

THE BIBLIOGRAPHICAL SOCIETY

RULES

1. The Society shall be called THE BIBLIOGRAPHICAL SOCIETY.
2. The objects of the Society shall be to promote and encourage bibliographical studies, and in particular:
 - a. to print and publish works concerned with bibliography;
 - b. to maintain a bibliographical library;
 - c. to hold meetings at which papers are read and discussed; and
 - d. to support bibliographical research by awarding grants and bursaries.
3. Membership is open to all those who are interested in bibliography, subject to their being proposed by a member, seconded by another, and elected by the Council. Libraries and public institutions are eligible for membership. One accredited representative of such a body is entitled to attend meetings of the Society, to use the Society's library, and to vote at meetings of the Society.
4. The annual subscription, due on election in the first place and thereafter on 1 January in each year, shall be fixed from time to time at the Annual General Meeting. A single lump sum, to be fixed from time to time by the Council, shall entitle a member over the age of 60 (other than a library or public institution) to become a member for life. In appropriate cases the Council may fix an amount of foreign currency to be payable as the equivalent of an annual subscription or life membership fee. Suitable persons may be elected by the Council as Honorary Members of the Society, who shall have all the privileges of ordinary members.
5. Members whose subscriptions are in arrears for two years shall be removed from the Society's roll, but may be reinstated by the Council at the Council's discretion.
6. The Council shall have the right at any time to refuse or return any subscription or life membership fee, if in their uncontrolled discretion they think it desirable to do so; and thereupon the member whose subscription or life membership fee is refused or returned shall cease to be a member of the Society.
7. Each member of the Society is entitled to introduce one visitor at any of the ordinary meetings of the Society.

8. Members are entitled to borrow books from the Society's library, subject to the rules for its use laid down by the Council.

9. Members are entitled to one copy of all issues of *The Library* for the year in which they join the Society, and for subsequent years provided their subscriptions are not in arrears. They are also entitled to one copy of any publication, which has been allotted by the Council for free distribution to members, unless they are paying a reduced rate of subscription, in a year or years for which they have paid their subscriptions. Members may buy one copy of any book published by the Society at the special price fixed by the Council.

10. The publications of the Society shall be on sale to the public at prices to be fixed by the Council.

11. An Annual General Meeting shall be held within fifteen months of the last preceding Annual General Meeting at a time and place determined by the Council. Notice of the Annual General Meeting shall be given not less than eight weeks before the date of the meeting.

The Annual General Meeting shall

- a. receive the report of the Council on the past year;
- b. receive and approve the audited accounts and balance sheet of the Society for the past year;
- c. consider any motion of which due notice has been given;
- d. elect for the coming year the Officers, ie the President, the Hon Secretary (or Secretaries), the Hon Treasurer, the Librarian, the Hon Editor of *The Library*, the Hon Editor of Monographs, and nine members of Council; and
- e. appoint the Auditors.

12. The Secretary shall call a Special Meeting of the Society if so instructed by the Council or on receipt of a requisition signed by ten members. Twenty members shall be a quorum for a general meeting, whether special or general. At least a fortnight's notice shall be given of all meetings of the Society, other than the Annual General Meeting.

13. Nominations for office (to which the nominee's consent must first have been obtained) and notices of motion for consideration must be received by the Secretary not less than four weeks before the date of the meeting.

14. The management of the Society's affairs shall be vested in a Council, consisting of the Officers, as defined in Rule 11(d), the three most recent Past-Presidents, the Vice-Presidents, and the nine ordinary members of Council. The Council shall have power to co-opt not more than three additional members to serve until the next Annual General Meeting.

15. The Officers, as defined in Rule 11(d), and not more than nine ordinary members of Council shall be elected each year at the Annual General Meeting, and shall serve for one year. They shall all be eligible for reelection, except the three ordinary members of Council with the longest term of service, who shall not again be eligible for election until the succeeding Annual General Meeting, but who may be elected to any Office.

Vice-Presidents shall be elected at an Annual General Meeting, and shall continue in office until they are elected President, resign office as Vice-President, or cease to be members of the Society. The number of Vice-Presidents shall not be more than nine.

16. On a vacancy occurring in the office of President, or other office of the Society, the Council shall have power to fill the vacancy until the next Annual General Meeting.

17. The Council shall meet at least four times per year. A meeting of the Council shall be convened by the Secretary (at not less than seven days' notice) if he or she is called upon to do so either by the President or by four members of the Council. Eight members shall be a quorum.

18. The Council shall have power

- a. to elect members of the Society;
- b. to refuse or return subscription or life membership fees;
- c. to appoint local honorary secretaries or local treasurers;
- d. to appoint and discharge salaried staff, and to define their duties;
- e. to make payments for the objects of the Society;
- f. to appoint Trustees in accordance with the terms of a deed dated 18 April 1929 and made between G F Barwick and R F Sharp of the one part, and the Earl of Crawford & Balcarres, W W Greg, and R B McKerrow of the other part;
- g. to control the use of the Society's copyrights;
- h. to award medals for distinguished work in bibliography;
- i. to award grants and bursaries for bibliographical research; and
- j. to appoint Standing Committees.

19. The Council shall

- a. arrange for meetings to be held and papers to be read;
- b. arrange for the Society's publications;
- c. maintain the Society's library;
- d. circulate to all members of the Society not less than a week before the Annual General Meeting a report on the Society's activities for the year;

e. circulate to all members of the Society not less than one week before the Annual General Meeting an account of the receipts and disbursements, assets, liabilities, duly audited; and

f. take any other action necessary or desirable for managing the affairs of the Society.

20. The securities, library of books, and copyrights of the Society shall be vested in Trustees, as defined in Rule 18(f), not less than two nor more than four in number.

Funds of the Society may be invested at the discretion of the Council, or any advisory or sub-committee appointed for that purpose, in any investment quoted on the London Stock Exchange; and such advisory or sub-committee shall report to the Council on the action which has been taken. The Council shall have power to vest any investments of the Society in such nominees as it shall from time to time think fit.

21. All authors or editors of works published by the Society shall assign their copyright to the Trustees appointed by the Council for the purpose.

22. The rules shall not be altered except at the Annual General Meeting of the Society, or at a Special General Meeting called for that purpose, and shall be altered only by a two-thirds majority of those members present and voting at such meeting. Notice of any proposed alteration of the rules shall be sent in writing to the Secretary not less than four weeks, and shall be circulated by the Secretary to members not less than one week, before the meeting at which it is to be proposed.

23. Copies of the rules shall be sent to members on election, and distributed to all members whenever the rules have been substantially amended. A list of members shall be sent to members on election, and distributed to all members whenever the Council may direct.

24. Any member of the Council who is a solicitor, accountant or other person engaged in any profession may charge and be paid the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Council to act in a professional capacity on behalf of the Society: provided that at no time shall a majority of the members of the Council benefit under this Rule and that a member of the Council shall withdraw from any meeting of the Council at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.