct usage of the RSC logo. For the full style guidelines see: www.rsc.org/styleguide.

Section 7 – How the RSC can help

7.1 Staffing and Support

7.2 RSC Group Committee Meetings

7.3 Annual Meetings of RSC Interest Groups

7.4 Regional Meetings

7 How the RSC can help

7.1 Staffing and Support

There is one member of RSC staff dedicated to advising Interest Groups on their activities and assisting with communication between Committees and members. This staff member will also put Interest Groups in touch with other specialist staff members where appropriate in order to foster stronger links between Interest Groups and other RSC Networks and Departments.

New officers on Interest Group committees will be invited to be briefed about the scope and responsibilities of their roles, either at a New Officers Briefing Day or by making use of online resources. Furthermore, officers should not hesitate to ask for advice and support at any time it is required.

Any queries regarding Interest Groups should be addressed to the Member Networks Specialist for Interest Groups: interestgroups@rsc.org.

7.2 RSC Interest Group Committee Meetings

RSC Interest Group Committees may hold their meetings in any suitable venue. Meetings can be held at the Chemistry Centre, Burlington House, London, where Interest Groups receive substantial discounts on room hire rates.

The Chemistry Centre includes a range of rooms with state-of-the-art audiovisual equipment and can accommodate a wide variety of events ranging from receptions and award ceremonies to workshops and business meetings. Our outstanding in-house catering coupled with a range of room sizes mean that we have facilities to cater for all occasions.

RSC Groups can take advantage of special concessionary prices for committee meetings and scientific events. For further details contact interestgroups@rsc.org and/or see the [Chemistry Centre](#) resource pack. www.rsc.org/chemistrycentre

Due to the number of RSC Interest Groups operating it is, unfortunately, not practicable for RSC staff to routinely attend Interest Group committee meetings, events or AGMs. However, the Member Networks Specialist for Interest Groups is primarily in post to support RSC Groups and will attend meetings and events when required to respond to any issue which cannot be resolved by telephone or email. If you would like to request the attendance of the Member Networks Specialist at a meeting or event, please email interestgroups@rsc.org.

Subsequent to a Group committee meeting taking place, please ensure that a full set of all committee meeting minutes and papers is sent to interestgroups@rsc.org.

Telephone Conferencing

A number of Groups now use telephone conferencing facilities for their committee meetings. The contact details are:

Intercall Global Conferencing Solutions

www.intercalleurope.co.uk

Reservations on: 0800 833 695 or +44 (0) 1452 553456

Email: resv@intercalleurope.com

First time users will have to open an account in the name of the Group, stating that the Group is part of the RSC. More information is given once you contact the reservations office. Invoices must be directed towards the Group Treasurer.

Meeting rooms at the Chemistry Centre can be equipped with teleconferencing facilities at no extra cost. See the [Chemistry Centre](#) Resource Pack for more details about how to book this facility.

www.rsc.org/resourcepacks

7.3 Annual Meeting of RSC Interest Groups

An annual meeting of all Interest Groups is held during the RSC General Assembly and a representative from each Group is required to attend. This is a good opportunity to network with other members and to contribute to discussions on future RSC strategy and activities.

Please note that, as there is now a dedicated member of staff in the Member Networks team associated with Interest Groups, committees are encouraged to raise issues or queries as they occur throughout the year.

Contact: interestgroups@rsc.org

7.4 Regional Meetings

Each year, the RSC holds a meeting in each of its nine regions within the UK and Ireland. The Regional Meetings are now established as one of the main avenues of communication between RSC Council and its members. As such, the meetings consider important RSC issues including new initiatives and strategy, and discuss items of local and national interest. They are chaired by a member of RSC Council and one of the Honorary Officers (President, President-elect or Honorary Treasurer) gives a presentation. Dates and venues of meetings are published in RSC News.

Though aimed primarily at members of Committees, Boards, Divisions and Forums and members representing the RSC in some capacity, any member is welcome to attend and take part in the discussions. RSC Interest Group representatives are encouraged to attend these meetings.

The evening usually starts at 6.00pm and tea, coffee and biscuits will be available. The meeting itself starts at 6.30pm and, usually finishes between 8.15pm and 8.30pm. After the formal part of the meeting, a buffet and drinks are provided, allowing for informal discussions and networking to take place. This informal part of the evening finishes by 10pm.

<http://www.rsc.org/Membership/Networking/Regions/index.asp>

Section 8 – Awards and Recognition

8.1 Scientific Awards from Interest Groups

8.2 Long Service Awards for Group Committee Members

8.3 Obituaries

8 Awards and Recognition

8.1 Scientific Awards from Interest Groups

RSC Groups wishing to establish their own award should contact the RSC Awards team in the first instance for further advice. It should be noted that any Award must be verified by the RSC Awards working group prior to announcement.

Guidelines on terms of reference for selection panels and on the selection process for use by those Groups who offer their own awards are available on request.

Further details from: awards@rsc.org

8.2 Long Service Awards for Group Committee Members

Certificates

A template is available to download at www.rsc.org/FormsDocuments for RSC Groups who would like to make a presentation to one of their long standing committee members in recognition of their services (i.e. at least 10 years' continuous service). The template, once completed by the Group, will be run off on RSC small crested paper. It can be signed either by the RSC President or the Interest Group Chair as appropriate before presentation.

Contact: interestgroups@rsc.org

Commemorative Plate

An RSC Commemorative Plate is available for presentation by special request to the RSC Communications Director. These plates are normally available for a Group Committee member who has completed at least ten years' continuous service.

Contact: interestgroups@rsc.org

Record of the presentation of the Long Service Award

Please remember to arrange for a photograph and an article on the presentation to be sent to RSC News.

Email: rscnews@rsc.org

8.3 Obituaries

Obituaries are not normally printed in RSC News but can be submitted to the RSC Library for archiving.

For further information contact: interestgroups@rsc.org

Section 9 – Scientific Meetings

- 9.1 Conferences**
- 9.2 RSC Publishing**
- 9.3 Meeting Registration**
- 9.4 Discounts**
- 9.5 RSC Promotional Material**
- 9.6 Risk Assessments for Interest Group Meetings**
- 9.7 Insurance**
- 9.8 RSC Travel Grants**
- 9.9 Certificate of Attendance**
- 9.10 Conference Evaluation**
- 9.11 Copyright**
- 9.12 Activities Involving Children and Vulnerable Adults**

9 Scientific Meetings

9.1 Conferences

The RSC Events team does not normally provide administrative support for Group meetings, but it is happy to provide advice on conference related matters.

In planning scientific meetings, Groups are encouraged to consider whether there are other Interest Groups with whom collaborations could be established in order to widen participation.

An example of a planning timetable for a group scientific meeting is available at <http://www.rsc.org/FormsDocuments>

In addition, the Secretary of the RSC Local Section in whose area the activity will take place should also be notified. Please see group rules, 13.2 and 13.3.

Groups wishing to organise a meeting which they feel is of strategic importance to the RSC are invited to contact the RSC Events team (events@rsc.org) for further discussions.

9.2 RSC Publishing

The publication of proceedings is covered by RSC Publication Board Guidelines and if you plan to publish the proceedings of any meeting organised by or sponsored by the RSC or by any RSC Division or Interest Group, then RSC Publishing must be offered first refusal. This includes publications based on only part of a meeting, as well as a book which includes full proceedings.

A guide to publishing proceedings with can be found at:
<http://www.rsc.org/Publishing/Books/CRCPub.asp>

As an internationally renowned publisher and chemistry specialist, we offer speedy publication, high quality presentation and friendly editorial support. You would be offered a competitive royalty and discount prices on the majority of RSC book titles. We are keen to ensure everyone benefits and therefore the books are produced to exacting standards, competitively priced and marketed through agents and distributors worldwide, as well as our own trade and end-user marketing team.

If you require any further information, please contact the RSC Books team.
Email: books@rsc.org

9.3 Meeting Registration

Templates for registration for both small and large meetings can be found at <http://www.rsc.org/FormsDocuments>

RSC Style Guides are available at <http://www.rsc.org/styleguide>

The RSC events team can set up an online payment facility for your meeting. Information about this service, including costs involved, is detailed in Appendix J. The registration request form is included as Appendix K and is also listed on the [Useful Forms and Documents](#) page. Contact eventservices@rsc.org for more details or to request this service.

9.4 Discounts

In line with central RSC policy, Groups are encouraged to offer discounts for RSC members attending meetings as follows:

2-3 days: Member discount of £100 for full registrations, £25 for students
1 day: Member discount of £50 for full registration, £25 for students

9.5 RSC Promotional Material

RSC Promotional material can be requested for display and distribution at Interest Group meetings at no additional cost. This material may include (as and when available) sample copies of Journals, Conference flyers, Awards, and membership information. Other material is available on request, for which a charge may be made.

To request this material, please contact interestgroups@rsc.org

If you would like to invite staff from RSC publishing, membership sales or Chemistry World to attend an Interest Group meeting, please contact interestgroups@rsc.org.

9.6 Risk Assessment for Interest Group Meetings

The RSC needs to ensure that it is fulfilling its duty of care towards participants in events organised by RSC Groups. A Risk Assessment Form must be used for all RSC events and an electronic version is available at www.rsc.org/RiskAssessment

Events are broadly categorised into three different levels of risk. 'Green' events are generally social outings. 'Blue' events are generally lectures or public meetings which do not involve hazardous substances. 'Red' events will involve hazardous substances, loud bangs etc, for example demonstration lectures and training days. Schools events such as the Olympiad, Top of the Bench and the Schools' Analyst Competition will be red events.

Green and blue risk assessment forms must be completed and kept on file by the event organiser – there is no need to send a copy to the RSC.

Red risk assessment forms must be completed and submitted to the RSC at least **two weeks** prior to the event. This may be done online on the RSC website.

If a risk assessment form already exists for an event, then this can be submitted with the RSC red assessment form. In such cases it is not necessary to repeat the 'Hazard' sections of the RSC form provided full details are on the original form. Both forms must be clearly marked with the date and name of the event to avoid any confusion.

Detailed information about all these procedures (including the green, blue and red assessments) and the online red risk assessment form can be found on the RSC website at www.rsc.org/riskassessment.

It is recommended that the *Procedure for Risk Management of Events* is read before carrying out a risk assessment.

If transporting chemicals, please ensure you read the booklet on *Transporting Chemicals for Lecture Demonstrations and Similar Purposes*.

Finally, should an accident or incident occur at an RSC Event, it is essential that you complete the Accident/Incident Procedure Form and contact the RSC **as soon as possible** (contact details on the form). For further information please contact the External Promotions Manager (see Appendix A for contact details).

9.7 Insurance

The RSC's insurance policy covers all 'normal activities' and legal liability in respect of injury and illness to third parties (who may be non-members) and/or damage to third parties property in connection with the business of the RSC. 'Normal' in this context refers to lectures, discussions, symposia *etc* that are not likely to involve danger to the audience. Accidents involving more than one person at a time are also covered.

Problems may arise in connection with activities involving an element of known danger. Such Interest Group activities may include lecture demonstrations on fireworks or explosives, and other similar events. In these cases, additional cover can be easily organised, provided adequate notice is given.

For further information please contact the RSC Finance department.
finance@rsc.org

9.8 RSC Travel Grants

Funds (in memory of Angela and Tony Fish) are available to assist RSC Interest Groups organising a scientific meeting. These funds are to be used, in particular, to help students attend meetings and not for speakers' expenses. Submissions should normally be made by the Group Secretary. Applications should be submitted by 1st January, 1st April, 1st July or 1st October to be in time for the next upcoming meeting of the Travel Grants Committee.

Selection criteria

- Only one application per Interest Group will be considered each year.
- Novel proposals are particularly welcomed.
- Up to a maximum of £2,500 per annum will normally be available for any one Group.
- The panel will take into account the level of funds held by the Groups as well as whether the Group has been successful on previous submissions.
- Applicants should be RSC members at the time of the meeting they will be attending and for which the travel bursary is being given.

Successful applicants will be expected to supply a short report of their meeting, once completed. These will be incorporated into the annual report made to RSC Council and will normally be made available on the web. Further details can be found here: <http://www.rsc.org/ScienceAndTechnology/Funding/TravelGrants/InterestGroups.asp>

NB: RSC Travel Grants are only available for sending RSC Members to RSC meetings.

9.9 Certificate of Attendance

A template for meeting organisers wishing to produce a certificate of attendance can be downloaded at <http://www.rsc.org/FormsDocuments>

Further details can be obtained from interestgroups@rsc.org

9.10 Conference Evaluation

A template form for conference evaluation which can be adapted for your particular meeting is available at <http://www.rsc.org/FormsDocuments>

9.11 Copyright

All material produced by members on behalf of an RSC Board or Committee and the proceedings of any RSC Board or Committee meeting and any published version thereof belong to the Royal Society of Chemistry. The RSC gains copyright for this material by virtue of the Copyright Statement included in the Terms of Reference of each RSC Board and Committee. If material is produced on behalf of an RSC Board or Committee by people not on the RSC Board or Committee, then the Board or Committee will need to get explicit agreement from the author using the standard recommended form of wording. RSC Board and Committee members, and any other authors, must ensure that their material does not infringe the copyright of others.

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For further details email copyright@rsc.org.

9.12 Activities Involving Children and Vulnerable Adults

For regular or ongoing activities involving children and/or vulnerable adults CRB checks may be necessary.

Useful sources of information can be obtained from the Charity Commission at <http://www.charity-commission.gov.uk/supportingcharities/protection.asp>

The Home Office provides detailed information about CRB checks online:
http://www.crb.homeoffice.gov.uk/about_crb.aspx

For advice email interestgroups@rsc.org in the first instance.

Section 10 – RSC Activities

10.1 Promoting the Chemical Sciences to the Public

10.2 Parliamentary Activities

10 RSC Activities

10.1 Promoting the Chemical Sciences to the Public

The RSC organises and supports a broad range of activities to enhance public awareness and promote a positive image of the chemical sciences. These activities include programmes of public lectures and demonstrations, exhibitions, science festivals, open days *etc* and RSC initiatives such as Chemistry Week and the Chemical Landmarks scheme in which Local Sections play a leading role.

Chemistry Centre

The RSC opened the Chemistry Centre at Burlington House in 2010 offering a unique venue that celebrates chemistry past, present and future. The combination of the latest in modern facilities within a remarkable, historic venue set in the heart of London makes the Chemistry Centre a place to remember. The programme of activities at the Chemistry Centre includes a public lecture series, debates, exhibitions and educational events. Interest Groups may hire out space within the Chemistry Centre at very competitive rates.

There is also a suite of RSC Member facilities at the Chemistry Centre including a Members' Room – a work space reserved for RSC members – and a café area where members can relax, have a hot drink and access wireless internet. These facilities are open Monday to Friday 9am-5pm. The reading room in the Library is also open to RSC Members from Monday to Friday 10am-5pm. However, access to the Library may be restricted at selected times if events are taking place. Please check availability in advance of your visit (<http://www.rsc.org/Library/About/OpeningTimes.asp>). Please note, the RSC Members' facilities are not intended to be used for Interest Group meetings.

For further details visit www.rsc.org/chemistrycentre

Chemistry Week

Chemistry Week is a themed week of national activities, which is organised every two years in November, with the aim of promoting a positive image of the chemical sciences across the UK and Ireland. Most Chemistry Week activities are organised on a local and regional basis through the network of 35 Local Sections. Activities and events are aimed at and involve the general public, schools, local community groups, civic groups, MP's and the press and media. RSC Interest Groups are also encouraged to participate if they so wish. More details can be found on the RSC website at:

<http://www.rsc.org/ChemistryWeek>

Please note Chemistry Week will not be taking place in 2011 due to the International Year of Chemistry (IYC) which takes place throughout 2011. The next scheduled Chemistry Week should take place in 2013, subject to confirmation.

For further information on Chemistry Week activities contact the External Promotions Manager (see Appendix A for contact details).

Chemical Landmarks



The Chemical Landmarks programme commemorates and celebrates historical sites around the UK where important chemical breakthroughs have taken place. It is an RSC initiative to commemorate, emphasise and awaken the public interest in historic developments in the chemical sciences.

Members are encouraged to identify such historical sites within their locality and forward their nominations to the RSC for approval. Normally three or four Chemical Landmarks will receive approval each year. If approved, RSC staff will organise the ceremony in collaboration with the Local Section and the organisation receiving the Chemical Landmark award. The event will generally include a lecture or presentation about the scientist or discovery and the unveiling of the chemical landmark blue plaque which will ideally be installed in a public place.

Details of the nomination procedure can be found on the website at: www.rsc.org/chemicallandmarks

10.2 Parliamentary Activities

Parliamentary Links Scheme

The Parliamentary Links scheme is a vital part of the RSC's strategic relations with Parliament, which helps to improve the dialogue between Parliament and the scientific community. The RSC operates on an absolute non-partisan basis and operates to promote the chemical sciences and the RSC in both Houses.

RSC members are invited to 'link' with their local MP and to be available to offer advice and/or scientific assistance on chemical science, or any matter concerning the RSC. MPs are also provided with background briefing material by the RSC directly on subjects concerning the chemical sciences whenever they arise in the course of a weekly cycle of Parliamentary Business.

Once a year, Parliamentary Links are invited to the House of Commons for the Parliamentary Links Day. This usually takes place in June.

For more details, contact the Parliamentary Affairs Officer (see Appendix A for details).

Scotland, Wales and Northern Ireland

With the establishment of the Scottish Parliament, Welsh Assembly and Northern Ireland Assembly, the RSC is also in communication and forming links with members of each.

See Appendix A for contact details.