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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.
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.
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.
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.
5.5	A period of two years should elapse before members are eligible for re- election to the committee.
7	Finance and legal
7.1	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. 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). 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.

7.4 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](#).

Following the legal review process, all contracts must be signed by an appropriate RSC staff member with authority to bind the RSC.

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.
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.
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.
9	Public communication
9.1	Unless the subject relates solely to the day

