

1	Introduction	Notes
1.1	<p>31 of 2019 in</p> <p>241,251 26, in</p>	Note 1.1
1.2		
1.3		
1.4		Note 1.4
1.5		
2	Membership	
2.1	<p>261. 253</p>	Note 2.1

2.2

	<p>Note 3.1</p>	Note 3.1
3.2	<p>Note 3.2</p>	Note 3.2
3.3	<p>Note 3.3</p>	Note 3.3

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- 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.

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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

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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>		Links to rules
Note 1.1	<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. 	Rule 1.1

Note 1.4

Note 2.1 Only members of the Royal Society of Chemistry may join our Local Sections, Analytical Division Regions and Education Division Regions.

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	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. Annual reports are uploaded by staff to the website for members to read.	<u>Rule 4.1</u>
Note 5.1	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.	<u>Rule 5.1</u>
Note 5.2	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.	<u>Rule 5.2</u>

Note 5.3 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 [eq6.7 (fo)10 Tc Oi)2.6 (([eq6.7

	<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>

Note 10.2 This rule applies specifically to our Interest Groups.

	Any member of any of our member networks can raise concerns about their network through the regional steering groups.	
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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	<p>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> <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	The Board of Trustees was previously known as the RSC Council.
Member Communities Board	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> <p>Sd2 Td(v3 (t)-6.6 Regional</p>	<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> <p>(edua.3 (al)2.66)4.3.34(l)-6.66 t)-2prewntrst02of</p>
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	<p>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	Rules for the regulation of the Royal Society of Chemistry as allowed by our Charter.
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	Any member of a committee in addition to the Chair, Secretary and Treasurer are recorded as ordinary members.
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-</p>

	funds through the Trust Deed – the funds are considered a Trust Fund.
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>

It is not permitted for any committee to set their own