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 not be eligible for election to office or to the Council.

APPLICATIONS. (c) Applications for membership shall be made on forms to be supplied by the Society and addressed to the Secretary, who shall refer such applications (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 expel a member for conduct deemed detrimental to the interests or character of the Society, provided that this power shall not be exercised before the member has been given particulars in writing of the conduct alleged against the member and a reasonable opportunity of meeting the allegations. Anyone so expelled shall have a right of appeal against expulsion at a General Meeting, provided that notice of intention to appeal shall have been given in writing to the Secretary within three weeks of the Council's having communicated its decision.

4. Register of Indexers
REGISTER. 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.

5. Subscriptions and Finance
SUBSCRIPTIONS. (a) Each member shall pay such annual subscriptions as may from time to time be determined at a General Meeting whether Annual or Extraordinary. 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 subscriptions are not paid by the 1st July in any year 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, on the 1st April in any year or within 28 days thereafter, 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, and shall be conducted in accordance with such mandate as shall from time to time be required by the Society's bankers and approved by the Council.

### 6. President and Vice-Presidents

A distinguished person may be elected President of the Society at an Annual General Meeting. Vice-Presidents may be elected at any General Meeting, provided that there shall not at any time be more than six Vice-Presidents in office.

### 7. Officers and Council

**Officers.** (a) The Officers of the Society shall be the Chairman, Vice-Chairman, Secretary, Treasurer, Registrar, and the Editor of the Society's journal. They shall be elected annually at the Annual General Meeting, and 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 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 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 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 then shall be eligible for 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 than once every three months. Five members of the Council shall form a quorum.

**Annual Report.** (g) The Council shall prepare an Annual Report and Statement of Income and Expenditure for submission to the Annual General Meeting.

### 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 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.

EXTRAORDINARY GENERAL MEETINGS. (c) On the receipt by the Chairman or Secretary of a written requisition signed by not fewer than ten members, the Council shall call an Extraordinary General Meeting to be held within 28 days of the receipt of the requisition. Not less than 14 days' notice of an Extraordinary General Meeting shall be given to all members by the 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 an Extraordinary General Meeting and such Extraordinary General Meeting shall be subject to the same provision as to notice and business set out in clause (c) above.

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

9. Committees

The Council shall be empowered to appoint Committees to represent the interests of members in special subject fields or for any other purpose the Council may think fit. Any such Committee shall be empowered to appoint its own Chairman and Secretary. The Chairman and Secretary of the Society shall be ex-officio members of all Committees.

10. Training and Fellowships

TRAINING (a) The Council shall be empowered to organise 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 objects.

13. Intervention

Disputes, etc. (a) 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.

14. Amendments

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

(This is the full text of the Society's Constitution, as amended and approved by a Special (now called Extraordinary) General Meeting of the members of the Society held at the Library Association in London on 29th January, 1976.)
The American Society of Indexers

Election of Officers and the Annual General Meeting

This year's elections were the first under the amended constitution, in which the Vice President is also President Elect and in which the Treasurer, Secretary, and Corresponding Secretary have two-year terms. Officers and directors elected this year are:

President: Charles L. Bernier
Vice President/President Elect: Mary Lee Tsuffis
Treasurer: Wilhelm Bartenbach
Secretary: Betty Byrne
Corresponding Secretary: Frederick W. Pattison
Directors: Alan Greengrass, Margaret Hunton, Robert J. Palmer, Liz Stalcup

Dr Charles Bernier comes to the office of President a second time. He was the first regularly elected President of the Society, serving for the years 1969-1970. He is professor at the School of Information and Library Studies at the State University of New York at Buffalo and was formerly editor of Chemical abstracts. In the past year or so, he has served as Chairman of the American Society of Indexers' Committee on Ethics, Standards, and Specifications, ably co-ordinating the proposals and opinions of his committee members and translating them into completed Guidelines.

The Nominating Committee this year consisted of Marlene Hurst, Chairperson, and Alan Greengrass.

The Annual General Meeting was held on 19 April, 1975, in New York City. It was again a part of an all-day meeting on indexing theory and technique—a format that has proven popular. Frederick Pattison, the outgoing Treasurer, reported that the bank balance of the society was $2,912-01. Peter Rooney, the outgoing Secretary, who continues as Executive Secretary, reported an individual membership of 266; an institutional membership of zero.

Eleanor Steiner-Prag, the Chairperson of the Committee on Chapter and Regional Meetings, read a report from the Chicago chapter, which showed that it was in a healthy condition. There was then discussion of whether it would be possible to set up a Washington chapter. Arthur Gamson said he would like to give it another try. Betty Byrne said that she had had several enquiries about a Washington chapter and believed that one should be formed. Some sentiment was expressed at this point for local meetings in the New York City area.

Last year at the fall membership meeting on 22 November in New York City, the members present requested the Board of Directors to propose a general policy statement on labour relations. It was felt that such a statement was needed in the light of recent labour strife at Macmillan and Harper & Row. After many amendments of the Board of Directors' proposal, the Annual General Meeting approved the following resolution:

In response to a request for action on the part of the American Society of Indexers in a dispute between publishers and their employees, the President of the American Society of Indexers should automatically send a letter to the participants in the dispute, expressing concern and a wish for a speedy and equitable resolution of the dispute. The officers and Board of Directors of the American Society of Indexers are encouraged to investigate the issues in such disputes and, where appropriate, to hold a special meeting to discuss further action. There should be no formal representation of the American Society of Indexers at organizational meetings of employees, etc., although a member of the American Society of Indexers may attend such meetings as an individual and report back to the officers and the board.

A discussion took place as to when persons who have not paid their dues should be dropped from the membership list. Since the constitution provides a grace period of eleven months, it was not felt that there was a need for a resolution on this subject.

Finally, the meeting took up the problem of how to put together and distribute the Guidelines that have been authorized by the society. Should they have a cover or not? How much should they be priced for? To whom should offprints be sent? The meeting approved a motion by Liz Stalcup that the Board of Directors determine how best to publish and distribute the Guidelines, so long as the price covers the cost.

At this point, Barbara Preschel, the outgoing President, who had ably led the society for two terms of office, symbolically handed the chair to Dr Bernier, who adjourned the meeting.

The morning speaker, after the business meeting, was Robert S. Barnes of the Census Bureau's Data Use and Access Laboratories. He spoke on 'Rare Data First method of indexing complex data sets.' In the afternoon, there was a discussion group led by Liz Stalcup on getting started as an
indexer, and one by Robert Palmer on compensation for freelance indexers.

Participants then took a stroll to The New York Times building where James Bauer, Editor of The New York Times Index, discussed 'The Index' and 'The Information Bank'. Everybody got an opportunity to play a bit with a computer terminal.

Chicago Meeting Planned

The 1976 annual meeting of the American Society of Indexers will be held in Chicago on 1 May. This was decided at the 20 September meeting of the Board of Directors. Bruce Davis, President of the Chicago chapter of A.S.I., attended the board meeting and accepted responsibility for organizing the meeting on behalf of his chapter. This will be the first meeting of the Society outside of New York City and represents the Board’s commitment to making A.S.I. a truly national organization.

Membership Meeting

A fall membership meeting was held on 7 November, 1975, in New York City. Robert Palmer, a freelance indexer spoke on 'Indexing 50 Years of Foreign Affairs.' After the talk, there was an open discussion by members of the Society on current problems: what the Society should do for members, labour disputes, the forthcoming annual meeting in Chicago, etc.

Correspondence

Dear Mr Harrod,

Thank you for publishing my article 'Indexes Old and New' in the October issue. The following points would have been included in it, had I come across them in time:

1. The reference to lettering of index references to denote portions of pages might have been supplemented by William Rastall's Collection in English, of the Statutes now in force (1588) where it is pointed out at sig. A ii v that 'in the ende of every referment of the two Tables, you shall finde the one of these foure letters, A.B.C.D. which do signifie, the first, second, third, and fourth Columne of every leafe.'

2. Lord Chancellor Brougham (1778-1868) had some forthright views on indexing, which may be found in facsimile in the final volume of his Works (XI, 1873) between the volume and general index (itself effective in relation to the purpose for which I consulted it): 'A book & an index are to be made on opposite principles—a good book cannot be too concise. A good index can hardly be too prolix.—Repetitions are to be avoided in the former—in the latter they should abound. For as one man's memory takes hold of one tag[?] of a subject & another man's of another—So you must have all the tags[?] together[?] in your Index that all may lay hold of it... Generally every proper name & name of a place or a subject—should form a head in the index—and each page be noted where that name occurs how numerous soever these may be—'.

3. Finally, my reference to the Encyclopedia Britannica article 'Artaxerxes' should have read 'Xerxes'. The example may have been badly chosen from the point of view of the accuracy, as opposed to the comprehensiveness, of the 1911 index, for the latter assumes that Atossa wife of Artaxerxes II (died 359 B.C.) was also the mother of Xerxes I (died 465 B.C.). At least three other Atossas are noted in Paulys, Real-Encyclopædie, etc. (Stuttgart, 1896).

Yours sincerely,
George Chowdhary-Best
174 Clay Hill Road,
Basildon, Essex
SS16 5AB.

Some 19th Century Indexes

Dear Sir,

With reference to V. C. Findlay's contribution to the October 1975 issue of The Indexer, William Hone was one of the most celebrated radical publishers of the nineteenth century. He published many biting political satires in collaboration with the artist George Cruikshank, with whom he had a warm friendship since their first meeting in 1815. Cruikshank outlived Hone, who died November 6, 1842.

My new introduction to the 1967 reprint of Hone's celebrated compilation The Every-Day Book (2 vols., 1827) by Gale Research Co., Detroit, U.S.A., contains a sketch of Hone's life and a bibliography of his publications. This book was painstakingly indexed by Hone and contains no less than eleven separate indexes. Both volumes have a General Index, Index to Romish Saints, Poetical Index, Correspondents' Index and Index to engravings; vol. 1 also has a Floral Index.

Sincerely,
Leslie Shepard
1 Lakelands Close,
Stillorgan, Blackrock,
Co. Dublin.