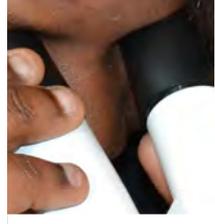
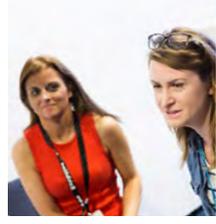


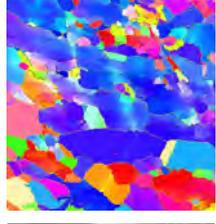
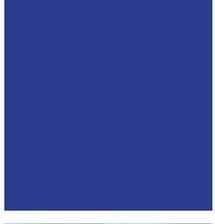
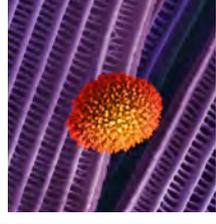
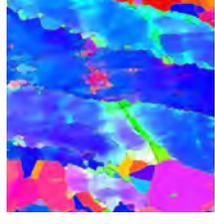
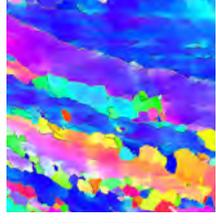


RMS

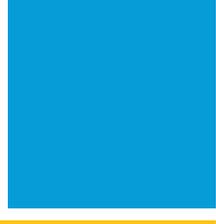
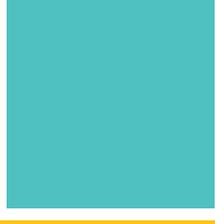
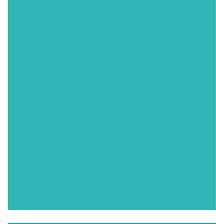
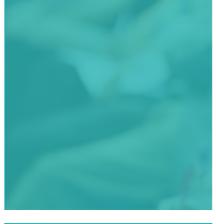


The Royal Microscopical Society

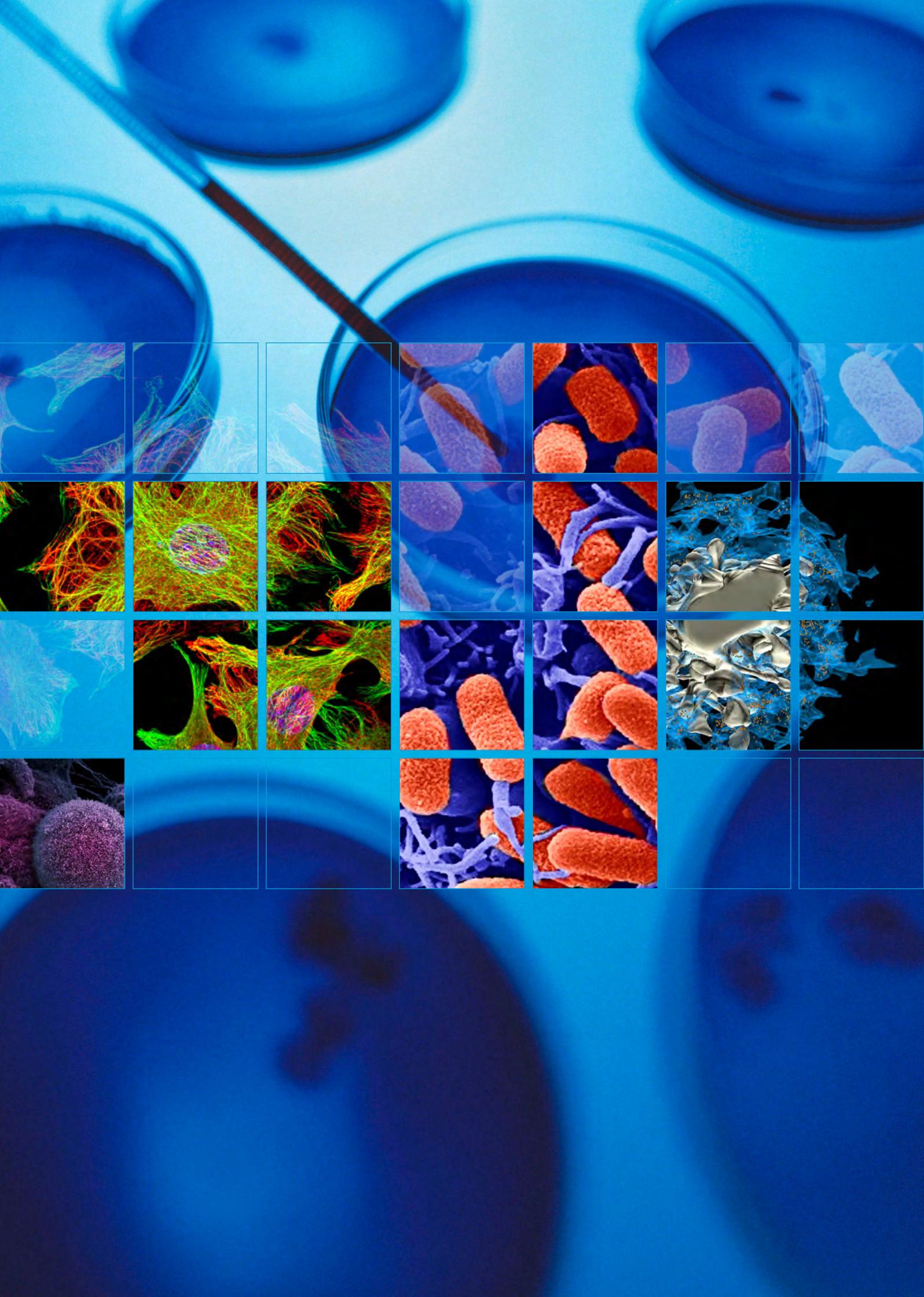
An Introduction



Journal of
Microscopy



This booklet is designed as an introduction to The Royal Microscopical Society. It should contain everything that you need in order to gain an understanding of the Society's past, present and its future.



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The Society today

The Royal Microscopical Society is a vibrant and growing society at the forefront of microscopy and imaging. It has over 1400 members worldwide who are drawn from a wide range of disciplines. In addition, the Society has over 60 corporate members who range from major high-end manufacturers to providers of add-ons and consumables.

The Society's objectives, as laid down in its Supplemental Charter (2008), are:

- i) To promote the advancement of microscopical science through the discussion and publication of research into improvements in the construction and application of microscopes, and into those branches of science where microscopy is important.
- ii) To organise educational activities concerned with microscopy for the benefit of the general public and the scientific community.

Each year the Society runs a full programme of progressive scientific meetings, workshops, focus meetings, symposia and technology forums, many of which have an associated exhibition (for further details see Appendix I-II). The **Microscience Microscopy Congress (mmc)**, an internationally recognised congress covering all aspects of microscopy, is the Society's premier event. It is held biennially and includes one of the world's largest microscopy and imaging exhibitions. In 2012 the RMS hosted the European Microscopy Congress (emc2012), which was the largest ever event run by the Society. In addition, the RMS runs numerous highly respected courses, again covering all aspects of microscopy.

The RMS publishes the Journal of Microscopy which has a strong emphasis on publishing high impact original research covering all aspects of microscopy and analysis. The Society publishes text books on key topics in microscopy through

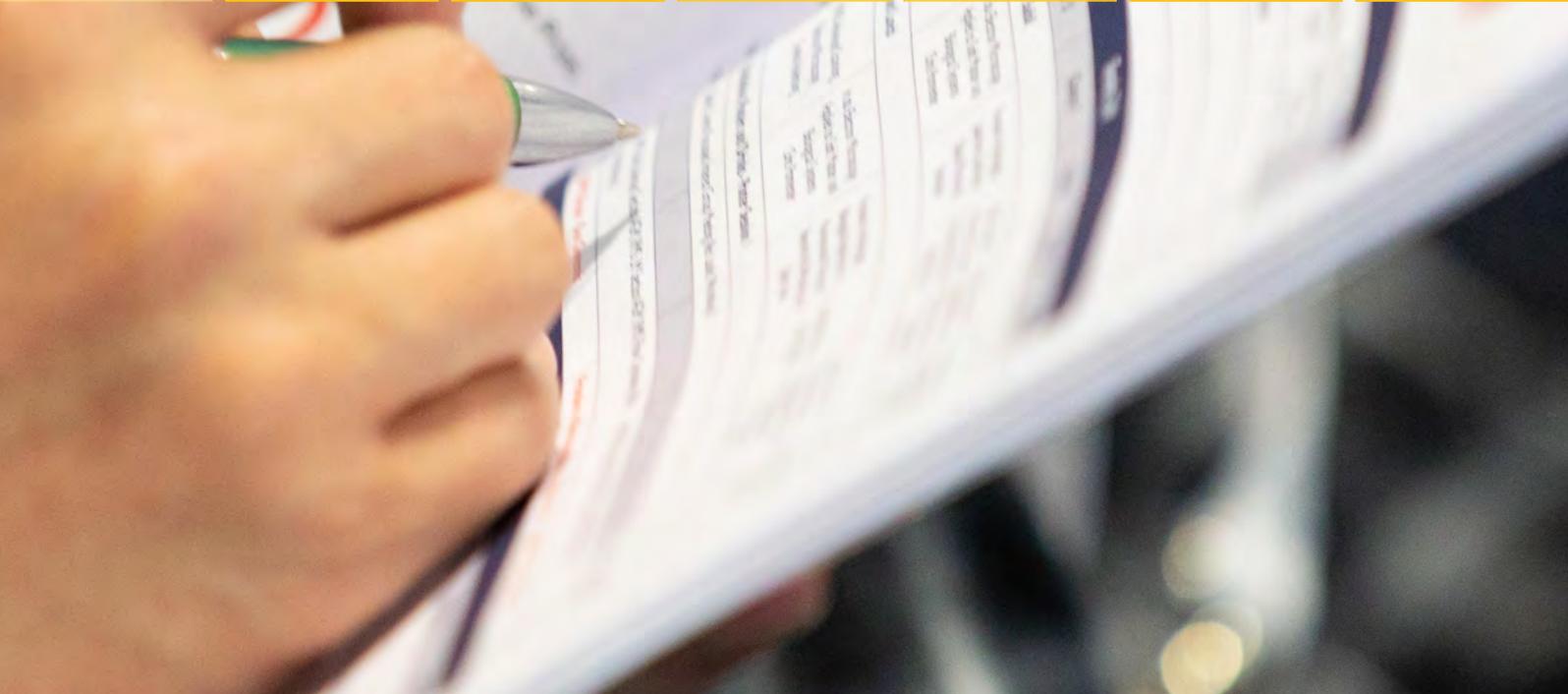
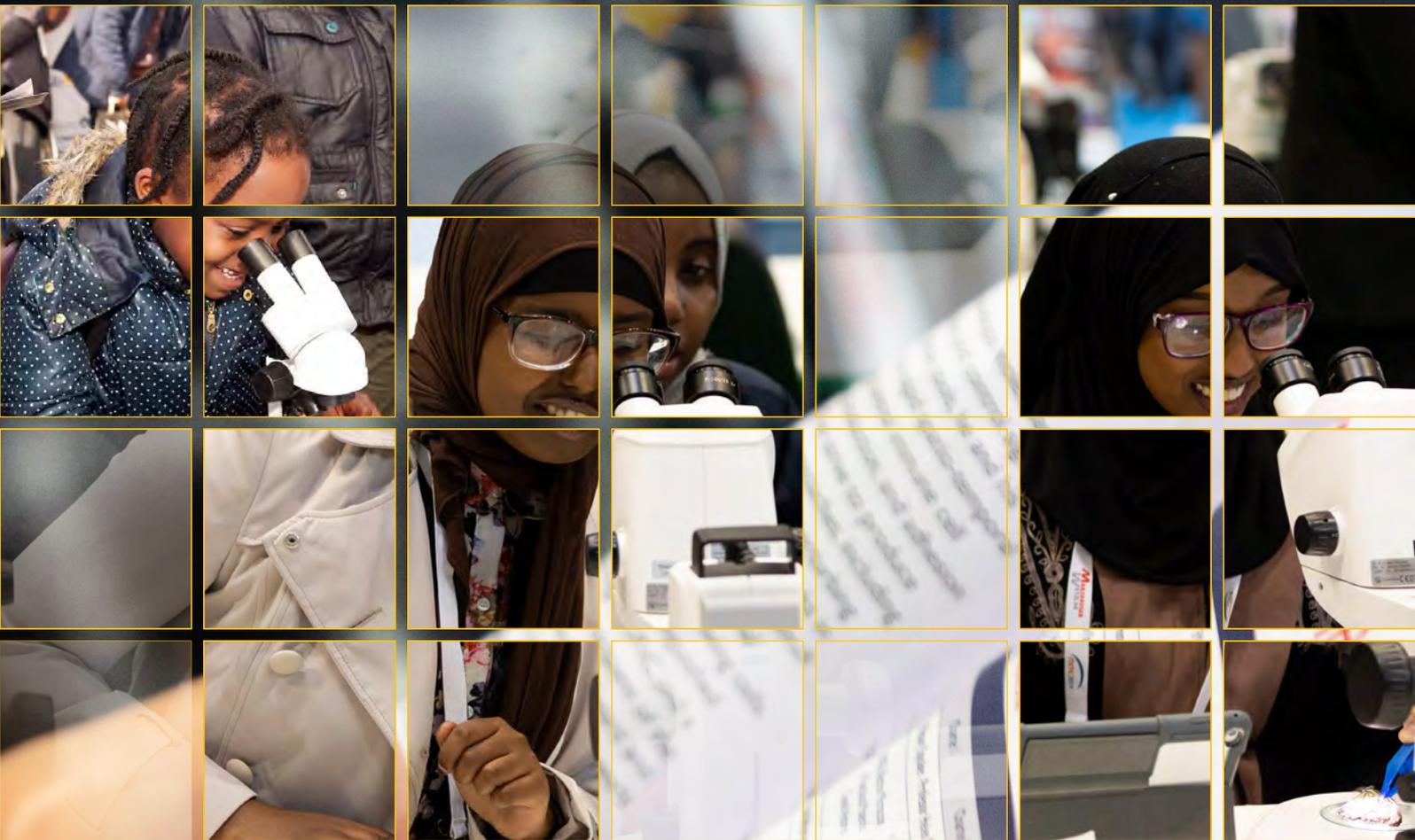
an agreement with the publisher Wiley. Wide interest articles and news are provided in the RMS quarterly membership magazine, infocus, which has been dubbed "the National Geographic of microscopy". The Society's website provides one of the best on-line resources for microscopy and e-newsletters keep members up-to-date on the latest events.

The Society places great emphasis on outreach at all levels, including schools, academia, industry and other societies, and is admirably served by our Education and Outreach section, comprising not only members of the Society, but also receiving input from outside, such as school teachers. The RMS branded Learning Zone, originally highly acclaimed at mmc, is now available at some other events. The Society's microscopes in schools initiative has helped provide robust optical microscopes to a substantial number of schools and it is hoped that an ever wider participation will occur in the future.

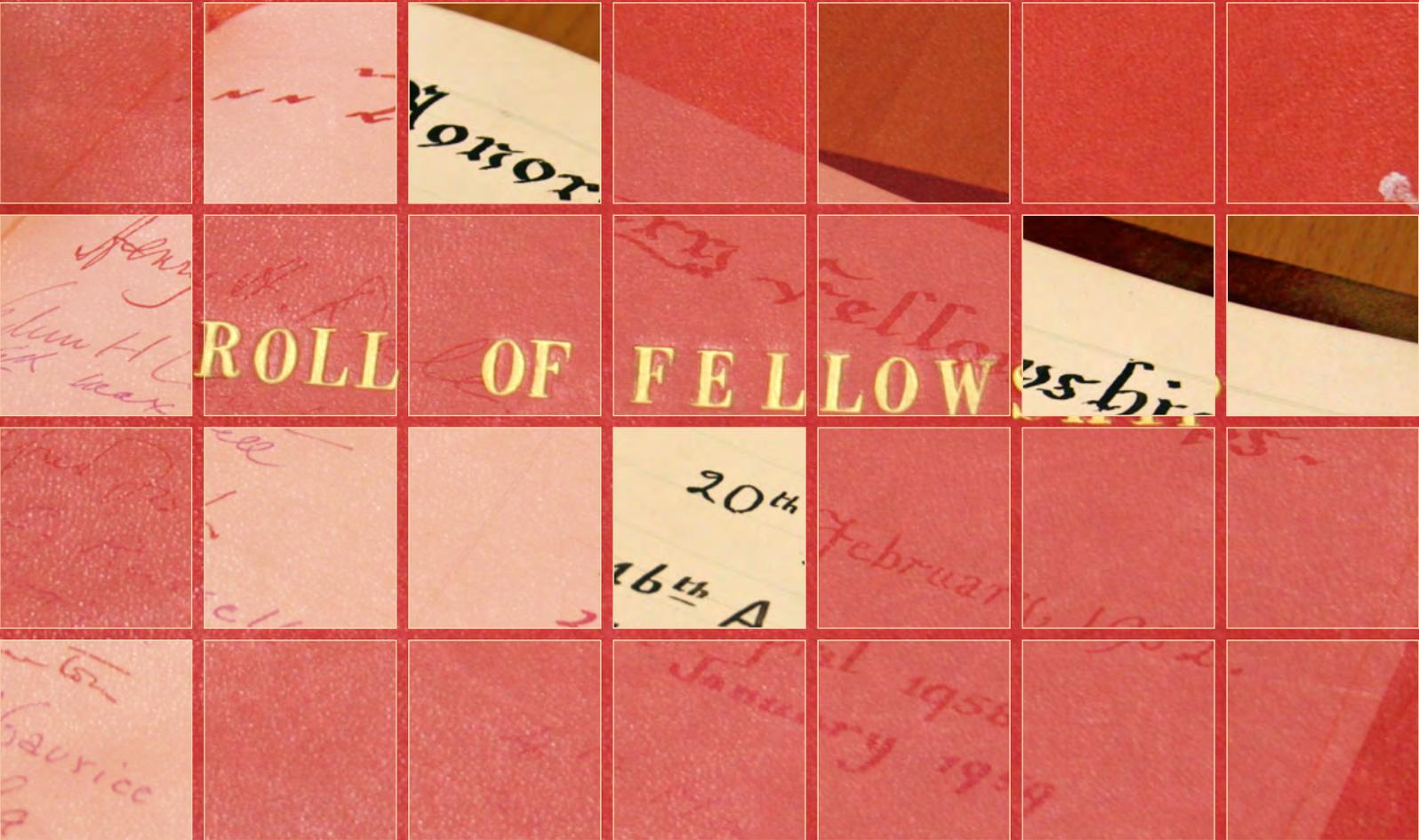
The RMS is one of the few societies that can report an increase in membership over recent years and it seeks to further increase its appeal and therefore membership. Fellows of the Society are designated FRMS, and the Society also offers a tailored diploma qualification. The RMS diploma is flexible and can be completed whilst working full time.

The RMS is a charity and is therefore bound by the Charities Act 2006. Through years of careful and prudent management, the Society has generated sufficient income to carry out its charitable objectives, and at the same time has generated a healthy financial reserve that is managed by professional investment managers. This has allowed the Society to undertake additional activities, including awarding bursaries for travel to domestic and international conferences.

The Society's Council of Trustees periodically ratifies a five year strategy for the Society.



ROYAL MICROSCOPICAL SOCIETY



A brief history

2.

The origin of the Society can be traced back to a meeting of seventeen gentlemen – including Edwin Quekett and Joseph Jackson Lister - at Wellclose Square, London on 3 September 1839.

They met “to take into consideration the propriety of forming a society for the promotion of microscopical investigation, and for the introduction and improvement of the microscope as a scientific instrument.” Following discussions, the group resolved to establish a Society and a provisional committee was appointed to see it through.

Their account of why a Society was necessary captures the tone of the era. It starts, “For some years past, several of the metropolitan microscopical observers have been in the habit of occasionally meeting in each other’s houses, for the purpose of comparing the powers and other merits of different microscopes.” It goes on to say how the increasing number of “lovers of the microscope” meant that a permanent address was needed where they could all meet for the purposes of “the advancement of the science of the microscope.” And so, The Microscopical Society of London was founded.

At its first meeting, Professor Richard Owen took the Chair and was elected its first President. Forty men signed-up as original members. They wrote their names in a large leather-bound book. This book is still in use today to record the Society’s Honorary Fellows (its highest honour) and provides a lasting link with the Society’s past. The names of the first forty Fellows - in the handwriting of the day – are still there.

Two years later, in 1841, the first appearance of the Journal can be recorded. Members began to publish their findings in The Microscopic Journal.

The Transactions of the Microscopical Society of London first appeared in 1844.

Membership of the Society grew and, in 1866, Dr James Glaisher announced to members that Council had decided to apply for a Royal Charter of Corporation, thus establishing the Society as a legal entity and protecting the members should it ever fall into debt. On the 1 November that year, the Society was informed that its application had been successful and that it should, from then on, style itself the Royal Microscopical Society.

Following this, the Society wanted more control over its publishing and the first volume of The Monthly Microscopical Journal appeared. This was replaced in 1877 by the Journal of the Royal Microscopical Society. This name endured until 1969 when it became the Journal of Microscopy. The Proceedings of the Society were started in 1966. Like the Journal, it continues to this day, under the title of *infocus* since 2006.

There are crucial turning points in the Society’s history. It was founded at the time that Lister’s research on lens systems turned a philosophical or recreational instrument into a truly scientific one. Forty years later, for the first time, the optics of the microscopical image were explained by Ernst Abbe. The Society’s membership surged and its Journal became well established. The Edwardian period and the inter-war years were a time of survival rather than achievement, but with the growth of the specialist Sections from 1964, the move to Oxford in 1967, the acquisition of freehold premises in 1974 and the granting of Supplemental Charters in 1977 and 2008, the Society managed to make the fundamental transformation from a Victorian London-based club to the internationally active Society with an income in excess of £1M that it is today.

The Society as a charity

3. The Society was awarded charitable status (registered no. 241990 in England and Wales) in 1965 and is bound by the Charities Act 2006. Charities exist for public benefit and enjoy some tax advantages, i.e. the Society does not pay Corporation Tax and is partially exempt from VAT. The Society has a number of income streams and all surpluses are used for the purposes of the charity. The Society's funds can be used ONLY in pursuance of its charitable objectives and ONLY the Society's Council of Trustees can make decisions regarding the use of its charitable funds.

Governing documents

4. The Society's Governing Documents are its Royal Charter and its By-laws. These are supported by a set of Rules. Copies of these documents are available on the Society's website and on request from the RMS Office.
- 4.1 Royal Charter**
- The Royal Charter that was granted in 1866 and the subsequent Supplemental Charters of 1977 and 2008 are the Society's document of incorporation: the document that gives the Society its legal status. In simplest terms, the Charter describes the Society's relationship with the outside world and gives the Society the necessary powers to pursue its objectives. Changes to the Charter require agreement from the Society's members at its Annual General Meeting and then Privy Council approval before receiving Royal assent. The 2008 Supplemental Charter is four pages in length and is written in contemporary – albeit legalistic – English. The Charter of 1866 is of similar length but is written in a very grand Victorian manner. The current Charter should be read by all members to understand the Society, and the original Charter should be read to gain a sense of history.
- 4.2 By-laws**
- The By-laws describe the Society's internal relationships, such as how it is administered, the manner in which money is managed, and the rights of its members. Changes to the By-laws require the same level of approval as the Charter. The By-laws were last updated in 2008 to allow the Society to operate more efficiently and, if it so wishes, to introduce a register of Chartered practitioners. The By-laws include 120 clauses which cover eight pages. Again, all Members should familiarise themselves with the By-laws.
- 4.3 Rules**
- The Rules of the Society contain all the information that needs to be recorded for the smooth and efficient operation of the Society, for example, the titles and remits of the Sections and the roles of particular members of Council.
- The Rules differ significantly from the Charter and By-laws in that they can be amended by Council resolution.



Governance of the Society

5.

Governance of the Society is the responsibility of its Board of Trustees, known as Council. All members of Council are Trustees of the Society. Council delegates some of its responsibilities to the Executive Committee. The Society's direction is set by Council which is guided on specific matters by a number of Sections. Council will also take advice from Advisory Committees which it can choose to establish.

5.1 Council

Members of Council, as Trustees of the Society, have the ultimate responsibility for running the Society. This means ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set-up.

Nominations for new members of Council and positions of office can be made by the existing Council or by the Society's members. The procedure for this is described within the By-laws and Rules. At the Society's Annual General Meeting, the Society's Fellows vote on these nominations. The period of office is three years and higher positions of office are for multiples of three years.

Council meets three times per year and comprises:

- President
- Vice Presidents ^a
- International Secretary
- Executive Honorary Secretary
- Honorary Secretaries ^b
- Honorary Treasurer
- Chairs of Sections ^c
- Elected Fellows ^d

^a maximum of two

^b currently three; Physical Science, Biological Science and Education

^c currently six

^d up to eight

The names of the current Members of Council are available on the Society's website. The individual responsibilities of Council Members are detailed in the By-laws and the Rules. All Council Members receive regular trustee training.

Council's responsibilities include but are not limited to the following:

- determines the levels of membership, the cost of membership, elects Fellows and decides on nominations for Honorary Fellows
- determines the Terms of Reference of Sections and Committees and can create, alter or dissolve a Section or Committee
- receives notification of future meetings and courses via reports from Sections and agenda items. Council Members steer the portfolio of meetings and courses and provide input to the running of events, particularly the major events such as **mmc**
- receives, considers and approves financial statements of the running of the Society. Similarly, Council receives, considers and approves the Annual and Trustees Reports (which include the Annual Accounts). Council considers and approves the budget for the year ahead and, therefore, oversees the financial running of the Society
- appoints the Auditors of the Society
- considers the Society's Risk Register
- considers the publications of the Society, including the Journal of Microscopy, infocus and the book series
- receives reports from advisory committees and oversees a good working relationship with the microscopy companies

Council delegates decisions relating to the day-to-day running of the Society to an Executive Committee. Council can also delegate other tasks to this Committee, such as drafting the Society's long-term strategy and annual reports.

5.2 Executive Committee

The Executive Committee has delegated powers to take decisions relating to the day-to-day running of the Society. This includes ensuring that decisions taken by Council are acted upon and drafting agenda for forthcoming meetings of Council.

The Executive Committee usually meets three times per year, approximately one month before the meeting of Council. The Executive Committee comprises the President, the Vice Presidents, the International Secretary, the two Honorary Secretaries for Science, the Executive Honorary Secretary, the Honorary Treasurer, and the

Honorary Secretary Education. The Journal of Microscopy General Editor and the Cyber Security Trustee can also be invited to attend.

The Executive Committee also meets as the Executive Finance Committee. As the name suggests, these meetings consider in detail the Society's finances. In addition, the following people are expected to attend these meetings; the Society's Auditors and the Society's Investment Manager. Details of the organisations that provide financial services to the Society are included within the Annual Report.

5.3 Sections

The Society currently has six Sections – Light Microscopy, Electron Microscopy, Life Sciences, Engineering & Physical Sciences, AFM and Scanning Probe Microscopies, and Flow Cytometry – as well as the Education and Outreach Committee and Early Career Committee.

In theory, all Members of the Society are members of every Section but, needless to say, Members put effort in to where their own interests and skills lie.

Each Section has a Committee. The Science Sections have up to ten elected members (including the Chair and Deputy Chair) who are elected at the Section's Annual General Meeting. These Committee Members are augmented by up to four co-opted members who may be former Committee Members or people who have been invited with a view to them becoming elected in the future. See Appendix III for further details.

The Science Sections help to chart the direction that the Society takes with regards meetings, courses and book titles. The Sections are heavily involved in the planning of mmc, helping to identify the emerging subjects that should be covered by the conference.

The Chairs of the Science Sections are members of Council and, hence, are Trustees of the Society.

The Education and Outreach Committee is convened by the Honorary Secretary Education and considers all matters relating to the Society's education and outreach activities.

The Early Career Committee is for students, postdocs and early career professionals. It aims to focus on career development of RMS members through pre-congress workshops, industrial tours, networking events and more.

Sections meet three times per year. The Chairs of all Sections meet immediately before each meeting of Council for a Section Chairs Meeting. This is attended by members of the Executive Committee with the purpose being to encourage close and complementary working between the Sections.

These meetings are chaired alternately by the two Honorary Secretaries Science.

5.4 Advisory Committees

Council can choose to establish Advisory Committees to aid it with its decision making. There is currently one Advisory Committee – the Corporate Advisory Board. This comprises invited members of microscopy and imaging companies whose organisations are expected to be Corporate Members of the Society. The Board meets three times per year and provides valuable insight into the workings of and challenges faced by companies. The Board elects its own Chair who is invited to attend meetings of Council. The Chair of the Corporate Advisory Board is not a Member of Council and, hence, is not a Trustee of the Society.

5.5 Focussed Interest Groups (FIGs)

Focussed Interest Groups are associated with and supported by the RMS, but don't follow the stricter rules and regulations of the Section Committees.

They can be set up for a short period of time for specific activities, or as the first step to becoming a formal section of the Society.

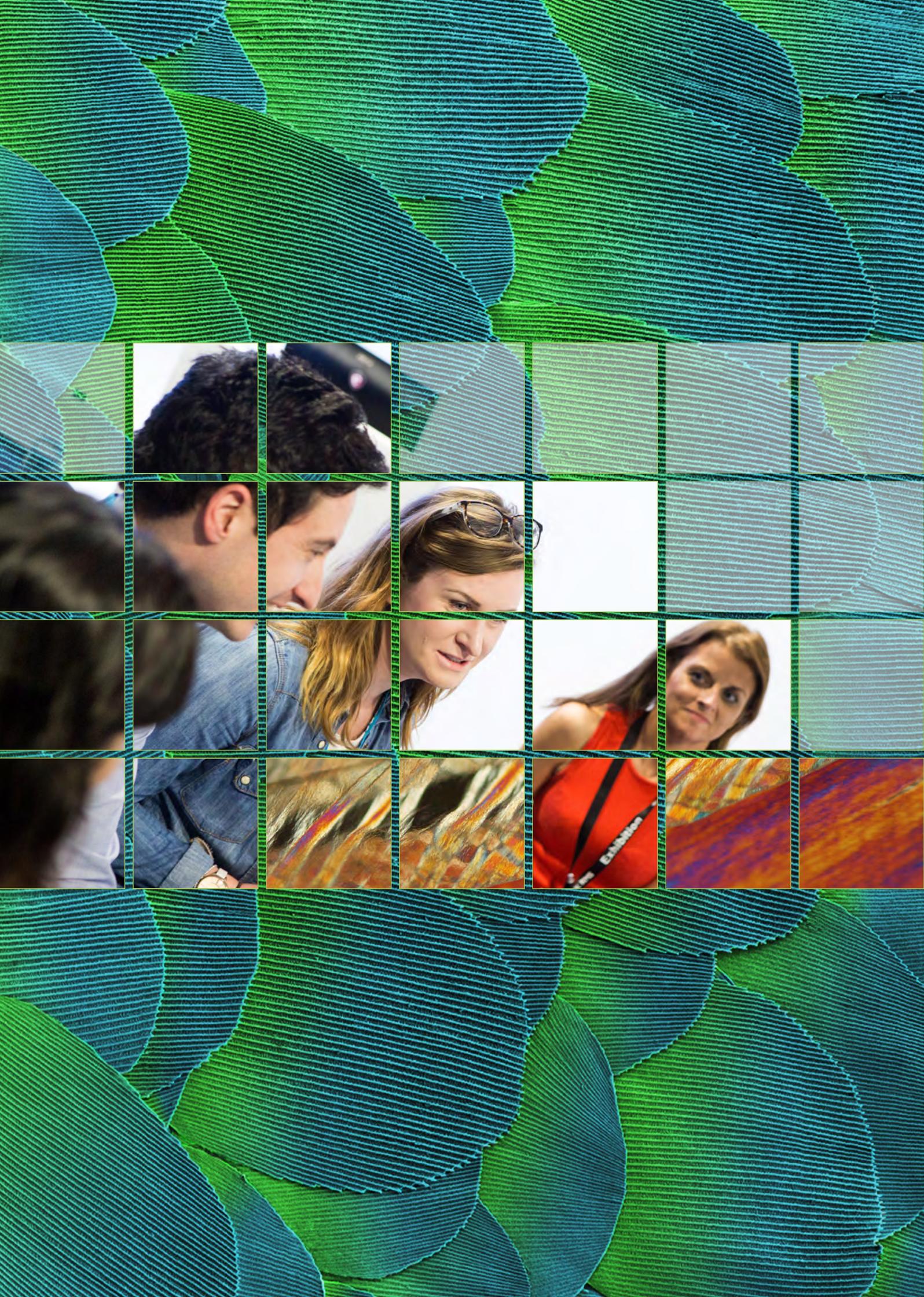
The Focussed Interest Groups are currently:

- Image Analysis
- Quality Control
- Training - This was set up to review RMS courses and training.
- BiolmagingUK
- Mass Spectrometry Imaging
- X-Ray Microscopy

infocus

THE PROCEEDINGS OF THE ROYAL MICROSCOPICAL SOCIETY
MAGAZINE





Staff and offices of the Society

6. In 1967, the Society moved from its office in Tavistock Square, London, to Cornmarket Street in Oxford. Following a fund-raising appeal, it purchased the freehold to its current offices - close to The Plain in St Clements Street - in 1974. The ground floor is on a long-term lease to an experienced restaurateur who operates "Cuttlefish", one of Oxford's well-known fish restaurants.

The Offices are on the first and second floor. Part of the second floor contains a library (with a complete collection of the Journal dating back to 1841) and a meeting room.

A dedicated team of employees administer all of the Society's activities. The responsibilities and contact details of each staff member can be found on the Society's website.

Annual report and accounts

7. The Society's financial year runs from January to December. In January/February of each year, the Society's auditors consider all aspects of the Society's financial activities and Governance for the preceding year. This is one of the requirements of the Charity Commission.

Another requirement is that the Society produces an Annual Report. The drafting of this is undertaken by the Executive Committee and staff of the Society and it covers all areas of Society activity. Once the draft is completed, it is provided to Council at the December meeting for approval. It is then checked by the Auditors to ensure that the Society's own account of its activities is consistent with its accounts. When the Auditors are satisfied, the Annual Report and Accounts are presented at the spring meeting of Council where they are ratified and approved.

The Annual Report and Accounts are then submitted to the Charity Commission along with other information such as changes of Trustees

during the year. The Annual Report and Accounts can be viewed on both the Charity Commission's and the Society's websites, and are available on request from the Office.

At the Society's Annual General Meeting in the summer, the report and accounts are presented by Council for acceptance by the Fellows of the Society. It is at this point that all the Society's members have the opportunity to question Members of Council on the past and future activities of the Society.

The Charity Commission website provides excellent information and graphical presentations of the Society's finances over the last five years and shows that 95% of expenditure is on charitable activities – the remainder being on Governance and investment management fees.

The Society had achieved ISO 27001, the data security standard. This is regularly reviewed.

For trustees

8.

This Section is designed for those that are already Trustees of the Society or, just as importantly, have been invited to become a Trustee of the Society. Whichever it is, it is important that you are familiar and comfortable with the role, responsibilities and liabilities of being a Trustee of the Royal Microscopical Society. The Charity Commission's website is an excellent source for those wishing to know more about being a Trustee.

8.1 The role of a Trustee

The Trustees of the Society ensure that it is run in pursuit of its objectives whilst abiding by the law. Trustees should strive to ensure that the Society exists in perpetuity and take a view that extends way beyond their own term of office.

As a general rule, decisions concerning the Society are taken by the Trustees acting together. They must accept ultimate responsibility for directing the affairs of the Society, and ensure that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

The work of a Trustee should be rewarding and enjoyable, and an opportunity to serve the microscopy community while learning new skills and making new acquaintances.

8.2 The responsibilities of a Trustee

Existing Trustees should ensure that new Trustees have a clear understanding of the work of the charity and what will be expected of them, and that they are familiar with the Governing Documents and recent Annual Reports. And, as a starting point, they should see the document, RMS Trustee Induction.

New Trustees will be provided with a copy of RMS Trustee Induction and should be introduced to existing Trustees and have an opportunity to ask questions at the start of their first meeting. In addition, Trustees should have formal induction training during their first 18 months of office.

Note: The following text is taken from the Charity Commission's website and it summarises the main

duties and responsibilities of charity Trustees. It is not a legal document, but sets out the legal principles in everyday language. The headings used are consistent with those used by the Charity Commission and further information and greater detail can be found on its website.

Compliance – Trustees must:

- ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there
- comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
- act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets

Duty of prudence – Trustees must:

- ensure that the charity is and will remain solvent
- use charitable funds and assets reasonably, and only in furtherance of the charity's objects
- avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk
- take special care when investing the funds of the charity, or borrowing funds for the charity to use

Duty of care – Trustees must:

- use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties

If things go wrong

The Charity Commission offers information and advice to charities on both legal requirements and best practice to help them operate as effectively as possible and to prevent problems arising.

8.3 Trustees and liability

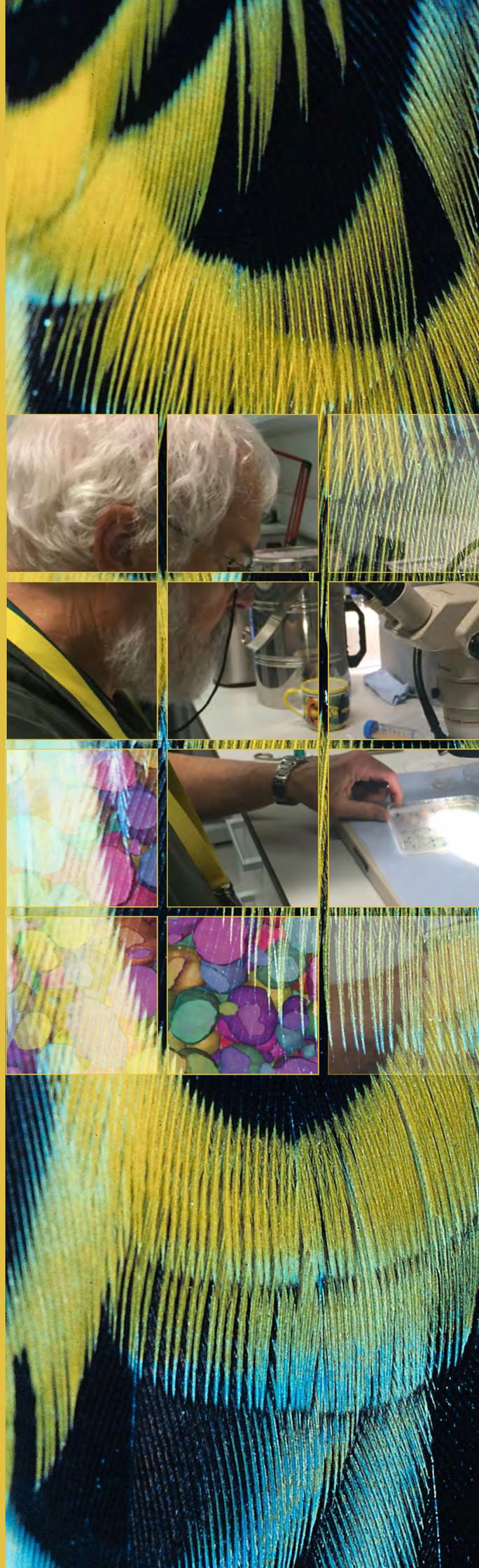
Overview

Some charity Trustees, and those thinking about becoming Trustees, are concerned that they might be “personally liable” if things go wrong with the charity, i.e. if they make a mistake in the running of the charity or if it gets into debt, they might have to make good any loss or shortfall out of their own private resources. The law protects Trustees who have acted reasonably from the consequences of honest mistakes, and Trustees can take their own measures to reduce the risk still further by seeking advice from Auditors and legal professionals prior to major decisions. The Society is well-served in this area and also receives expert guidance from the Foundation for Science and Technology.

Liability Insurance is available for Trustees but the Charity Commission does not see such expenditure as justifiable under normal circumstances, and a charity wishing to take-out such insurance must seek permission and give reasons why. The Charity Commission’s view is that if a charity is run correctly, there will never be a case when such insurance is needed.

Each year, the Society’s auditors look at all aspects of Governance including levels of insurance (public, employer, building etc.). They review minutes of meetings of Council and the Executive Committee to ensure that levels of compliance are met. When this procedure is complete, the auditors write a formal letter to the Trustees indicating whether there are areas that need to be addressed. In recent years there have been no areas of Governance that needed improvement in order to comply.

Finally, the Society has significant financial reserves that underwrite the risk attached to activities such as holding large-scale meetings.





Contractual Liability

The Society enters into contracts in order to carry out its work, most commonly with suppliers of goods or services. This can range from small print-runs of stationery to booking international venues for an event such as mmc. As the Society is incorporated (by Royal Charter), these contracts are between the Society, as a legal entity in its own right, and the supplier. Since it is the Society - and not its Trustees personally - who are party to the contract, the Trustees have no personal liability under the contract.

Liability for breach of trust

All Trustees must administer the Society in accordance with the terms of its Governing Documents and with the requirements of charity law. The Society's Governing Documents set out the Society's objectives and powers that the Trustees can exercise in pursuing those objectives. A breach of trust occurs when Trustees act in a way that is contrary to the terms of the Governing Documents, or when they fail to perform their duties as Trustees. Using the Society's resources for some purpose not within the charity's objectives (what it has been set up to do) is a breach of trust as is, for instance, investing the Society's money in a type of investment not permitted under the investment rules.

When Trustees commit a breach of trust which results in some financial loss to the charity, they become liable to make good that loss. Trustees who are familiar with the contents of the Society's Governing Documents, and who have acquired a reasonable knowledge of the law as it applies to

the Society, are very unlikely to commit a breach of trust. Trustees can reduce the likelihood even further by taking and following professional advice or consulting the Charity Commission on any point on which they are unsure. As a last resort, the Court is able to excuse a Trustee from liability if it is satisfied that he or she acted honestly and reasonably and ought fairly to be excused.

The Society is no different from any other organisation in the duty of care owed to its employees and to members of the public visiting the Society's premises. As an employer of staff, the Society is required by law to have employer's liability insurance. Trustees have a duty to safeguard the property of the Society, and it is important that they insure it adequately. If they do not do so, and the property is lost or devalued, the Trustees may be personally liable for the loss.

8.4 A year in the life of a Trustee

A Trustee can be elected at the Society's Annual General Meeting (usually in July) or at another time during the year if they are the Chair of one of the Society's Science Sections.

There are three meetings of Council per year, usually in April, July or October, and December. The agenda for these meetings are always full and interesting, and papers are circulated at least a week in advance. All meetings include reports from the Executive Committee, the Sections, the Honorary Secretaries, and the Advisory Committees, plus other items related to specific areas of the long-term strategy. In addition, particular meetings include the following items:

April (usually in London) – approve Annual Report and Accounts and set Membership rates and Journal of Microscopy pricing

July or October (usually in London) – welcome new Trustees and agree the Rules

December (usually in Oxford) – Trustee induction, approve budget for coming year

The December meeting is followed by an evening meal for all Trustees with overnight accommodation available. The Society's Annual General Meeting is usually in July. Council Members are expected, wherever possible, to attend the Annual General Meeting.

At the outset of each meeting, Trustees are asked to declare whether they have a vested interest in any of the agenda items. Whilst this is rare, it can occur. For example, when Trustees were considering whether or not to accredit a Masters course (so that students qualified for free membership of the Society), one Trustee was employed by the University that offered the course and was obliged to make this clear.

Trustees cannot receive payment or other benefits in their position as a Trustee, but out-of-pocket expenses are reimbursed.

As previously stated being a Trustee of the Society can be a very rewarding experience and provides an opportunity to contribute to a long-standing and well-respected organisation.

For section committee members

9. Members of the Society who have a special interest in a particular area may choose to become active in one of the Sections. These Sections are –

- Light Microscopy
- Electron Microscopy
- Life Sciences
- Engineering & Physical Sciences
- AFM and Scanning Probe Microscopies
- Scanning Probe Microscopy
- Flow Cytometry
- Education & Outreach

Each Section meets three times a year. Further useful information can be found in Section 9.3 and further details are available on the Society's website.

The vast majority of Section Members enjoy their time on the Committee and often continue as a co-opted member after their elected term of office is complete. Some enjoy their involvement in the workings of the Society so much that they go on to become Members of Council.

9.1 Responsibilities and expectations

Each Section is responsible for maintaining a watching brief on its specific subject area and is expected to seek new opportunities in that area. Section Committees ensure that the meetings and courses offered by the Society remain fresh and are meeting the needs of the community.

The views and findings of each Section Committee are shared with the Chairs of the other Section Committees (at the Section Chairs Meetings) and are fed-back to Council by the Section Chairs. This flow of information is invaluable to Council and

it is essential if the Society is to serve the broad range of subjects covered by microscopy.

A Section Committee can vote to support a non-Society event. In some cases, this will involve financial support. There are sponsorship limits for individual awards and for the total of awards in any financial year, these are set by the Honorary Treasurer. Requests for support outside of these limits should be submitted to the Executive Committee. Such requests will be considered, and recommendations will be made to Council. Council's decision is final. In addition, when planning Society events, Committee members must seek to identify other organisations that might provide financial support. This would include other societies and bodies. It should not include exhibiting companies who will be approached automatically by the Society for sponsorship.

Once a Member has agreed to join a Section Committee they are expected to attend as many of the Section Committee meetings as possible. So, before agreeing, they should consider whether they will have the time to do so. Section 9.3 gives an idea of the commitment involved.

9.2 Liability

The Sections act in the best interests of the Society, but do not act on behalf of the Society. Therefore, they cannot enter into discussions or contracts that commit the Society in any way. Each Section Committee considers matters relevant to the specific subject area and the findings are fed to Council for it to consider and take action. Providing that a Section Committee Member adheres to the above, there are no liabilities attached to being a member of a Section Committee.

9.3 A year in the life of a Section Member

Members of a Section Committee are elected at the Section's Annual General Meeting. Usually, Section Committee AGMs can take place during a Scientific meeting, such as mmc, Frontiers in Biolmaging, the SPM meeting or FlowcytometryUK.

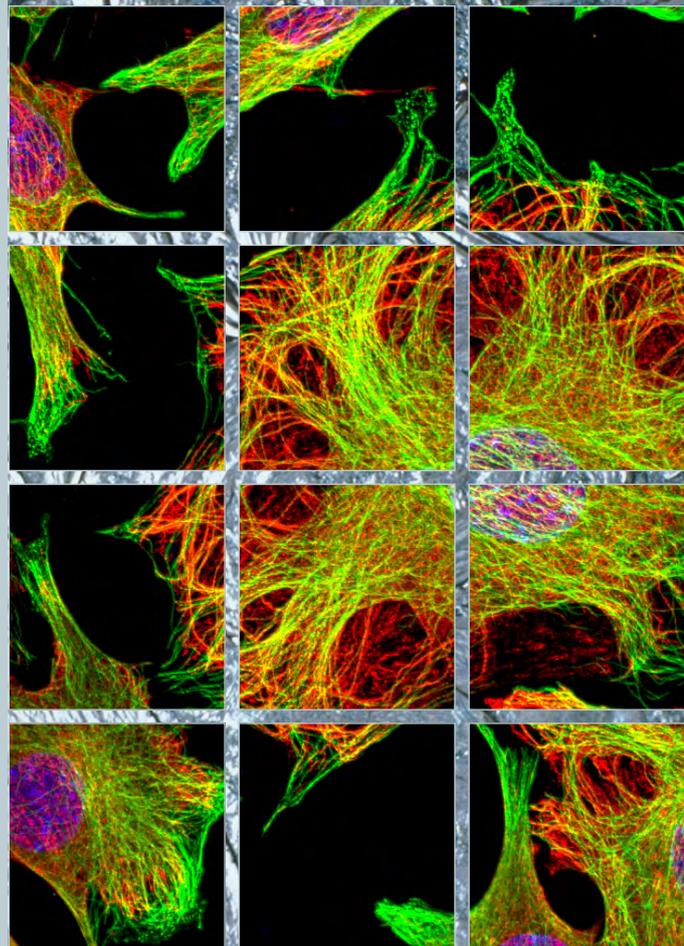
In addition to the AGM there are a total of three meetings during the year (including the one that is usually held close to the AGM). These meetings are usually in January, April/May and September/October. The date of the next meeting is set to maximise possible attendance. The agenda for these meetings are always full and interesting, and papers are usually circulated a week in advance.

One of the main duties of the Section Committee is to consider the programme of Society events and to ensure that it serves the specific subject interest of the Section. The Committee also considers subjects for new meetings, inputs into infocus magazine and new titles for books in the Society's microscopy book series.

Section Committee Members cannot receive payment or other benefits for this position, but out-of-pocket expenses are reimbursed.

9.4 Becoming a Section Chair

If you are considering becoming Chair of a Section Committee it is very important that you are aware that, if you are elected, you become a Trustee of the Society. This brings with it a number of added responsibilities and time commitments. These are described in Section 8.



For scientific organisers

10. Whilst the organisation and logistics behind all Society events are handled by the Society's staff, every meeting and course requires one or more Scientific Organisers. These people are usually, but not always, a member of the Society and have a passion for the subject of the meeting or course. Quite often they are the person that suggested the idea for the event, usually at a Section Committee meeting.

10.1 Responsibilities and expectations

Scientific Organisers provide the scientific direction of an event. For meetings, they will identify invited speakers and review submitted abstracts if there is a call. They will also act as host of the meeting, often giving the welcoming introduction and closing speeches.

When a meeting has been approved by the Science Section and Honorary Secretaries Science, a member of the Society's staff will become responsible for the delivery of the event. This person will be the point of contact for the Scientific Organiser.

If the Scientific Organiser wishes to suggest the venue and social activities for the event, this can be done in discussion with the staff member.

A Scientific Organiser should endeavour to engage all the groups that have an interest in the event's subject matter and try to ensure the largest

audience possible. The Scientific Organiser will also provide outline programmes in agreement with the member of staff.

Just like a member of a Section Committee, the Scientific Organiser is acting in the best interests of the Society and not on behalf of the Society, and they cannot enter into any agreements, written or verbal, with any third parties. This includes invited speakers and exhibitors.

10.2 Liability

Scientific Organisers cannot enter into discussions or contracts that commit the Society in any way. So long as the Scientific Organiser concentrates on delivering the best scientific content for the event, there are no liabilities attached to being a Scientific Organiser.

Needless to say, as there are no liabilities attached to being a Scientific Organiser, it means that the Scientific Organiser has no involvement in the finances of the meeting.

10.3 Further details

Further details for Scientific Organisers can be found in Appendix I – Types of Event, Appendix II – Guidelines for Scientific Organisers and in Appendix V – Honoraria and Expenses.

All other questions relating to meetings can be answered by staff in the Office.

For members

Membership of the Society demonstrates an active interest and involvement in microscopy and imaging. As a member you become part of an international, multidisciplinary group and you have the opportunity to become actively involved in shaping the future of the Society. The benefits of individual membership include

- regular news and updates on the activities and work of members, the latest equipment and developments, plus topical articles and letters in the quarterly infocus magazine
- access to a generous bursary fund to support your attendance at domestic and international conferences for early career researchers after 12 months of continuous membership
- discounted registration fees for meetings, courses and conferences, and great opportunities to network at these events
- discounted subscription for the Journal of Microscopy
- discounts on purchases made online at Wiley.com, publishers of academic and educational books and journals
- active links with other microscopy societies
- ability to register for, and complete, the RMS Diploma Programme
- optional membership of the European Microscopy Society

In addition, Fellows of the Society have the right to vote at the Society's Annual General Meeting and are able to serve on the Society's Committees and be elected to Council. After three years of continuous membership and at least one of the following qualifying activities, Ordinary Members are upgraded to Fellow status:

- putting the RMS link on personal webpage
- submitting an article for inclusion in infocus magazine
- completing a book review for publication in infocus magazine
- supplying a member profile for website/infocus magazine
- recruiting four new members to the Society
- presenting a poster or give a talk at an RMS Event

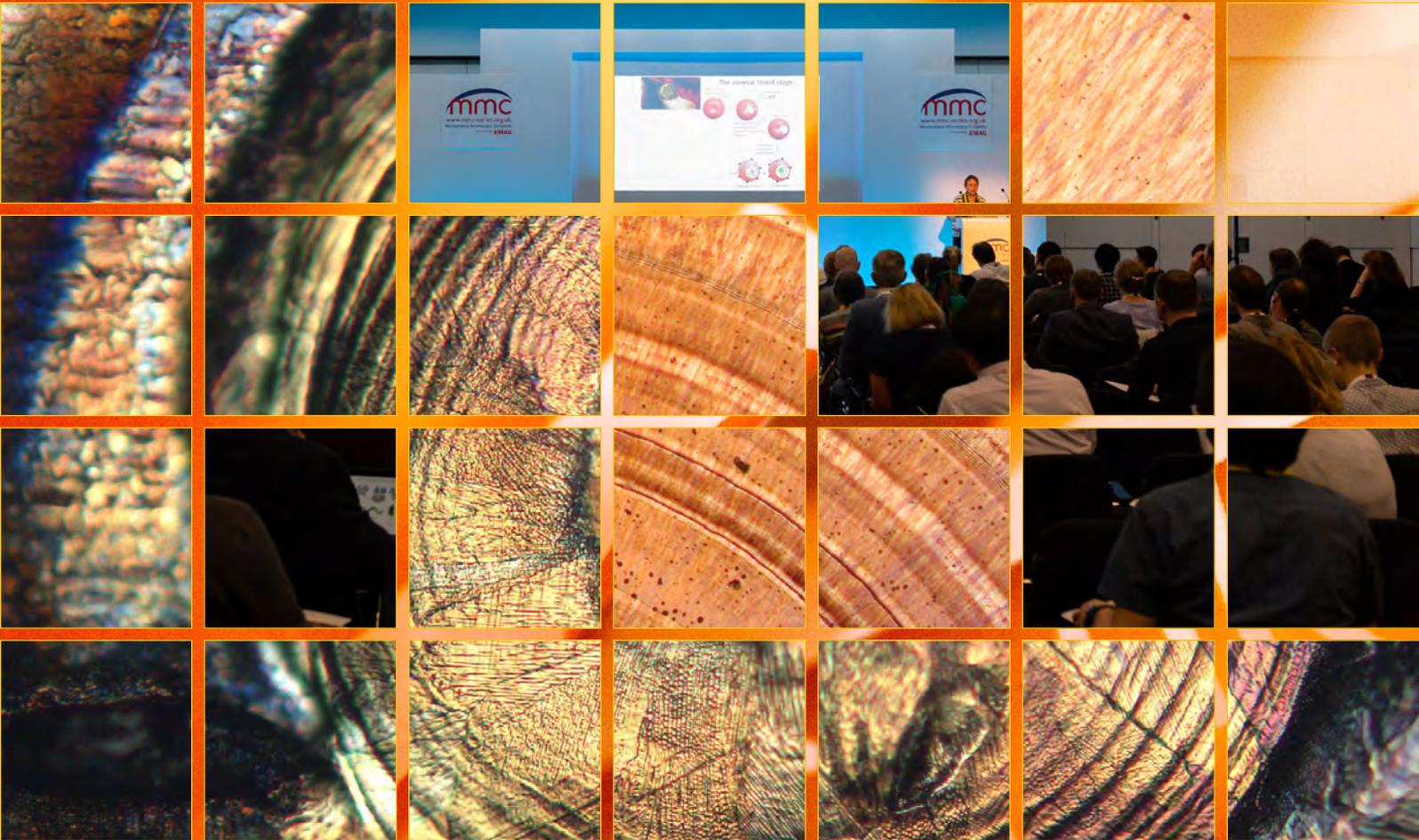
- winning one of the categories at the biennial RMS Scientific Imaging Competition
- being an Invited Speaker at an RMS event
- being involved in the scientific organisation of an RMS event
- attending an RMS event including mmc

Fellows of the Society benefit from a lower subscription rate and qualify to use the post-nominals FRMS, as well as vote on matters of governance.

Companies can become Corporate Members of the Society. Not only does this demonstrate a commitment to the objectives of the Society, but it comes with the following benefits –

- exclusive two week priority booking on exhibition space at our flagship event - mmc, the largest exhibition in the world dedicated to microscopy and imaging
- the opportunity to run free workshops during **mmc**
- exclusive two week priority booking and 10% discount on exhibition space at all other RMS conferences and meetings throughout the year
- free registration for up to two employees per year at RMS one day meetings
- discounted registration for up to four employees per year on all RMS courses (accommodation not included)
- subscription to our quarterly infocus magazine, plus up to four copies for distribution
- free inclusion of (edited) company press releases in infocus magazine and on our website
- preferential advertising rates (15% discount) plus one free full page colour advert per year in infocus magazine
- the opportunity to have a profile on the RMS website as well as in infocus magazine
- discounted subscription to the Journal of Microscopy
- unlimited recipients (within your Company email address) for our monthly email newsletter

See the Society's website for further details and membership rates for individual and corporate membership.



MS.OTS



www.jstor.org

Further reading and links

12.

The following may provide useful information in addition to this booklet:

The Society's website – www.rms.org.uk

infocus, the Society's membership magazine - www.infocus.org.uk

Social networking – the Society's Facebook page, twitter and instagram feed.

 [royalmicrosoc](#) | [jofmicroscopy](#)

 [royalmicrosoc](#)

 [RoyalMicroscopicalSociety](#) | [JournalofMicroscopy](#)

Charity Commission Website – www.charity-commission.gov.uk

God Bless the Microscope – book by Gerard L'E Turner, history of the Society to 1989

Moving Forward – book by John L Hutchison, produced for the 175th anniversary celebrations, this account provides a brief outline of the developments within the RMS from 1989 – 2014.

Appendices

I – TYPES OF EVENT

The Society's events are a mixture of meetings and courses. There are four types of event.

Meetings

Focus Meeting

A Focus Meeting is a one day event, comprising of invited talks and possibly a small exhibition. It does not involve teaching; it is a means of exchanging ideas and information. Abstracts of talks are provided for information.

Society event that fits: One Day flowcytometryUK Meeting

Symposium/Conference

A Symposium lasts for two or more days, and includes invited and submitted talks. It can include a poster session, workshops and an exhibition. Abstracts of talks are provided.

Society events that fit: Microscopy of Semiconducting Materials, flowcytometryUK, Scanning Probe Microscopy Meeting, Electron Backscatter Diffraction Meeting, mmc

Courses

A Course is an event of two days or more that teaches theory and practical applications of an area of interest. It involves lectures, Q&A and practical sessions. Course-notes are provided on lectures and theory taught to assist teaching and for subsequent referral.

Society events that fit: Light Microscopy Summer School, Getting the most from your Confocal Course, Electron Microscopy Summer School and Flow Cytometry Course.

II – GUIDELINES FOR SCIENTIFIC ORGANISERS

For events to run smoothly, it is important that the Scientific Organiser is aware of their responsibilities and expectations.

The Society

The Society provides the following support for the organiser of a course/meeting/conference:

- Website page and online registration
- Handle payments and receive money for the event accounts & budget
- Main point of contact for delegates, answering questions & providing information

- Liaise with venues, make bookings and handle invoices and deposits
- Arrange catering and accommodation as required
- Provide staff for registration and the duration of the event if necessary
- Provide event materials
 1. Printed programme/course notes
 2. Delegate badges
 3. Information emails
 4. Other materials including RMS information and handbooks if appropriate
 5. Writing materials
- Point of contact for invited speakers, arranging honoraria and expenses*
- Publicity and advertising via the web, list servers, infocus & e focus newsletter

*All expenses that are to be offered to Invited/Plenary speakers must be cleared with the Society point of contact first. Agreements made without authorisation cannot be guaranteed.

The Scientific Organiser

The Scientific Organiser will need to provide the following information:

- Subject and title of event (must be related to microscopy) and event synopsis, including level it is aimed at and what the attendee will get out of the event.
- Programme for the event
- Date and duration
- Preferred venue
- Anticipated number of delegates
 1. Where expected to come from
 2. Primarily students/commercial/academic/other
- Number of invited speakers
 1. Provide us with a list of names and contact details
 2. An expectation of expense required
- Will there be contributed papers
- Course dinner?
- Will there be an exhibition/sponsorship opportunities
- Maintain regular contact with RMS organiser
- Suggestions of other organisations who could be approached for sponsorship

The next step

A timeline needs to be agreed with your RMS organiser for the following:

- Date for provisional and final programme to be sent to Society

- Deadline for submitted papers and decision date (if applicable)
- Dates to contact speakers and receive abstracts/notes
- Registration closing date
- Dates for advertising information to be released
- Dates for contacting exhibitors

III - CONSTITUTION OF THE SECTION COMMITTEES OF THE ROYAL MICROSCOPICAL SOCIETY

Objectives of the Society's Committees:

Science Committees

- Provide guidance to ensure that the Society delivers a balanced annual programme of events
- Provide expert-input to planning of the Society's scientific meetings
- Consider the training needs of the microscopy community and ensure that the Society's courses meet these needs
- Inform members of the Society – via Society publications - of developments in the Section's subject area
- Provide support and input to the activities of Education and Outreach Committee
- Utilise the RMS Website and maintain a strong Social Media presence to help promote Events, Society News and Outreach Activities.

Education & Outreach Committee

- Develop and maintain the Society's professional qualifications
- Encourage and promote the use of microscopes in Primary and Secondary Schools, and to develop schemes that support this
- Promote and develop the Society's prizes, awards and competitions
- Promote microscopy to a broad audience that includes amateur microscopists and the general public

Membership

All members of the Royal Microscopical Society have a role to play within the Society's Sections. Hence, all are entitled to be members of Sections.

Committees

- a. A committee shall be elected annually at the Section Annual General Meeting from members of the Royal Microscopical Society. It acts on behalf of the Society in pursuing the objects of the Section.

- b. The Section Committee shall consist of ten members: the Chair, the Deputy Chair and the Honorary Secretary and eight ordinary members. It shall have the power to co-opt up to two additional members to serve for up to two years. It shall also have the power to co-opt up to two additional members who represent external organisations that have objects that are complementary to those of the Section. The immediate Past Chair shall be an ex-officio member of the Committee and will have the title Vice Chair for one year.
- c. The Chair shall be elected annually at the Section Annual General Meeting and shall be eligible for re-election, but must retire after serving for three consecutive years and shall then serve on the Committee, ex-officio for one year after relinquishing office as Chair. The Chair shall be a member of the Council of the Royal Microscopical Society (By-law 41).
- d. The Deputy Chair shall be elected annually at the Section Annual General Meeting and shall be eligible for re-election, but must retire after serving for three consecutive years. The Section Deputy Chair will represent the Chair at times when the Chair is unavailable to attend Section or Council meetings.
- e. Ordinary members of the Committee may be re-elected at the Section Annual General Meeting until they have served for four years, after which they shall not be eligible for nomination to the Committee for a further two years unless elected Chair or Deputy Chair. During this two year period, they are eligible to be co-opted to the Committee.
- f. Three members of the Committee, one of whom must be the Chair or the Deputy Chair shall constitute a quorum at the Committee meeting.
- g. Members of the Executive Committee of the Royal Microscopical Society are ex-officio members of the Section Committee.
- h. All Committee Members should be Members of the Society, or representing a Corporate Member of the Society.
- i. Committees may also admit specially invited members, under the category 'others invited'.

Election to the Committee

- a. Nominations for election to the Section Committee must be received by the Chief Executive of the Society in writing at least 28 days before the Section Annual General Meeting and must be supported by at least two

members of the Society. The consent of the nominee must be obtained.

- b. Elections to the Section Committee shall take place at the Section Annual General Meeting.
- c. In the event of there being more nominations than vacancies on the Committee, a vote shall be taken at the meeting and vacancies shall be filled by the nominees obtaining the greatest number of votes.

Section Annual General Meeting

- a. Whenever possible the Section Annual General Meeting shall be held within 10-14 months of the last Section Annual General Meeting.
- b. Advanced notice of the Section Annual General Meeting should be given at least three months before the meeting is due to take place. The notice shall also include a statement to the effect that nominations for the committee are invited.
- c. The Chair of the Section shall present an Annual Report at the Section Annual General Meeting and a summary of this Annual Report will be made available to all members.
- d. Ten members of the Society shall constitute a quorum at the Section Annual General Meeting.
- e. Those entitled to vote at the Section Annual General Meetings shall be restricted to all members of the Royal Microscopical Society.

Awards and Medals

The RMS Medal Series celebrates outstanding scientific achievements across all areas of microscopy and flow cytometry with each RMS science section able to select the winner for their own Medal.

The RMS also regularly awards the following medals and prizes:

- Chris Hawes Award for Outreach and Education
- RMS Mid-Career Scientific Achievement Award
- The Pearse Prize
- RMS-MSA Microscopy & Microanalysis Meeting Award
- RMS Beginners' Competition
- RMS Scientific Imaging Competition

Meetings

Unless otherwise stated by Council, each Committee should have significant involvement in the organisation of at least one meeting per year.

IV – SPONSORSHIP OF NON-RMS EVENTS

Applications by Section Committees to sponsor non-RMS events should be made using the appropriate form. Each Section currently has £500 available per year, and any applications for additional sponsorship should be made directly to the Executive Committee.

In return for sponsorship support, the Society should seek to receive the following –

Award Example Acknowledgement

Under £100 - Prize for poster competition

RMS logo with reciprocal link on event website, and acknowledgement in event programme (or equivalent)

£100 - £250 - Sponsorship of speaker

As above, plus acknowledgement by beneficiary or session organiser/host

£250 - £500 - Sponsorship of speaker or sponsorship of feature such as poster reception

As above, with passage of text about the sponsor within the event literature

Over £500 (application direct to Executive Committee) - General sponsorship

As above, plus more extensive acknowledgement to be negotiated, e.g. complimentary stand space provided.

V – HONORARIA AND EXPENSES GUIDELINES

Meetings

Honoraria

The Society DOES NOT pay honoraria for Scientific Organisers or Invited Speakers at meetings. However, it is usual for Scientific Organisers and Invited Speakers to receive free registration for the meeting and to have out-of-pocket travel expenses reimbursed up to a set level which is agreed at the time of budget-setting for the meeting.

Out-of-pocket expenses - Meetings

The standard levels of reimbursement are a contribution towards out-of-pocket expenses and are paid on provision of original receipts accompanying the official RMS expense claim form.

Courses and Workshops

Honoraria

Honoraria rates for single-day contributions apply to Society courses.

It should be noted that it is not usual for employees of microscopy and related companies to receive honoraria payments.

Multi-day participation is calculated on a sliding scale with a maximum amount paid for full participation in (or organising) a five-day course.

The total amount available for honoraria is set at the time of budget-setting for the course.

At the end of the course, the Scientific Organiser should provide the Society with a brief summary of the input of each individual.

Some discretion is permitted, for example, a lab technician who was working as normal, but who was available throughout the course and who was called-on from time-to-time may be rewarded with a one-off “thank you” payment.

Questions relating to honoraria payments should be addressed to staff in the Office.

Out-of-pocket expenses - Courses and Workshops

Out-of-pocket expenses for those that contribute to courses are usually paid in full. Any deviation from this would be discussed and agreed with the contributor prior to the course.

It should be noted that it is not usual for employees of microscopy and related companies to receive out-of-pocket expenses.

