

Rules for Member Networks of the Royal Society of Chemistry

In these rules the term member networks is used to refer to our Local Sections (worldwide), Interest Groups, Education Division Regions and Analytical Division Regions. Please note that while Local Sections outwith the UK and Ireland, and Education Division and Analytical Division Regions, do not have a trust deed, these rules are still applicable.

These rules should be read alongside the [Guidance Notes](#) that includes a [Glossary](#) of terms.

1	Introduction	Notes
1.1	These Rules, made on behalf of Board of Trustees by the Member Communities Board of the Royal Society of Chemistry (RSC) on the 31 day of October of 2019 in accordance with By-laws 24.1, 25.1 and 26, apply to all member networks of the Royal Society of Chemistry. They should be read in conjunction with the Trust Deed by which the relevant member network is established (where a Trust Deed exists).	Note 1.1
1.2	Each member network will be known by the name specified in their Trust Deed (where a Trust Deed exists).	
1.3	The purpose of each member network is to support their members (as specified in their Trust Deed).	
1.4	These rules supersede all previous rules.	Note 1.4
1.5	Any disputes arising in the interpretation of these rules must be referred through the Regional Steering Group or Interest Group Forum to the Member Networks Committee.	
2	Membership	
2.1	Eligibility for membership of all geographic member networks is limited to members of the RSC. For Interest Groups the admittance of non-members is permitted under By-laws 25.3 and 26.1. Guidelines for membership are available in the guidance notes. Lists of RSC members of all networks are maintained by the RSC.	Note 2.1
2.2	Boundaries for geographical networks are fixed and are subject to change by the Board of Trustees who may delegate this authority.	Note 2.2
3	Management of the member networks	
3.1	All committees must act in accordance with the Royal Charter and By-laws of the Royal Society of Chemistry, the code of conduct and these rules.	Note 3.1
3.2	All committee members should be aware of and abide by the Bribery Act .	Note 3.2
3.3	All member networks must comply with the gift and hospitality policy of the RSC.	Note 3.3

3.4	Any conflicts of interest that arise in committee business must be appropriately handled in accordance with charity guidelines and recorded in the minutes.	Note 3.4
3.5	Committees may operate as they see fit in accordance with these rules but they are not permitted to create and enforce their own operational rules. Committee working practices may be agreed by the committee and reviewed at any time.	Note 3.3
3.6	No member network is required to hold an annual general meeting (AGM). If an AGM is held the election of committee members must still be in accordance with section 6 of these rules.	Note 3.4
3.7	All members must comply with the General Data Protection Regulation (EU) 2016/679 (GDPR).	
4	Communication with members	
4.1	All committees must communicate with their members at least once a year using the channels supported by staff.	Note 4.1
5	Committee terms of office	
5.1	The Chair, Secretary and Treasurer of the committee must be elected by the committee from amongst members of the committee who are also members of the RSC. In the case of Interest Groups joint with other organisations members of those organisations may be elected.	Note 5.1
5.2	The maximum term of such appointments should be for three or four years, at the committee's discretion, and under normal circumstances but via subsequent elections may be extended for a term.	Note 5.2
5.3	The posts of Secretary and Treasurer may be combined but the Chair cannot hold a dual role.	Note 5.3
5.4	Committee members should serve for a maximum of two consecutive terms of three or four years, at the committee's discretion, as ordinary members. In addition to these terms, in line with 5.1, committee members may be elected as Chair, Secretary or Treasurer.	Note 5.4
5.5	A period of two years should elapse before members are eligible for re- election to the committee.	Note 5.5

5.6	Variance of these terms can be considered in exceptional circumstances but must be approved by the Member Networks Committee (contacted via networks@rsc.org).	Note 5.6
5.7	All changes of committee membership should be communicated to the Networks Team (networks@rsc.org) as soon as possible by the Secretary.	Note 5.7
6	Election of committee members	
6.1	Eligibility for election to the committee is limited to members of the network.	Note 6.1
6.2	<p>The Secretary of the committee must notify all members of the member network of the vacancies on the committee and invite nominations using the communication channels supported by staff.</p> <p>Notification must be made at least four weeks before the deadline for nominations. Nominations should be made with the agreement of the candidate. Individuals can nominate themselves.</p>	Note 6.2
6.3	Where the number of nominations received exceeds the number of vacancies on the committee a ballot must be held. Ballots must be open to all members of the network.	Note 6.3
6.4	Where a committee has not been able to fill diversity or skills gaps through a normal election process, they may appoint up to two members for this purpose. All appointments must be approved by Member Networks Committee.	Note 6.4
6.5	<p>The committee may from time to time co-opt up to two additional non-voting members of the committee to fulfil special roles, for a defined period not exceeding three years, with the exception of some Interest Groups who may operate in accordance with By-laws 25.3 and 26.1.</p> <p>A former co-opted member who is a member of the Royal Society of Chemistry and the network would be eligible for election to the committee.</p>	Note 6.5
6.6	The committee may invite as many non-voting representatives in attendance at a meeting as considered appropriate by the committee.	Note 6.6
6.7	Variance of these terms must be approved by the Member Networks Committee (contacted via networks@rsc.org).	Note 6.7
7	Finance and legal	Note 7

7.1	<p>The committee may set up a bank account in the name of the Trust Fund as defined in clause 1 of the relevant Deed (where applicable), and may draw cheques on and make payments from such accounts.</p> <p>All UK and Ireland bank accounts must be set up with NatWest bank under the RSC's established banking relationship (managed by the RSC Finance Team).</p> <p>All payments from the accounts must be authorised by two signatories the Treasurer and one of the Chair or Secretary of the committee. All newly-appointed account signatories must be ID verified.</p>	Note 7.1
7.2	<p>On behalf of the Trust Fund, the committee may collect and receive donations/sponsorship, government grants and other payments (excluding subscriptions), within Charity Commission fundraising guidelines. However, the prior consent of the Member Communities Board is required before submitting applications for government grants.</p>	
7.3	<p>The committee must apply the Trust Fund in accordance with the relevant Deed (where applicable) and should report to the Trustees on a regular basis and on every occasion where it is in doubt as to whether the proposed application falls within the terms of the Deed.</p>	Note 7.3
7.4	<p>All contracts and/or documents which will commit the RSC to any liability must be submitted for legal review by the RSC's Legal Services Team prior to signature. Contracts should be submitted to networks@rsc.org with a completed contract approval form.</p> <p>Following the legal review process, all contracts must be signed by an appropriate RSC staff member with authority to bind the RSC.</p>	Note 7.4
7.5	<p>Any activity with an overall budget greater than £15,000 requires the pre-approval of the Member Communities Board. All member networks need to fill in a pro-forma and submit it to staff (networks@rsc.org) at least three months before the event.</p> <p>Any contract for goods and/or services valued at greater than £10,000 must be approved 'in principle' by the Member Communities Board, subject to the contract approval process and submission of a copy of the (unsigned) contract to the board by the committee.</p> <p>This includes any bids or verbal commitments including peripatetic conferences.</p>	Note 7.5

7.6	The committee must ensure that proper books of accounts are kept in accordance with their obligations as defined by the Charity Commission and in line with guidelines set by the RSC's Finance Team (which may be updated from time to time).	Note 7.6
7.7	<p>The committee must prepare annual financial reports in accordance with guidance from the RSC's Finance Team (which may be updated from time to time).</p> <p>The committee must submit the financial reports to the RSC by the deadline set by the Finance Team. The annual financial reports submitted to the RSC must be accompanied by a declaration confirming the Officers' understanding of their obligations as Officers and confirming their compliance with those obligations for the reporting period covered by the financial reports.</p> <p>The financial reports and the declaration must each be signed by the Chair and Treasurer.</p> <p>The annual financial reports must be made available to all members of the member network within three months of the end of the financial year.</p>	Note 7.7
7.8	At the end of each financial year the committee must prepare a report of its activities for the year, using the annual report form , which shall be submitted to the Networks Team (networks@rsc.org).	Note 7.8
7.9	Grants for subsequent years will not be paid until the requirements of sections 7.4, 7.5, 7.7 and 7.8 have been met.	Note 7.9
8	Member networks activities	
8.1	The committee is expected to undertake a programme of activities that will further the objectives of the member network (as specified in the Trust Deed where applicable), in accordance with the needs to the network membership. Consideration must be given to inclusivity, accessibility and diversity in constructing such programmes.	Note 8.1
8.2	Any events or activities organised by or associated with the committee must comply with the health and safety policies and procedures of the RSC.	Note 8.2
8.3	Any events or activities organised by or associated with the committee targeted at engaging children and vulnerable adults must comply with the safeguarding policies and procedures of the RSC.	Note 8.3

8.4	All member and public events must be uploaded on the events database to ensure that all relevant members have access to the information.	Note 8.3
8.5	In planning activities, the committee should consider whether there are other networks with which collaborations could be established in order to widen participation.	Note 8.5
8.6	The guidance for member committees must be considered when administering or creating a competitive prize scheme.	Note 8.6
8.7	In normal circumstances the RSC does not publish proceedings of one day meetings. Organisers of meetings wishing to publish proceedings should seek guidance from RSC staff (networks@rsc.org).	Note 8.7
9	Public communication	
9.1	Unless the subject relates solely to the day-to-day activities of the member network, neither the members of the network 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 RSC or the member network, without the prior knowledge and express permission of the RSC Media Team (pressoffice@rsc.org).	Note 9.1
10	Review of member networks	Note 10
10.1	It is in the interests of the RSC that Interest Groups are active and the RSC wishes to do all it can to support them. Nonetheless, in circumstances where membership of an Interest Group falls below 50 members, if there is a perceived lack of activity or if a lack of communication is a cause for concern, then the Member Networks Committee may choose to review the Group.	Note 10.1
10.2	Such a review will be conducted positively and will seek to support the Interest Group's activities. This review will include consultation with all relevant stakeholders, including the committee, members of the Interest Group, relevant external societies and appropriate Division Councils.	Note 10.2
10.3	However, there may on occasion be instances where it is clear that the Interest Group is no longer viable and a recommendation will be made to the Member Communities Board to dissolve the Group. In such cases, a notice period of one month will apply. Such decisions will be communicated to the Board of Trustees and to any of the Divisions which share the scientific interests of the Interest Group. Upon the closure of an Interest Group all funds will be returned to the RSC.	Note 10.3

10.4	Any concerns regarding the operation of any member networks which have been raised through staff or the Regional Steering Groups/ Interest Group Forum will be reviewed by the Member Networks Committee.	<u>Note 10.4</u>
11	Links	
11.1	<u>Charter and By-Laws</u>	
11.2	<u>Code of Conduct</u>	
11.3	<u>Networks Handbook</u>	

Fiona McMillan
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Guidance Notes		
<p>These notes support the understanding of the Rules for Member Networks of the Royal Society of Chemistry . A full Glossary of terms is available.</p>		<p>Links to rules</p>
<p>Note 1.1</p>	<p>By-law 24.1 The Board of Trustees may delegate to any Board or Committee such of its powers and duties as it sees fit and the law and good practice for charities allows, but the Board of Trustees remain responsible for the actions of such Boards and Committees and the Board of Trustees may dissolve a Board or Committee at any time.</p> <p>By-law 25.1 The Board of Trustees may establish interest groups which shall be named, constituted, administered and may be dissolved in accordance with Standing Orders made by the Board of Trustees.</p> <p>By-law 26</p> <ol style="list-style-type: none"> i. The Board of Trustees may establish and regulate Local Sections and Local Section Committees whether by Standing Order or otherwise, so that meetings of members may be held in various localities and the object of the Society promoted for the convenience of members resident in those local areas. Standing Orders shall provide for such boundaries, officers, members and rules as may be considered appropriate for each area, and shall encourage and assist collaboration between Local Sections. ii. The Board of Trustees may make monies available to assist the work of the Local Sections and shall require an annual factual report on the activities of each Local Section together with a financial statement showing the income and expenditure arising from those activities. iii. In areas other than those within a Local Section, including centres overseas, the Board of Trustees may appoint a Local Representative who shall have duties similar to those of the Local Section Committee. 	<p>Rule 1.1</p>
<p>Note 1.4</p>	<p>By-law 27.1 states that the authority for changing the rules of our Local Sections and Interest Groups are set out in the Standing Orders. The Standing Orders show that authority is delegated by the Board of Trustees to the Member Communities Board.</p>	<p>Rule 1.4</p>

<p>Note 2.1</p>	<p>Only members of the Royal Society of Chemistry may join our Local Sections, Analytical Division Regions and Education Division Regions.</p> <p>In addition to members of the Royal Society of Chemistry the following are eligible to be a member of an Interest Group:</p> <ul style="list-style-type: none"> • any person who was a member of the group on 31 July 2001; or • any of our members; or • a member of another organisation jointly sponsoring the interest group; or • a member of a chartered professional body from outside the chemical sciences; or • a member of another chemical society with whom we have entered into an international partnership agreement as agreed by the Board of Trustees. These are typically available only to our members currently resident in the country where we have an international co-operation agreement. <p>If you have any queries on the eligibility of someone wishing to join your group then please contact the Membership Department (Membership@rsc.org).</p> <p>Joint Interest Groups There are six Interest Groups (as of October 2010) that are jointly run with other societies. These are:</p> <ul style="list-style-type: none"> • 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) 	<p><u>Rule 2.1</u></p>
<p>Note 2.2</p>	<p>By-law 26.1 states that the authority for changing the boundaries of our Local Sections are set out in the Standing Orders. The Standing Orders show that authority is delegated by the Board of Trustees to the Member Communities Board.</p>	<p><u>Rule 2.2</u></p>
<p>Note 3.1</p>	<p>The Charter and By-laws are available here online. The code of conduct is available here online.</p>	<p><u>Rule 3.1</u></p>
<p>Note 3.2</p>	<p>Bribery Act training for members is available online here.</p>	<p><u>Rule 3.2</u></p>

Note 3.3	The RSC Gift and Hospitality policy applies to all of our member networks, any queries or requests for variance should be sent to the Networks Team (networks@rsc.org).	Rule 3.3
Note 3.4	<p>It is vital that all conflicts of interest are highlighted in the meeting/discussions and then recorded in committee minutes to ensure full transparency regarding committee decisions.</p> <p>To ensure that all decisions made are the best for the organisation and our wider membership it is important that all committee members understand the importance of aligning their decisions to the purpose of their group.</p> <p>The primary purpose of all of our networks is to support their membership community as defined in their trust deed or geographical boundary.</p> <p>If there is any cause for doubt please contact the Networks Team (networks@rsc.org).</p> <p>Examples of conflicts of interest</p> <ul style="list-style-type: none"> • If a committee is awarding a limited number of awards or bursaries through a competitive process then any friend, family member or colleague should not be part of the decision making process. • If a committee is considering supporting a third party organisation through either financial means or support in kind then any committee member with personal involvement with the third party must be recorded as having a conflict of interest and should not be involved in the decision making process. 	Rule 3.4
Note 3.5	<p>Committees are encouraged to discuss and agree their own working practices at a committee meeting - these do not need to be approved by the wider membership and should be open to reconsideration at any time.</p> <p>Committee working practices can include the terms of office of officers in line with the rules, agreed maximum committee numbers, frequency of meetings, delegation of committee duties amongst other administrative issues. The working practices should be in line with the rules and should not exclude any member or sector of membership from inclusion in the committee or activities.</p>	Rule 3.5
Note 3.6	Election of committee members or officers can take place at the AGM (if held) but nominations and voting must be open to all members of the network who can reasonably be contacted. Staff in the Networks Team can support this communication electronically.	Rule 3.6

Note 4.1	<p>Electronic communication is considered to be sufficient alongside the submission of all events to the database as this results in inclusion in Update which is sent in hard copy to members with Chemistry World monthly.</p> <p>Annual reports are uploaded by staff to the website for members to read.</p>	<u>Rule 4.1</u>
Note 5.1	<p>To ensure continuity and an understanding of the wider organisation members who wish to take on an officer role should ideally have been members of the committee prior to their nomination as an officer.</p>	<u>Rule 5.1</u>
Note 5.2	<p>The committee may decide the terms of office for officers as part of their working practices or this can be flexible as necessary. There should be no automatic renewal of posts but the opportunity to stand for the position should be made available to all members of the committee.</p>	<u>Rule 5.2</u>
Note 5.3	<p>The Chair should be responsible for ensuring that committee meetings are run efficiently and fairly ensuring that all members of the committee are able to voice their opinions equally. The Chair is also a Trustee of the funds held by the committee on behalf of the Royal Society of Chemistry and cannot also be Secretary or Treasurer.</p>	<u>Rule 5.3</u>
Note 5.4	<p>The committee can choose to set out in their working practices their preferred term of office or each member can choose to serve either 3 or 4 years.</p> <p>Examples</p> <p>In the case where a committee decides to use a 4 year term. Member A can choose to serve up to 8 years as an ordinary member of the committee before retiring from the committee.</p> <p>Member B can choose to serve up to 8 years as an ordinary member of the committee and then stand for an officer position for a further term of 4 years. If, at the committee's discretion, Member B then chooses to stand for re-election as an officer a further term of 4 years may be possible.</p> <p>In this example the maximum period of time a member can sit on this committee is 16 consecutive years.</p> <p>In the case where a committee decides to use a 3 year term. Member C can choose to serve up to 6 years as an ordinary member of the committee before retiring from the committee.</p>	<u>Rule 5.4</u>

	<p>Member D can choose to serve up to 6 years as an ordinary member of the committee and then stand for an officer position for a further term of 3 years. If, at the committee's discretion, Member D then chooses to stand for re-election as an officer a further term of 3 years may be possible.</p> <p>In this example the maximum period of time a member can sit on this committee is 12 consecutive years.</p>	
Note 5.5	It is important that members do not rejoin the committee for a minimum of two years to allow changes to take place in the running of committees and to give different members the opportunity to take part in committees.	<u>Rule 5.5</u>
Note 5.6	The Member Networks Committee recognise that it can be difficult to find new committee members and as such they can authorise the extension of these terms of office if the committee can show that every effort has been made to find new members. If approved then staff in the Networks Team will work with the committee to promote the vacancies to their membership.	<u>Rule 5.6</u>
Note 5.7	Please ensure that the Networks Team are informed - the Royal Society of Chemistry is a large organisation and we cannot guarantee that a committee change mentioned to a colleague from another Directorate at an event will make it back to the team.	<u>Rule 5.7</u>
Note 6.1	Members of other networks of the Royal Society of Chemistry can be co-opted on to committees for a specific time period and purpose, for example to encourage collaboration.	<u>Rule 6.1</u>
Note 6.2	<p>The Networks Team can support our committees in contacting their members by email as well as uploading information to our website. It is not possible for staff to send any postal mailings but address labels can be provided to the committee to use for a specific purpose - it is also possible to provide labels only for those members of a network who cannot be contacted by email.</p> <p>It is not appropriate to nominate a member without their knowledge however vacancies should not only be open to members who already know other members who can nominate them.</p>	<u>Rule 6.2</u>
Note 6.3	If the committee has set a maximum number of places on their committee in their working practices and there is no call to increase this number, then a ballot must be held - the committee cannot simply choose new members as this is not inclusive. Voting options must be made available to all members of the network and the Networks Team can support an electronic ballot.	<u>Rule 6.3</u>

<p>Note 6.4</p>	<p>The role of appointed members is to support the diversity of the committee. Following a skills and diversity gap analysis of the existing committee, the committee may appoint members only if no suitable candidates have been elected through the normal process.</p> <p>In the case where none of the unelected candidates meet the required criteria, the committee may approach appropriate candidates directly and should be RSC members.</p> <p>Appointments must be approved by Member Networks Committee.</p>	<p><u>Rule 6.4</u></p>
<p>Note 6.5</p>	<p>Co-opted members must be co-opted for a specific purpose and for a fixed period of time. In the case of some Interest Groups it is appropriate to have non-members of the Royal Society of Chemistry co-opted onto their committees as long as they fulfil the requirements of By-law 78.</p> <p>Co-opted members are non-voting and cannot be officers of committees.</p>	<p><u>Rule 6.5</u></p>
<p>Note 6.6</p>	<p>While staff cannot sit on any committees it is possible, if appropriate, for staff to be invited to attend committee meetings - it is not always possible for staff to attend but invitations are always welcome.</p> <p>Our Education Coordinators are not members of our committees but can also be invited to attend meetings. They are not obliged to attend all meetings but will aim to meet with committees when possible.</p>	<p><u>Rule 6.6</u></p>
<p>Note 6.7</p>	<p>Should variance in these terms be necessary please contact the Networks Team prior to taking any action.</p>	<p><u>Rule 6.7</u></p>
<p>Note 7</p>	<p>Finance and legal These financial and legal controls have been requested directly by our Audit Committee - variance in these terms is not possible. If you have any concerns or require support in adhering to these rules please contact the Networks Team immediately.</p>	<p><u>Rule 7</u></p>
<p>Note 7.1</p>	<p>No groups based in the UK or Ireland are permitted to hold any external bank accounts.</p> <p>For further information about the ID verification process email NetworksFinance@rsc.org.</p>	<p><u>Rule 7.1</u></p>
<p>Note 7.3</p>	<p>It should be noted that the primary purpose of all of our member networks is to support the members of their network and to organise events applicable to their membership in line with our Charter and strategy. Each committee is responsible for ensuring that their</p>	<p><u>Rule7.3</u></p>

	programme of activities is inclusive and open to all members of their network.	
Note 7.4	<p>Please allow as much time as possible for this process as our Legal Team review a large number of documents for the whole organisation.</p> <p>This rule applies to any document which can be signed or agreed to which results in any liability to the Royal Society of Chemistry including the member networks. Although not always termed contracts this applies to any terms and conditions or letters of agreement associated with liability.</p> <p>Members of the Legal Team will work directly with members to apply any required changes prior to signing. Any contracts not approved or signed in this way will be the personal responsibility of the signatory and not the Royal Society of Chemistry.</p>	<u>Rule 7.4</u>
Note 7.5	<p>Please allow as much time as possible for this process - the Member Communities Board will only receive the documents once they have been approved by our Legal Services Team.</p> <p>Requests for retrospective approval are not acceptable and if they should be necessary the committee will need to provide a letter of explanation to the Member Communities Board.</p> <p>We understand the need for many of our member networks to work regularly with other organisations within their wider scientific communities. We encourage collaboration to support our multidisciplinary communities while wishing to ensure that our legal and financial responsibilities remain fulfilled.</p> <p>Regardless of past involvement in an activity, all of our member networks must seek approval prior to committing support, financial or otherwise, to any external activity. This includes commitment of any RSC funds or support from either a member network or staff.</p> <p>In the case of <u>peripatetic</u> conferences, it is not possible for a network to bid for a conference without prior staff approval and that, unless expressly agreed in advance, RSC staff will not be able to run the conference on behalf of the network.</p>	<u>Rule 7.5</u>
Note 7.6	<u>Support for Treasurers</u> is available from our Finance Team.	<u>Rule 7.6</u>
Note 7.7	Although not uploaded to the website any member of a network may request to see the financial reports by contacting the Networks Team.	<u>Rule 7.7</u>

Note 7.8	Annual reports are all uploaded to your web pages on our website.	Rule 7.8
Note 7.9	The Chair of each committee in their role as Trustee is responsible, with the Treasurer, for ensuring that their accounts do not become overdrawn and that payments are not made or promised prior to receipt of funds.	Rule 7.9
Note 8.1	It should be noted that the primary purpose of all of our member networks is to support the members of their network and to organise events applicable to their membership in line with our Charter and strategy. Each committee is responsible for ensuring that their programme of activities is inclusive and open to all members of their network.	Rule 8.1
Note 8.2	The health and safety policies and procedures can be found here . Our risk management procedure must be read prior to completion of a risk assessment.	Rule 8.2
Note 8.3	<p>It is important that our member-networks do not engage in unsupervised activity on a regular basis with unaccompanied children and/or vulnerable adults. Such activity might be classified by law as ‘regulated activity’ and requires organisers and those delivering the activity to undergo enhanced background checks. Organisations which knowingly allow barred people to work on regulated activities are breaking the law.</p> <p>For our groups seeking to engage children through schools and youth organisations, ensure that these organisations are aware that our members are not responsible for the supervision of the students involved and that the host organisation must provide sufficient supervising adults who will take responsibility for the children.</p> <p>Member-led groups engaging the services of external organisations to provide activities for children must review the risk assessments of these external providers, ensure they are in date, and record that this has been done in keeping with the health and safety policies and procedures (8.2) of the RSC.</p> <p>All safeguarding policies, procedures and documents can be found here. A red risk assessment outlining safeguarding considerations must be completed for all activities targeted at engaging children and vulnerable adults in accordance with the health and safety policies and procedures (8.2).</p>	Rule 8.3
Note 8.4	Uploading your events to our events database ensures that all members have access to information about your programme of activities. Events are also published in the	Rule 8.4

	<p>monthly update which is sent in hard copy with all copies of Chemistry World. When uploading events it is important to ensure that it is marked as an RSC event and that your committee is included as organiser so that the event is linked to your web page.</p> <p>If you have any issues using the events database, please email events@rsc.org.</p>	
Note 8.5	<p>We appreciate that as volunteers your time is precious and as such, we would encourage you to share ideas and collaborate on activities where possible to share the workload and to ensure that as many members as possible can benefit from your programme of activities.</p>	<u>Rule 8.5</u>
Note 8.6	<p>Any prize or award or competitive bursary, grant or funding opportunity administered by our member networks must follow the <u>guidance for member committees</u> produced in response to the review of recognition.</p> <p>If you have any queries, email awards@rsc.org.</p>	<u>Rule 8.6</u>
Note 8.7	<p>Please ensure that you have contacted the appropriate staff to formalise any publication agreements before you publicise the chance of publication to any attendees.</p> <p>As part of the Royal Society of Chemistry any publication opportunities of any meetings exceeding one day should be discussed with our Publishing Team prior to starting any discussions with our competitors. Email networks@rsc.org to contact the most appropriate member of our Publishing Team.</p>	<u>Rule 8.7</u>
Note 9.1	<p>It is acceptable for our member networks to approach local media to promote their activities - our Media Team have many contacts in local media and are happy to help you contact the correct people. It is not permitted for any member to use their status as a committee member of our member networks to provide a statement on behalf of the Royal Society of Chemistry. All members of the Royal Society of Chemistry are of course entitled to speak to the media as individual professionals or, if permitted, on behalf of their employer but they cannot use their position on an RSC committee to be used to suggest that they speak on behalf of the organisation.</p>	<u>Rule 9.1</u>
Note 10	<p>Review of member networks</p> <p>Membership of all of our member networks is a benefit of membership and as such the prime purpose for all of these networks is to support the appropriate sector of membership as set out in the appropriate trust deed. It is important that we have rules in place to ensure that all of our member networks are appropriately supporting and</p>	<u>Rule 10</u>

	communicating with their membership. Staff are charged with monitoring activity and supporting member networks committees to ensure that good governance is applied to their activities.	
Note 10.1	<p>This rule applies specifically to our Interest Groups.</p> <p>Membership below 50 members Interest Groups exist to serve a niche community of scientists who wish to have a forum for discussion and the organisation of activities for their community - it may be that as science and technology develop that an Interest Group is no longer necessary. A new Interest Group cannot be created with fewer than 50 members as this has been deemed the minimum membership number required to form a well organised and supportive group for members as well as demonstrating the need for such a group in the wider community.</p> <p>Perceived lack of activity If a committee does not communicate its activities to staff or members using the appropriate channels it is deemed to be of concern that the group is not fulfilling its purpose as set out in the trust deed.</p> <p>Membership of the Royal Society of Chemistry and our Interest Groups changes daily and as such it is important that groups do not maintain their own mailing lists and that contact data is not kept for longer than recommended in our guidelines.</p> <p>Lack of communication If a committee does not communicate with either its members or staff appropriately it is deemed to be of concern that the group is not fulfilling its purpose as set out in the trust deed. Good governance requires communication with staff and refusal to do so will result in a review.</p>	<u>Rule 10.1</u>
Note 10.2	<p>This rule applies specifically to our Interest Groups.</p> <p>Membership below 50 members If a group has fewer than 50 members then a review will be conducted to determine if:</p> <ul style="list-style-type: none"> • The subject area is still sufficiently of interest to the wider community to warrant an Interest Group. • The Interest Group is of interest to a wider sector of membership and a targeted marketing campaign could increase the membership. • Are there any overlaps in area of interest and potential collaborations or merging with other groups? 	<u>Rule 10.2</u>

	<p>It is not necessarily the case that a group with fewer than 50 members will be closed, it may be that the community is naturally small and that there is sufficient interest to continue the group.</p> <p>Perceived lack of activity In the case where a group is active staff will remind a committee of their obligations to promote and communicate their activities using RSC communication channels to ensure that all members can engage with their activities.</p> <p>In the case where a committee is struggling to organise activities then staff will offer guidance on the support services available. Staff will also work with the committee to seek out collaborations with other groups and existing activities.</p> <p>Lack of communication In the case where there has been no response to staff communication for a considerable period of time a review will be conducted to determine if the committee is adhering to our rules and good governance. This review will include communicating with each individual involved on the committee to determine where the issues lies. If communication issues persist then the Member Networks Committee may consider calling for a new committee to be formed.</p>	
Note 10.3	<p>This rule applies specifically to our Interest Groups.</p> <p>The Member Networks Committee will be responsible for these reviews which will always be run in such a way as to ensure that every option is explored prior to suggesting the closure of the group. Closure of a group would be the result of discussions with the committee and membership to ensure that there is no other option.</p>	<u>Rule 10.3</u>
Note 10.4	<p>This rule applies to all of our member networks.</p> <p>Any member of any of our member networks can raise concerns about their network through the regional steering groups.</p>	<u>Rule 10.4</u>

Glossary

Following feedback from our members the following glossary of terms has been compiled to minimise any difficulty in the interpretation of the rules.

Member networks	
Analytical Division Region	The Analytical Division of the Royal Society of Chemistry has 8 active sub-committees which are responsible for the support of members of the Division within their geographical boundaries. All of these groups are within the UK and Ireland.

	<p>These committees are member-led and report to the Analytical Division Council and receive their funding from the Analytical Chemistry Trust Fund.</p> <p>These groups are responsible for organising a programme of activities for their members and many participate in the running of the Schools Analyst Competition.</p>
Education Division Region	<p>The Education Division of the Royal Society of Chemistry has 2 sub-committees which are responsible for the support of members of the Division within Scotland and Ireland.</p> <p>These committees are member-led and report to and receive their funding from the Education Division Council.</p>
Local Section	<p>Local Sections are member-led committees which have the purpose of supporting all members of the Royal Society of Chemistry within their boundary.</p> <p>Local Sections are governed by the Member Networks Committee and receive funding from the Networks Team.</p>
Interest Group	<p>Interest Groups are member-led committees focussed on a specific area of scientific interest which have the purpose of supporting all members of the Royal Society of Chemistry who have joined the group.</p> <p>Interest Groups are governed by the Member Networks Committee and receive funding from the Networks Team.</p>
Boards and Committees	
Board of Trustees	<p>The Board of Trustees was previously known as the RSC Council.</p>
Member Communities Board	<p>The Member Communities Board is delegated authority by the Board of Trustees to oversee the Royal Society of Chemistry strategy and budgets relating to our member communities and the Chemists' Community Fund services.</p>
Member Networks Committee	<p>The Member Networks Committee reports to the Member Communities Board. The committee is responsible for the governance of all Local Sections, Interest Groups and other relevant member networks.</p> <p>The committee consists of the 10 Chairs of the Regional Steering Groups and two Interest Group Representatives.</p>
Regional Steering Groups	<p>The Regional Steering Groups are geographical groups which include representation from all relevant geographical networks as well as individual representatives tasked with giving their perspective as:</p> <ul style="list-style-type: none"> • A member in the early stages of their career • A member working in academia

	<ul style="list-style-type: none"> • A member working in industry • An active volunteer for the Chemists' Community Fund
Interest Group Forum	<p>The Interest Group Forum is the annual governance meeting for our Interest Groups. Each committee is invited to send one representative to discuss issues of governance.</p> <p>This meeting is run by staff in collaboration with the Interest Group Representatives on Member Networks Committee.</p>
Governance terms	
Charter	<p>Our Royal Charter was granted in 1980 and states that the object for which we are constituted is "the general advancement of chemical science and its application and for that purpose:</p> <ul style="list-style-type: none"> • to foster and encourage the growth and application of such science by the dissemination of chemical knowledge; • to establish, uphold and advance the standards of qualification, competence and conduct of those who practise chemistry as a profession; • to serve the public interest by acting in an advisory, consultative or representative capacity in matters relating to the science and practice of chemistry; and • to advance the aims and objectives of members of the Society so far as they relate to the advancement of the science or practice of chemistry." <p>As a learned society we are concerned with advancing chemistry as a science, developing its applications, and disseminating chemical knowledge.</p> <p>As a professional body we maintain professional qualifications and set high standards of competence and conduct for professional chemists. We also provide a wide range of services and activities of value both to members, and to the community.</p> <p>As a representative body we provide information and advice on issues involving the science and practice of chemistry at all levels. We also act on behalf of qualified chemists so that their expertise and experience may be used to the best advantage of the community.</p> <p>As a chartered body, we have a special status with a paramount duty to serve the public interest while remaining completely objective.</p> <p>Our Charter was amended in 2001. These changes allowed the introduction of a new membership structure, under which the number of membership categories was reduced, and the award of CChem was separated from admission of a Member (MRSC) or Fellow (FRSC).</p>
By-law	<p>Rules for the regulation of the Royal Society of Chemistry as allowed by our Charter.</p>

Trustee	<p>Trustees bear joint responsibility for the fulfilment of the legal and financial obligations of the Royal Society of Chemistry.</p> <p>In the Royal Society of Chemistry, the members of our Board of Trustees and the Chairs of our Local Sections and Interest Groups are Trustees.</p>
Officers	<p>For the purposes of governance of member networks only the roles of Chair, Secretary and Treasurer are recorded on our membership database.</p> <p>The role descriptors for Officers can be found in the Networks Handbook.</p>
Ordinary member	<p>Any member of a committee in addition to the Chair, Secretary and Treasurer are recorded as ordinary members.</p>
Co-opted member (co-opt)	<p>Any member of an Interest Group committee which is not a joint group with another organisation who is not a member of the Royal Society of Chemistry is recorded as a co-opted member.</p> <p>Co-opted members should only be on committees in line with the rules.</p> <p>Co-opted members are non-voting and cannot be officers on any RSC committees.</p>
Quorum	<p>A quorum is the number of committee members required to be in attendance at a meeting/involved in a decision to cause the decision/meeting to be considered valid.</p> <p>Committees may define their quorum in their working practices. If undefined then it is good practice to consider a meeting quorate if the majority of the committee is in attendance.</p>
Trust Fund	<p>All funds held by the member networks (with the exception of joint groups) belong to the Royal Society of Chemistry. Member networks are delegated authority to spend these funds through the Trust Deed – the funds are considered a Trust Fund.</p>
Documents	
Trust Deed	<p>All Local Sections in the UK and Ireland and our Interest Groups have a Trust Deed produced upon establishment.</p> <p>The Trust Deed is the official document which delegates authority to the Officers of the committee to spend the funds of the Royal Society of Chemistry as held in their Trust Fund.</p> <p>The Trust Deed also outlines the purpose of the network.</p>
Rules	<p>The rules for member networks of the Royal Society of Chemistry are set by the Member Communities Board.</p>

	<p>Following a review by the Member Networks Committee in collaboration with all of our member networks this single set of mandatory rules for all member networks was approved in October 2017.</p> <p>Variance in the rules is only permitted by approval of the Member Networks Committee.</p> <p>The rules are in place to ensure that the Officers and Ordinary Members of our member networks committees are compliant with all relevant legislation and that our networks are operating within Charity Commission guidelines.</p> <p>The rules and guidance notes should be read together.</p>
Guidance Notes	<p>Following discussions with our member networks it was requested that a set of guidance notes be prepared to support the understanding of the rules.</p> <p>The rules and guidance notes should be read together.</p>
Working Practices	<p>All committees may agree their own working practices – these are the decisions made by the committee to support the efficient organisation and administration of the committee. Examples include defining a quorum, deciding if an AGM will be held, delegation of roles etc.</p> <p>Working practices should be aligned to the rules and cannot override any rules.</p> <p>Working practices should be agreed by the committee and do not need approval by the wider network membership.</p> <p>Any committee member may raise any of the working practices for discussion at any time.</p>
Operational Rules	<p>Any committee member may raise any of the working practices of the committee for discussion at any time.</p> <p>It is not permitted for any committee to set their own operational rules (these would not be flexible or open for discussion).</p>
Networks Handbook	<p>The Networks Handbook is an electronic document prepared by the Networks Team to outline the support available to our member networks as well as guidance on good practice.</p> <p>The Networks Handbook is updated regularly and notifications of any updates will be circulated via the Networks Newsletter.</p>
Staff	
Networks Team	<p>The Networks Team consists of staff members dedicated to the support of our member networks. We are very friendly and approachable and always happy to help.</p>

	We can be contacted using networks@rsc.org or by calling 01223 432141.
Other terminology	
Peripatetic conference	Peripatetic conferences are those, often international, conferences that move location. In the case of those peripatetic conferences run by our member networks these normally involve a bidding process to organise the conference and as such a successful bid is a commitment to run a large conference. Definition of peripatetic.