CONSTITUTION AND RULES
OF THE SOCIETY

I 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;
Panels of Indexers (b) to maintain panels 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 qualification 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
(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’.)
(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.
(c) Application for membership shall be made on the appropriate forms and addressed to the Honorary 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.
(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 notice of intention to appeal shall have been given in writing to the Secretary within three weeks of the Council’s decision being communicated to the former member.

4 PANELS OF INDEXERS
(a) The Council shall maintain classified panels of indexers. In approving the admission of members to the panel 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 panels shall be final.

(b) No fee shall be payable for admission to the panel 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 subscription 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 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 re-join 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.

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

6 PRESIDENT

A person distinguished in the world of letters may be elected President of the Society at the Annual General Meeting.

7 OFFICERS AND COUNCIL

Officers (a) The Officers of the Society shall consist of a Chairman, Vice-Chairman, Honorary Treasurer, Honorary Secretary and Honorary Assistant 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 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.

Council vacancies (c) 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 (d) 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 (e) The Council shall meet not less often than once every three months. The 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

Society meetings (a) The Annual General Meeting shall be held not later than the last day of April in each year at some place to be decided by the Council. Not less than twenty-one days notice of the Annual General Meeting shall be given to all members of the Society by the Honorary Secretary.

A.G.M. (b) The business of the Annual General Meeting shall include:
(i) the election of Officers and the requisite number of Council members as provided for in para. 7(b) above;
(ii) the consideration of the Annual Report submitted by the Council;
(iii) the consideration of an audited Statement of Income and Expenditure for the past year;
(iv) the election of two Auditors not being members of the Council.

Special General Meetings (c) On the receipt by the Chairman or Secretary of a written requisition signed by not less than ten members, the Council shall call a Special General Meeting to be held within twenty-one days of the receipt of the requisition. Not less than fourteen days notice of a Special General Meeting shall be given to all members by the Secretary, unless in the opinion of the Council the urgency of the business makes a shorter notice necessary. The notice shall state specifically the nature of the business to be transacted and resolutions to be proposed. 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 as set out in para. (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.

Chairmen 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 Honorary 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 authorized to accept donations and legacies for the furtherance of its aims and objects.

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 Secretary not less than twenty-eight 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 para. 8(c) above shall apply.