THE SOCIETY OF INDEXERS
CONSTITUTION AND RULES

1. Name
The name of the Society shall be THE SOCIETY OF INDEXERS (hereinafter called the Society).

2. Objects
The objects of the Society are:

Standard of Indexing. (a) To improve the standard of indexing and to secure some measure of uniformity in technique.

Register of Indexers. (b) To maintain Registers of Indexers in all fields, from which authors, editors, publishers and others may be furnished with suitable names on application.

Advisory Body. (c) To act as an advisory body on the qualifications and remuneration of indexers to which authors, editors, publishers and others may apply for guidance.

Publications. (d) To publish or communicate from time to time books, papers and notes on the subject of indexing.

Status and Interests. (e) To raise the status of indexers and to safeguard their interests.

3. Membership
Classes of Membership. (a) Membership of the Society shall be open to bona fide indexers, librarians, cataloguers, archivists, information filing experts and such other persons interested in promoting the objects of the Society as the Council may approve. Corporate and other bodies, firms and associations shall be eligible for institutional membership at the discretion of the Council. (The word 'member' shall, unless otherwise stated, include 'institutional member.') Honorary Life Membership may be awarded at a General Meeting to a member of the Society or other person who has rendered meritorious service to Indexing or to the Society, the total number of Honorary Life Members not to exceed five at any given time.

Representatives of Institutional Members. (b) Representatives of institutional members shall enjoy all the privileges of membership except that they shall not be eligible for election to office or to the Council.

Applications. (c) Applications for membership shall be made on the appropriate forms and addressed to the General Secretary, who shall refer such application (other than in the case of Founder Members) to the Council. The decision of the Council as to eligibility for membership shall be final.

Removal from Membership. (d) The Council shall have power to remove from the list of members the name of any member who, in the opinion of the Council, acts in any way detrimental to the interests of the Society. Any former member whose name has been so removed shall have a right of appeal against the removal at the next Annual General Meeting, provided that notice of intention to appeal shall have been given in writing to the General Secretary within three weeks of the Council's decision being communicated to the former member.

4. Register of Indexers
Register. (a) The Council shall maintain a classified Register of Indexers. In approving the admission of members to the Register the Council shall take into consideration a member's standing as an indexer, the number of indexes for which he has been responsible and the quality of his work. The decision of the Council as to eligibility for admission to the register shall
be final. The inclusion of a member’s name in the Register shall entitle that member to be known as a Registered Indexer of the Society of Indexers so long as he or she remains a member of the Society.

(b) No fee shall be payable for admission to the Register or for the furnishing of names therefrom to authors, editors, publishers or other persons.

5. Subscriptions and Finance

Subscriptions. (a) Each member shall pay such annual subscriptions as may from time to time be determined at an Annual General Meeting. Subscriptions shall be payable in advance and shall fall due on the 1st April in every year. Members joining after the 31st December in any year shall pay half of the annual subscription for the remainder of that financial year.

Withdrawal. (b) Members shall be liable for their annual subscriptions until notice in writing to withdraw from membership shall have been received by the General Secretary.

Arrears. (c) Members whose subscription is twelve months in arrear shall automatically cease to be members of the Society. Such former members wishing to rejoin the Society may do so on payment of arrears or such lesser sum as the Council may determine.

Life Membership. (d) The annual subscription of individual members may be commuted by the payment of a single subscription equivalent to ten times the amount of the annual subscription applicable at the time of such commutation; such payments shall be assigned to the capital assets of the Society. Members who have so commuted shall be designated Life Members. For Honorary Life membership see clause 3 (a).

Bank Account. (e) A bank account shall be opened in the name of the Society. Cheques shall be signed by the Treasurer or, in his absence, the Chairman or Vice-Chairman, and countersigned by the General Secretary or, in his absence, the Assistant General Secretary.

6. President and Vice-Presidents

A distinguished person may be elected President of the Society at the Annual General Meeting. Vice-Presidents up to a total of six in all may be elected, particularly in respect of members who have rendered notable service to the Society, such elections to be made at a General Meeting.

7. Officers and Council

Officers. (a) The Officers of the Society shall consist of a Chairman, Vice-Chairman, Treasurer, General Secretary, Assistant General Secretary and Membership Secretary, who shall be elected at the Annual General Meeting. The Officers shall be eligible for re-election in consecutive years.

Council. (b) The Council shall consist of the Officers and six members to be elected at the Annual General Meeting, the President and Vice-Presidents being ex-officio members. The six members shall retire in rotation, two at each Annual General Meeting, but shall be eligible for re-election. The two members to retire in every year shall be those who have been longest in office since the last election, but as between persons who became members on the same day, those to retire shall be determined by lot.

Elections. (c) Nominations for office or membership of the Council shall be signed by two members of the Society and countersigned by the nominee. They must reach the General Secretary not later than one calendar month before the date of the Annual General Meeting. A list of candidates for election shall be circulated by the General Secretary to the members not later than 21 days before the meeting. Voting shall be by show of hands, but members unable to attend may record their votes by letter to reach the General Secretary not later than the first post on the day preceding the Annual General Meeting. Postal votes shall be counted by the Honorary Auditors or, in the absence of one or both of them, by a member or members appointed for the purpose at the meeting.

Council Vacancies. (d) Casual Vacancies on the Council or in any of the offices shall be filled by invitation of the Council,
and the persons filling such vacancies shall hold office only until the next following Annual General Meeting and shall then be eligible for re-election, but shall not be taken into account in determining the members who are to retire by rotation at that meeting.

Co-opted Members. (e) The Council shall be empowered to co-opt annually one representative each from the Library Association and ASLIB. Co-opted members shall not have the right to vote in Council on any matter affecting the conduct of the Society or the status of its members unless themselves members of the Society. The Council shall also be empowered to invite organizations to send observers to meetings of the Council.

Council Meetings. (f) The Council shall meet not less often than once every three months. The General Secretary may, with the approval of the Chairman or, in his absence, the Vice-Chairman, summon a special meeting of the Council at other times. Five members of the Council shall form a quorum.


8. Meetings
A.G.M. (a) The Annual General Meeting shall be held not later than the last day of May in each year at some place to be decided by the Council. Not less than 21 days' notice of the Annual General Meeting shall be given to all members of the Society by the General Secretary.

(b) The business of the Annual General Meeting shall include:

(1) The election of Officers and the requisite number of Council members as provided for in clause 7 (b).

(2) The consideration of the Annual Report submitted by the Council.

(3) The consideration of an audited Statement of Income and Expenditure for the past year.

(4) The election of two Auditors not being members of the Council.

SPECIAL GENERAL MEETINGS. (c) On the receipt by the Chairman or General Secretary of a written requisition signed by no fewer than ten members, the Council shall call a Special General Meeting to be held within 21 days of the receipt of the requisition. Not less than 14 days' notice of a Special General Meeting shall be given to all members by the General Secretary, unless in the opinion of the Council the urgency of the business to be transacted and resolutions to be proposed makes a shorter notice necessary. No other business shall be entertained.

(d) The Council may at any time call a Special General Meeting and such Special General Meeting shall be subject to the same provision as to notice and business set out in clause (c) above.

(e) The place and time of a Special General Meeting shall be decided by the Chairman or, in his absence, by the Vice-Chairman.

Quorum. (f) A quorum of an Annual General or Special General Meeting shall be formed by ten members, personally present and each entitled to vote.

9. Committees
Special Committees. (a) The Council shall be empowered to establish Special Committees of the Society to represent bodies of members in special fields, including legal, medical, scientific, technical, and non-literary.

Chairman and Secretaries. (b) Special Committees shall appoint their own Chairmen and Secretaries and shall meet as and when the Chairman may decide. The Chairman and General Secretary of the Society shall be ex-officio members of all Committees.

10. Training and Fellowships
Training. (a) The Council shall be empowered to organize teaching and training and to conduct examinations, in the interests of the improvement of indexing.

Fellowships. (b) The Council shall be empowered to award Fellowships to members of the Society under such conditions as it may determine.
11. **Honorary Correspondents**

Correspondents. The Council shall be empowered to appoint Honorary Correspondents overseas to represent the Society in countries and territories of the Commonwealth and in foreign countries so that the Society may be informed of developments in indexing and kindred matters in the countries in which the Correspondents reside.

12. **Donations and Legacies**

Donations, etc. The Society shall be authorised to accept donations and legacies for the furtherance of its aims and objectives.

13. **Intervention**

Disputes, etc. (a) On the payment of a fee of one guinea members may request the Council to intervene in any dispute between them and any other person or body on any matter connected with indexing, and the Council may, if requested by the parties, act as arbitrator or appoint an arbitrator.

(b) In any case of intervention the member asking for the Council's assistance shall be responsible for all legal and other expenses incurred by the Council.

(c) The Council may refuse, without assigning reasons, to accede to a member's request for intervention, in which case the fee shall be refunded.

14. **Amendments**

Amendments to Constitution. Amendments to the Constitution and Rules of the Society shall be made only at an Annual General Meeting or at a Special General Meeting called for the purpose. Proposals to amend the Constitution and Rules of the Society must be submitted to the General Secretary not less than 28 days before the date of the Annual General Meeting. In the case of proposals to be made at a Special General Meeting, the rules as to notice contained in clause 8 (c) shall apply.

**REGISTERED INDEXERS**

At the Special General Meeting of the Society held on 3rd October, 1968, the scheme put forward by the Council for the provision of a Register of Indexers was approved. This followed the request of the Annual General Meeting held on 30th May at which the Constitution was amended to make provision for such a scheme. From now on, all those who have, till now, been members of the Society's Panel of Indexers are automatically entitled to call themselves 'Registered Indexer of the Society of Indexers' as long as they remain members of the Society, and to use this appellation on their writing paper, in applying for indexing work, etc. The 'probationer' grade ceases to exist, but probationers may apply for or be recommended for Registration in accordance with the Rules set out below, which were approved at the Special General Meeting.

**Rules for the maintenance and administration of the Register of Indexers**

1. The Council of the Society shall, at its first meeting following the Society's Annual General Meeting, appoint a Board of Assessors (hereinafter known as the Board) consisting of seven members of the Society, themselves qualified as Registered Indexers of the Society of Indexers as hereinafter defined. Members of the Board shall hold office for one year but shall be eligible for re-election by the Council. The Council shall have power to fill vacancies on the Board; a person or persons so appointed shall hold office until the next annual appointment.

2. The Board shall meet at least twice in each year. It shall appoint one of its members as Chairman, who shall have a second or casting vote if required. Four members of the Board shall form a quorum.

3. The function of the Board shall be to consider applications and recommendations for inclusion in a Register of Indexers (hereinafter known as the Register) to be instituted in substitution of the former Panel or Panels of Indexers heretofore maintained by the Society. The Register shall be maintained by the Secretary.

4. The Board, being satisfied as to the competence of a candidate, shall direct the Secretary to include the candidate's name in the Register. Inclusion in the Register shall entitle the member to use and be known by the designation Registered Indexer of the
Society of Indexers so long as he or she remains a member of the Society.

5. In considering applications and recommendations for inclusion in the Register the Board shall take into account the competence of the candidate as an indexer, his or her past work, academic or professional qualifications and status, and other relevant matters, for which purpose the Board may call upon a candidate to submit examples of his or her work or other evidence of competency.

6. (a) The Board shall not be obliged to give reasons for its decisions on inclusion or exclusion of a name in the Register. It may, at its discretion, offer guidance to unsuccessful candidates in the matter of improving their work.

(b) Unsuccessful candidates may re-apply or again be recommended for consideration for inclusion in the Register at any time after the expiration of six months from the date of the previous application or recommendation.

7. The Board shall have power to include in the Register the names of persons distinguished in the field of indexing without calling for the proof or evidence required under paragraph 5 above.

8. Members of the Society whose names were included as full members but not probationary members in the former Panel or Panels of Indexers at the date of the coming into effect of these regulations shall be included in the Register. Probationer members may apply or be recommended in accordance with paragraphs 5 and 6 above.

9. (a) Registered Indexers may indicate to the Secretary the fields in which they work or specialise, thereby enabling the Secretary to submit names of indexers to publishers, authors and others requesting the services of indexers through the intermediacy of the Society as hitherto. The Society shall not accept responsibility for those whose names are so recommended.

(b) In matters of dispute regarding the fields in which a Registered Indexer of the Society of Indexers desires to be recorded, the decision of the Board shall be final.

The Board of Assessors

At a Meeting of the Council held on 31st July, the following were appointed to the Board of Assessors for the year 1968/69—

Mr. A. R. Hewitt, F.L.A. (Chairman) pro tem.

Mr. G. Norman Knight, M.A.

Mrs. M. D. Anderson, M.A.

Mr. C. R. Raper, B.Sc., D.T.A., A.I.Inf.Sc.

Mr. F. H. C. Tatham, B.A.

Mr. J. L. Thornton, F.L.A.

Mr. M. Wace.

Application for Registration

Forms of application for Registration should be obtained from the Secretary, Miss H. M. Townley, 117 Wickham Chase, West Wickham, Kent, BR4 OBQ, and returned to her with the indexes submitted for assessment; the Board of Assessors will not accept for assessment indexes which are not accompanied by the document which they index, except in special cases (e.g. archives) where the document by its nature is not available.

SPECIAL GENERAL MEETING

3rd October, 1968

A Special General Meeting of the Society was held on 3rd October, 1968, at which there were sixteen members present. The scheme for the establishment of a Register of Indexers (reported on page 127) was carried by 15 votes to 1, and it was noted that a further eight members had written to the Secretary expressing their approval of the scheme, which takes effect immediately.

The meeting also agreed unanimously to the Council’s proposals for amending the constitution (a) to provide for Honorary Life Membership to be awarded in recognition of meritorious service to the Society; (b) to provide that the President and Vice-Presidents be ex-officio members of the Council.

These amendments, together with those made at the Annual General Meeting in May 1968, together so alter the Constitution that it is reproduced in full in this issue.