

# Rules of the British Printing Society

## 1 Interpretations

Throughout this document 'the Society' means the British Printing Society; 'the Council' means the Executive Council as defined in Rule 20; an 'Executive Officer' means an officer as defined in Rule 20; 'Member' means a person or group of persons belonging to one of the classes of membership of the Society defined in Rule 4 and subject to the conditions and exceptions therein; a word in the masculine shall also imply the feminine and a word in the singular shall also imply the plural and vice-versa unless an indication to the contrary is given.

## 2 Name and Address

The name of the Society shall be the British Printing Society. The postal address of the Society shall be that of the current Secretary, as advertised in Small Printer and on the Society website, and such other as the Council may determine.

## 3 Objects

The objects of the Society shall be to engender and maintain an interest in printing in any of its forms. Any person having an interest in the objects of the Society may be admitted to membership. Such a person will have a genuine interest in printing in any of its forms.

## 4 Membership

There shall be two classes of membership:

(a) Full member. Full membership is held by an individual and covers members of his family sharing the same address. The member may also be one of the partners or directors of a business and the name of such a business may be used as part of the address if required. The business itself cannot be named as the member. The member will pay one subscription, have one vote and receive one copy of each issue of Small Printer and any other publications so determined by the Council free and post free during the period covered by his subscription.

(b) Group member. Group membership may be held by a number of people interested in printing (such as in a school, church, business, hospital, etc.). The name and address of a Group representative must be provided for administrative purposes. Such a Group will be shown in the Membership List under the name of either the Group or the Group Representative, who may be changed from time to time. The Group will have one vote at each election and this will be exercised by the Group Representative. The Group will pay one subscription which will be 150% of the Full subscription and it will receive two copies of each issue of Small Printer and any other publications so determined by the Council free and post free during the period of its subscription. The Group shall be able to purchase additional copies of Small Printer at a price to be fixed by the Council.

## 5 Applications for Membership

A person shall not be admitted to membership of the Society unless he has (a) completed an application form to become a member of the Society and has agreed to be bound by the Rules for the time being and (b) paid the agreed subscription.

## 6 Subscriptions

The annual subscriptions for the coming year shall be set by the Executive Council, announced at the AGM, and advertised in Small Printer.

## 7 Cessation of Membership

A member may resign at any time on giving notice in writing to the Secretary or the Membership Secretary. No portion of the membership fee will be returned.

## 8 Expulsion

A member may not be expelled for misconduct from the Society unless a full enquiry has been made and the member has been given a reasonable opportunity of being heard by or communicating with the Council. Such expulsion is to be effected by a resolution of a two-thirds majority of the Council. In the event of an expulsion being ordered, no portion of the membership fee for the current year shall be returned.

## 9 **Subscription Renewals**

Membership subscription renewals will be managed in accordance with Appendix A to these Rules.

## 10 **Honorary Members**

The Council may nominate any person who has given outstanding service to the Society for election to the honorary office of Honorary Member at a General Meeting. If so elected he shall serve for a period of three years and may attend Council meetings as an observer at his own expense. At the end of the three-year period he shall be eligible for re-election. An Honorary Member pays no subscription during his period of office but receives all the benefits of membership. He has no specific duties but may be called on to assist the President and Council.

## 11 **Annual General Meeting**

An Annual General Meeting shall be held once every calendar year between 1<sup>st</sup> April and 30<sup>th</sup> June at such a time and place as may be determined by the Council.

## 12 **Extraordinary General Meetings**

An Extraordinary General Meeting may be called either by the Council or on the written request of one-tenth of the members entitled to vote at such meetings. Such a request shall be delivered in writing to both the President and to the Secretary specifying the reason for calling the meeting and shall be signed by the members desirous of calling a meeting. The meeting shall be held at a date and venue to be decided by the Council within three months of the date of receipt by the Secretary of the written request. Proxy voting will be allowed in accordance with Appendix B.

## 13 **Notice of General Meetings**

At least twenty-one days' notice of a General Meeting shall be sent by post to every member who is entitled to vote. The notice shall specify the place and the day of the meeting, and shall be deemed to be served on the sixth day after it is properly addressed, prepaid and posted. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any member shall not invalidate any resolution passed, or any proceedings held at any meeting.

## 14 **Business to be conducted at General Meetings**

In the case of the Annual General Meeting, this shall be the normal consideration of the Accounts and Balance Sheet, the reports of the Executive Council and of the Auditors and the election of the required officers of the Executive Council. Following this any special business or propositions that have been received by the Secretary at the date announced in Small Printer will be dealt with. In the case of Extraordinary General Meetings the business to be transacted shall be restricted to the subject given in the written request for the meeting.

## 15 **Quorums of General Meetings**

For the Annual General Meeting the quorum shall be eleven. For an Extraordinary General Meeting the quorum shall be three-quarters of the members calling for the meeting in the written request. No business shall be transacted at either the Annual General Meeting or any Extraordinary Meeting unless a quorum of members is present when the meeting proceeds to business at the appointed time, or within one hour thereafter. In the case of a meeting convened on the requisition of members, it shall be dissolved if no quorum is present. In the case of an Annual General Meeting the members present one hour thereafter shall form a quorum and the meeting may proceed.

## 16 **Adjourned Meetings**

No general meeting shall be adjourned.

## 17 **Voting**

Voting by the membership, where necessary, will be in accordance with Appendix B. Voting taken at an Executive Council meeting shall comply with Rule 30.

## 18 **Chairman**

The President, when present, shall be Chairman at General Meetings of the Society. In his absence a member of the Council, normally the Vice-President if he is present, shall take the Chair. If no member of the Council is present and willing to act, the members present shall elect one of their number to be Chairman.

## 19 **Vice-President**

The Vice-President shall take over any or all of the duties of the President should the latter be unable, or fails, to carry out such duties himself

## 20 **Composition of the Executive Council**

The Society shall be governed by an Executive Council consisting of the: President, Vice-President, Secretary, Treasurer (the Executive Officers) plus up to three Councillors nominated by the membership. Additionally the Council may invite representatives of the Branch organising the previous and forthcoming Conventions. Should the members of the Society develop more Specialist Groups (as specified at Appendix F) a representative from each Group may be invited to Council meetings.

## 21 **Eligibility for the Council**

Any paid-up voting member of the Society resident in the United Kingdom of Great Britain, Northern Ireland, the Channel Islands and the Isle of Man is eligible for nomination as an Executive Officer, provided that he has reached the age of eighteen years and has been a member of the Society for at least twelve months.

## 22 **Length of Service**

Executive Officers and Councillors are elected for ONE year, after which time they are eligible for re-election. Non-executive officers (see Rule 33) are appointed for THREE years after which time they are eligible for re-appointment. Non-executive officers may also be elected as Councillors. They will carry out their duties as appointed but will also attend Executive Council meetings during the period for which they are elected as Councillor.

## 23 **Nominations for Executive Officers and Councillors**

Nominations for all members of Council to be elected at the next AGM shall be called for by means of a notice in Small Printer. A nomination must be proposed and seconded by eligible (as defined by Rule 21) members of the Society and must contain the nominated member's agreement to accept nomination. The nomination must be written and posted to the Secretary to arrive by the 31<sup>st</sup> December of the year prior to the AGM. If no valid nomination is received for any vacancy the Council may make such nomination as it sees fit. If more than one nomination is made for any vacancy a postal ballot shall be taken in accordance with Appendix B, in which case each candidate will be required to provide a statement of approximately 150 words supporting his nomination.

## 24 **Vacancies on Executive Council**

The power to fill any vacancy on the Executive Council (except the Convention Branch Representative and Representative of a Specialist Group) is vested in the Council.

## 25 **Plurality of Offices**

No member of the Council shall hold more than one Executive office at any one time, but an Executive Officer may carry out the duties of a vacant office on a temporary basis until such time as that office is filled. Where two people hold a single membership both may not hold Executive Office concurrently.

## 26 **Vacation of Office by Executive Officer or Councillor**

A member of the Council shall automatically vacate his office if he:

- (a) resigns his office by giving notice in writing to the Council;
- (b) ceases to be a member of the Society;
- (c) ceases to be resident in the United Kingdom of Great Britain and Northern Ireland, the Channel Islands or the Isle of Man;
- (d) is removed by a resolution of a two-thirds majority of the Society in a General Meeting;
- (e) has had a receiving order made against him or makes any arrangement or composition with his creditors;
- (f) is convicted of an indictable offence; or
- (g) is unable or unwilling to carry out his duties as defined or instructed by the Council.

A member of the Council may be removed from office by means of a vote of No Confidence passed at a properly constituted Council meeting. To pass a vote of No Confidence requires a two-thirds

majority of members present and voting. The Officer or Councillor concerned will have a right of reply but will not be entitled to vote on the motion.

#### **27 Co-options to the Executive Council**

The Executive Council shall have the power to co-opt to fill any vacancy on the Council except (i) a Convention representative and (ii) the representative of a Specialist Group. Such co-opted Executive Officers or Councillors shall have full voting rights and shall serve until the next Annual General Meeting, or for a lesser period which shall be specified at the time of the co-option. They shall be subject to all rules regarding being paid-up members. Not more than two co-opted members shall serve on the Council at any one time.

#### **28 Management of the Society**

The Council shall manage the property and the affairs of the Society in accordance with the Rules. If the Rules are silent in any particular circumstances the Council is empowered to act as it sees fit in the best interests of the Society until the next General meeting.

#### **29 Meetings of the Executive Council**

The Council shall meet in person at least four times in each year other than at the AGM. Twenty-one days' notice shall be given of such meetings. The President, or in his absence the Vice-President, shall be Chairman. If neither is present the members present shall elect one of their number to be Chairman. Four members shall constitute a quorum.

#### **30 Majority Required for Decisions**

At a meeting of the Council, each member present shall have one vote, except that in the case of an equality of votes the Chairman shall have a second or casting vote. A decision of the Council shall be by a simple majority of those present except in the case of Rule 8 (Expulsions) or Rule 26 (Vacation of Office) where a two-thirds majority of those present is required.

#### **31 Standing and Special Committees**

The Council may appoint Standing and Special Committees and may delegate any of their powers to any such Committee, with the exception of powers or functions of the Council under Rules 8 (expulsion of member), 26 (removal of Executive Officer or Councillor) or 33 (appointment of non-Executive officers). All Committees shall, in the exercise of powers delegated to them and the transaction of business, conform to such direction that may be given them by the Council; they will report details of their proceedings to the Council. The President shall ex officio be a member of all Committees appointed by the Council.

#### **32 Standing Orders**

The Council may from time to time formulate such Standing Orders for the effectual administration of its affairs as it considers necessary and may, in like manner, revoke, amend or add to any Standing Order so made. No Standing Order shall conflict or be inconsistent with these Rules.

#### **33 Appointment of Non-Executive Officers**

Non-Executive Officers, who assist with the running of the Society (such as Mailer, Editor, Membership Secretary, Enquiries Officer, Webmaster, Publicity Officer), will be appointed by the Council and such appointments shall normally be for three years (see Rule 22). All vacancies for such appointments will be advertised in Small Printer. Non-Executive Officers shall be reimbursed for out-of-pocket expenses solely and necessarily incurred in the execution of their duties provided they submit accounts to the Treasurer. Such expenses shall not include travelling to and from the AGM or attendance at the AGM.

#### **34 Publication of Small Printer**

The Council shall be responsible for ensuring the publication of Small Printer, the magazine of the Society, and the distribution to each member as stated in Rule 4.

#### **35 Organisation of Convention**

The Council shall endeavour to ensure that a Convention is held once in each calendar year, the date and venue of which shall coincide with the Annual General Meeting (see Rule 11). The Council shall

take all reasonable steps to conform to the wishes of members in respect of the date and venue of the Convention.

**36 Publication of Executive Council Decisions**

All items discussed at all meetings of the Executive Council shall be minuted. Minutes of the EC meeting and all resolutions of the Executive Council, or of any Committee to which the Council has delegated any of its powers, shall be published in Small Printer as soon as reasonable after meetings.

**37 Use of Income or Property**

The Council shall ensure that the income and property of the Society shall be applied solely towards the promotion of the objects of the Society as set out in Rule 3 and any item surplus to the needs of the Society will be advertised in Small Printer.

**38 Payment for work done for the Society**

Members (except Council members) printing work ordered on behalf of the Society are expected to make a fair charge for the work. Substantial and or frequently reprinted work will be put out to tender. If any member of the Council offers to print any work for the Society, this work shall be done for not more than the cost of the consumed materials.

**39 Paid Offices within the Society**

No office in the Society shall attract a salary or wage.

**40 Payment of expenses**

Members of the Council may claim repayment of reasonable out-of-pocket expenses solely and necessarily incurred in carrying out their duties, including travelling to and from Council meetings (with the exception of any meeting held in conjunction with a Convention).

**41 Financial Records**

The Council shall cause proper and sufficient account of the capital, funds, receipts and expenditure of the Society to be kept. The Books of Account shall be available at all general meetings of the Society for inspection by members; otherwise, at least 21 days written notice must be given to the Treasurer by any member of the Society wishing to inspect the Books. All vouchers will be available for inspection at the Annual General Meeting.

**42 Contract**

No officer or member of the Society may contract any debt on behalf of the Society except by Resolution of the Council.

**43 Banking**

The Society shall maintain a bank account with a Clearing Bank. All monies received for the Society by the various officers or members shall, with the sole exception of sundry postage stamps received in payment of postage, be delivered to the Treasurer or paid into the Society's bank account and a receipt obtained therefore and sent to the Treasurer. All payments out of the Society's funds shall be by means of cheques drawn on, or credit transfers issued from, the Society's bank account. Cheques drawn on the Society's bank account shall be signed by any two of the following: the Treasurer, the President, the Vice-President, the Secretary.

**44 Inspection of accounts**

The accounts of the Society shall be examined at least once in every year and a Statement of Accounts and a Balance Sheet be prepared by an Independent Examiner, whose appointment shall be agreed at the AGM. No member of the Council shall be appointed as an Examiner.

**45 Presentation of Accounts at the Annual General Meeting**

The Council shall lay before the Society at the AGM a bound set of Accounts for the previous calendar year made up to the 31<sup>st</sup> December, together with a Balance Sheet made up as at the same date, signed by the Treasurer. A report from the Independent Examiner shall be included in the bound Accounts.

**46 Winding-Up**

If, in the opinion of the membership, the Society reaches a point where it is no longer a viable organisation due either to membership numbers or to financial considerations, then a motion to

wind-up the society shall be placed before the membership. If upon the winding-up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society. It shall be given or transferred to some other organisation having objects similar to the objects of the Society; such an organisation must be agreed by the members of this Society at or before the time of its dissolution.

#### **47 Notices**

All notices to members that require them to contact an Officer of the Society shall contain appropriate contact information. The closing date, if relevant, must also be given.

#### **48 Alteration to Rules**

Before any alteration shall be made to these Rules:

- (a) a resolution shall be passed either by the Executive Council or at an AGM that the proposed alteration be resolved by postal ballot;
- (b) a postal ballot shall be conducted in accordance with Appendix B; and
- (c) the proposed alteration to the Rules shall be effected if two-thirds of the unspoilt votes cast were in favour of it.

#### **Appendix A: Membership Subscription Renewals**

A member's subscription shall expire at the end of the month [the renewal date] immediately prior to the anniversary of the date on which he became a member of the Society and a renewal notice will be sent to him in the Bundle of the preceding month.

If his renewal subscription is received by the Membership Secretary before the renewal date his membership will be renewed for a further year.

If it is received within six months of the renewal date his membership shall continue with the same membership number although he shall not be entitled to any missed issues of Small Printer.

If he fails to renew his membership within six months of the renewal date he shall be removed from the membership and should he then wish to renew his subscription he will be treated as a new member and issued with a new membership number.

A receipt will not be issued in respect of a membership subscription renewal unless a specific request is made and accompanied by a stamped addressed envelope.

#### **Appendix B: voting by the membership**

Show of hands

If a vote is necessary during the course of a General Meeting it will be by show of hands, and a simple majority will suffice. In the event of a tie the Chairman of the meeting shall have a casting vote (in addition to his own vote).

Postal ballot

A postal ballot shall be conducted in the following way:

1. Sufficient ballot papers shall be prepared to enable every paid-up member of the Society to receive one; the paper shall contain the name of each candidate, a box against each name, and a serial number
2. The closing date for the receipt of ballot papers shall be agreed
3. Each paid-up member of the Society shall be sent the following no later than 30 days before the closing date:

A ballot paper

A pre-paid envelope addressed to an agreed Officer of the Society

A second envelope of such a size that it will comfortably fit inside the pre-

paid envelope; on this will be printed spaces for name and membership number. Instructions on completing the ballot paper

4. Each member should, on receipt of the ballot paper, mark a cross against his chosen candidate. He should then seal the ballot paper in the smaller envelope and complete his name and membership number on the outside of the envelope. He should then seal the smaller envelope inside the pre-paid envelope and post it.
5. When the closing date has been reached the agreed Officer of the Society will open the pre-paid envelopes. He will then check that for each of the smaller envelopes the name and membership number matches that of a current member, putting aside any that do not match.
6. The smaller envelopes will then be opened and the ballot papers extracted, counted and checked in the presence of at least two other Society members, none of whom shall be a nominee. Any spoilt papers will be recorded.
7. Generally the result will be achieved by a simple majority unless previously agreed otherwise.

**Vote by proxy**  
Proxy voting will be allowed for a vote taken at an Extraordinary General Meeting; it does not apply at an Annual General Meeting. A 'proxy voting form' shall be sent to each eligible member of the Society together with the announcement of the Meeting; any member ('the absent member') who is unable to attend the Meeting, but who wishes to have his views represented, may complete such a form and return it to the Secretary by the specified date. The form must be signed by the absent member and must name another member ('the proxy member') whom he believes will be present at the meeting. Both members must give their membership numbers. The proxy member is then entitled to vote on behalf of the absent member. A 'proxy' member may act as proxy to any number of 'absent' members, provided the forms are completed and returned, but the proxy member may not appoint another member as his proxy.

### **Appendix C: Society Awards**

The President's Award is made each year at the following Annual Convention to the member who, in the opinion of the President, is considered most eligible to receive it.

**The Printer of the Year Cup** is awarded for an outstanding piece of printing, circulated within the Society, either in the Bundle, through a Group (see Appendix F) or at the Convention.

**The Beatrice Warde Trophy** is awarded for the best article published in Small Printer during the previous year.

**The Publishing Group Cup** and the **Publishing Group Award** are presented for outstanding contributions circulated to Publishing Group members in either bundle.

**The Sussex Cup** is awarded for the best Convention souvenir chosen by the speaker at the Dinner from the keepsake bundle.

**The Coles Award** is given to anyone under 18 years winning the open competition.

**The Brace Award** is a long-service award given to a member who has served the Society over a number of years.

**The Rosen Award** is awarded for the best co-operative publication by a Branch in the previous calendar year.

**Thank You Certificates** may be presented to non-members of the Society for exceptional services to the Society.

### **Appendix D: General notes**

When writing to Officers of the Society, please enclose a stamped, self-addressed envelope if a reply is required. Contact details will be found in the Membership List or inside the front cover of each issue of Small Printer. Please note that all officers and councillors are unpaid and many have a full-time job. Any change of address should be sent to the Membership Secretary, who will pass the information to the Editor for inclusion in Small Printer each month. A change of address should also be sent to the Mailer of a Specialist Group if this is appropriate. All payments to the Society must be made in sterling currency. Cheques must be made payable to 'The British Printing Society'.

The deadline for submission of copy to be included in Small Printer is indicated inside the front cover of each issue.

The 'Bundle' refers to the collection of items in the monthly envelope which contains Small Printer. 'Stuffing the bundle' is the inclusion in the bundle envelope of a copy of each item accepted for distribution by the Mailer. Members are encouraged to submit items for inclusion in the Bundle, especially examples of their own printing. The number of items required such that one is sent to each member is shown on the inside front cover of the magazine.

#### **Appendix E: mailing of Small Printer, the Bundle, and other items**

It is the responsibility of the Mailer to oversee distribution of (i) official publications such as Small Printer, its Index, the Membership List, etc., (ii) members' own publications, (iii) members' private circulars and (iv) trade circulars. Small Printer and the bundle are posted so that members receive their copy as close to the start of each month as possible; except in special circumstances as authorised by the President or Secretary, no delay in posting of the bundle is permitted. Items accepted for mailing are included in the monthly bundle with Small Printer and mailed to every member of the Society. Items will not be accepted unless they are (or are folded to) not larger than A5. They must be received by the Mailer no later than the 28th of the month. The Mailer may, at his sole discretion, withhold any one or more of the items received for distribution if by their inclusion the Society would incur unnecessary additional postal expenses. He may withhold any item until such time as Executive Council approval is given for its circulation. There is no charge for the mailing of members' own publications as long as they do not contain advertising material. In their own interests, members should ensure that all parcels sent to the Mailer are securely packed and properly addressed.

The mailing of trade circulars (accepted from both members and non-members) and of members' private sales and wants are at the rates decided by the Executive Council and published in Small Printer. Payment in full must be received by the Mailer before such items can be distributed. Sufficient copies of any Bundle item should be sent for distribution to all members. If insufficient copies of any item are received, the Mailer will decide who receives them. The number of copies required for distribution to all members is given on the inside front cover of Small Printer.

#### **Appendix F: Specialist Groups**

A Specialist Group, with an interest in a particular aspect of printing, can be set up by a group of interested members. They do not need to be geographically close to one another.

The name of the Group shall be the British Printing Society \* \* \* \* \* Group.

A committee shall be set up and this will comprise a Chairman and Secretary, elected from members of the Group. The Group may also appoint a Treasurer and other officers from their number.

The Group will be expected to submit an Annual Report.

Any paid-up member of the Society is eligible to join the Group and requests to join shall be made to the Secretary of the Group. All members of the Group shall also be paid-up members of the Society. Members of the Group must notify changes of address to the Secretary of the Group in addition to their official notification to the Society.

If the Group so decides, a supplementary subscription shall be payable annually. The Group shall agree a set of Rules pertinent to the running of the Group and these are subject to approval by the Council.

#### **Appendix G: The Society Library**

The Society's Library contains advanced and elementary books on printing and closely related crafts, business organisation and costing, private press books and specimens of printing. The Library book list is obtainable from the Librarian. Gifts from members of suitable books for the Library are most welcome.

Books are available free of charge to all members who are resident in the British Isles, and are mailed to members' addresses in the British Isles only.

Postage, both outbound and return, will be paid by the Society. All requests for, and returns of books shall be sent to the Librarian, whose address is in the Membership List. Requests for books shall give the name, address and membership number of the borrower, the titles and reference numbers of the books wanted.

Members may not have more than three books from the Library at any one time. The loan period for each book is restricted to four weeks. Any member wishing to retain a book beyond this period must apply to the Librarian for permission to do so. Extension will normally be granted, provided that no other member has requested the book.

Books are normally sent out by second class or parcel post. Borrowers are asked to note the method of wrapping used, and to wrap in a similar way when returning books. Borrowers are asked to renew the wrapping when necessary. An addressed label for the return will be provided.

## **Appendix H: Branches**

There are a number of Branches of the Society around the country and the names and addresses of Branch Secretaries are published in Small Printer from time to time. All members of the Society are welcome to attend any of the publicised meetings although it may be prudent to contact the Branch Secretary to ensure that arrangements are still as published. Where no local Branch exists, members in a particular area may like to consider forming one. Some notes on the formation and administration of Branches are given below.

Although local branches are recognised as part of the Society, it is the Society's policy to allow members the maximum freedom to run branches in whatever way seems most suitable in their particular district. Although no two branches are quite the same, notes are available for the guidance of members interested in starting new ones and such advice on the formation of a branch may be obtained from the Secretary.

The proposed Branch shall elect from among its membership a Chairman, Secretary and Treasurer and the names of those so elected shall be advised to the Council, as shall any changes to the contact details of these officers.

The choice of name for the branch must be approved by the Executive Council. Before any Branch can be recognised, a resolution in the following (or in similar) terms must be passed by the members of the proposed Branch, submitted to the Society Secretary and approved by the Executive Council.

'That the undersigned members of the British Printing Society request the approval of the Executive Council for the formation of a branch with effect from

(date), to be known as the      Branch of the British Printing Society. If approval

is given by the Executive Council then (name) of (address) will be the first Branch Secretary.'

and this resolution should be followed by the signature and Society membership number of the meeting's chairman, secretary and treasurer and other local members in favour of the proposal.

All members of a Branch should be paid-up members of the Society.

No Branch may use the Society name without the addition of the words 'Branch'; neither shall it use the Society name to enter into any course of action calculated to bring the Society into disrepute. No Branch may pledge the credit of the Society as a whole or seek, by its actions, to make the Society liable for any of those actions.

The Branch Secretary is expected to send reports of Branch meetings and details of future Branch meetings to the Editor for publication in Small Printer. An Annual Report should be sent to the Secretary.

Branch funds shall be entirely independent of the Society funds and no statement need be furnished to the Society by the Branch unless the financial aid of the Society is sought: however, Branch accounts shall be produced to the Society Treasurer within fourteen days of any request by him.

Any Branch may be closed by a two-thirds majority vote of the Executive Council after a full enquiry has been made into the facts of the case.