

# BREWERY HISTORY SOCIETY

## Rules and Constitution

### 1) NAME AND OBJECTS

a) The Society shall be known as the BREWERY HISTORY SOCIETY and its objects shall be to carry on the business of a Society by providing for the use of its members the means of interchange of information, to promote research into the history of all aspects of the brewing industry and to collect photographic or other evidence of same; and the other advantages of a society.

b) The Society shall not be run for the private profit of any member or members. All assets shall be carried over at the end of each year and be devoted to furthering the objects of the Society. No Officer or member shall receive payment, direct or indirect, for their services other than for legitimate expenses incurred.

### 2) MEMBERSHIP

The Election of its members shall be vested solely in the Committee; membership shall consist of four categories, viz:-

#### a) ORDINARY MEMBERSHIP

1) Applicants for ordinary membership must sign an application form and, by so doing, make a declaration of concurrence with and adherence to the Rules & Constitution of the Society now or hereafter in force in the event of his/her being accepted as a member.

2) Applicants must pay, upon application for membership, a subscription, the level of which shall be fixed by the Committee with the approval of an Annual or Extraordinary General Meeting of the Society, and a similar subscription on the first day of May each year thereafter.

3) Applicants shall be encouraged to devote time to active research, and to submit the results of his/her research in some measure of detail to the Archivist to the common use of all members.

4) Each fully paid-up ordinary member shall be encouraged to actively participate in Society affairs and shall be entitled to vote at General Meetings.

5) No applicant shall be deemed to be a member of the Society or participate in the privileges and benefits of said Society until he/she shall have paid his/her first subscription.

6) If any member should object to the Rules & Constitution of the Society he/she shall have the right to withdraw from membership within seven days and receive a refund of his/her subscription.

#### b) HONORARY MEMBERSHIP

Honorary Membership may be conferred by the Society, at the discretion of the Committee. Such members shall have the same rights and privileges and be subject to the same Rules as Ordinary Members except that they shall not be bound by Rule 2a, paragraphs 2, 3 and 5.

#### c) ASSOCIATE MEMBERSHIP

Associate Membership may be conferred by the Society, at the discretion of the Committee, upon representatives of other Societies whose interests are broadly similar to our own. Such Associate Members shall have the same rights and privileges and be subject to the same Rules as Ordinary Members except that they shall not be bound by rule 2a, paragraphs 2,3 and 5.

#### d) CORPORATE/RECENTLY CREATED BREWERY(RCB)/INSTITUTIONAL MEMBERSHIP

1) Corporate/RCB/Institutional Membership may be conferred by the Society, at the discretion of the Committee, upon Companies, Breweries or other organised bodies upon application and payment of appropriate subscriptions, the levels of which shall be set by the Committee with the approval of an Annual or Extraordinary General Meeting of the Society, and a similar subscription on the first day of May each year thereafter.

2) Such Corporate/RCB/Institutional Membership shall entitle a nominee of the Corporate/RCB/Institutional Member to have the same rights and privileges and be subject to the same Rules as Ordinary Members.

3) The nominee of a Corporate/RCB/Institutional Member shall receive up to six copies of each issue of the Journal and the Newsletter of the Society. Additional copies may be supplied, upon request, at a

fee to be set by the Committee with the approval of an Annual or Extraordinary General Meeting of the Society.

### **3) CESSATION OF MEMBERSHIP**

Membership shall terminate upon resignation, non-payment of subscription, or expulsion from the Society.

If any member, with the exception of Honorary and Associate Members, shall fail to pay their subscription within one month after the same has become due he/she shall be deemed to be in arrears and notice of the default shall be sent to him/her in writing by the Membership Secretary. If the sum is not paid within the ensuing fourteen days he/she shall cease to be a member and his/her name shall be removed from the register of members. If, however, the delay in payment can be accounted for to the satisfaction of the Committee the name of the member may be restored to the register.

No member in arrears shall be permitted to make use of the Society, vote or take part in any of its affairs.

### **4) MEETINGS**

#### **a) ANNUAL GENERAL MEETINGS**

1) The Annual General Meeting of the Society shall be held within 6 months of the previous year end on such a date, and at such venue as the Committee shall decide. Notice of such Annual General Meeting shall be given in the immediately preceding issue of the Journal or Newsletter of the Society and an Agenda of the business to be transacted shall be sent to members at least fourteen days before the date appointed for the meeting.

2) Notice of any motion for inclusion in the Agenda of such Annual General Meeting must be submitted in writing to the Secretary at least seven days before the date appointed for the meeting.

3) At such Annual General Meeting a statement of affairs, balance sheet as of the thirty first day of December preceding, Auditors report and the reports of the Officers of the Society shall be presented.

4) No business other than that specified in the Agenda shall be transacted at such Annual General Meeting.

#### **b) EXTRAORDINARY GENERAL MEETINGS**

1) The Secretary shall summon an Extraordinary General Meeting of the Society at the direction of the Committee or upon receipt of a written request signed by one fifth of the members of the Society, or thirty members of the Society whichever is the less, stating the objects of such meeting.

2) Notice of such an Extraordinary General Meeting of the Society and the object for which such meeting has been called shall be posted in a special bulletin to all members fourteen days before the date appointed for such meeting.

3) At such Extraordinary General Meeting of the Society ten per cent of the membership shall constitute a quorum. No want of a quorum occurring after the Chairman has convened the meeting shall make such meeting incompetent to transact business.

4) No business other than that specified in the Agenda shall be transacted at such meeting.

5) In the event of the resignation of the entire Committee, the Secretary shall be obliged to remain in office pro tem in order to duly convene the necessary Extraordinary General Meeting. He/she shall further seek nominations for a new Committee within fourteen days of the resignations and shall take the chair at such Extraordinary General Meeting until such time as a new Chairman be elected.

#### **c) ORDINARY GENERAL MEETINGS**

1) Such Ordinary General Meetings of the Society may be held, at the discretion of the Committee.

2) The Committee may, at its discretion, levy a fee to cover costs.

### **5) VISITORS**

Every member shall be entitled to periodically introduce friends as visitors to Ordinary General Meetings of the Society, but the same visitor may not be admitted more than four times in any twelve consecutive meetings unless special consent be obtained from the Committee.

### **6) THE COMMITTEE**

The Committee of the Society shall consist of a minimum of nine members, of whom at least three shall retire at each Annual General Meeting and, if willing and eligible, may offer themselves for re-

election. No Committee member shall serve for more than 3 years without re-election. The election of the Committee shall be by personal vote at an Annual or Extraordinary General Meeting of the Society and nominations may be received in advance of the meeting. The Committee shall meet at least once every quarter and a quorum shall consist of five members. In the event of vacancies arising, for whatever reason, the Committee shall have the power to co-opt up to three members pro tem. Such co-opted members shall offer themselves for re-election at the next possible Annual or Extraordinary General Meeting of the Society.

## **7) AUTHORITY OF THE COMMITTEE**

The Committee shall conduct the general business of the Society, have power to enforce Rules, impose reprimands, and suspend membership as may be necessary for the conduct of the Society in compliance with the Rules and Constitution. The appointment and dismissal of members shall be vested solely in the Committee. Said Committee shall have the power to reprimand, suspend or expel any member who shall, in the opinion of the Committee, render him/herself unfit for membership of the Society. No member shall be finally suspended or expelled without first being given full opportunity to explain his/her conduct in writing to the Secretary nor unless a majority of two thirds of the Committee vote in favour of his/her suspension or expulsion. Every member so accused of misconduct shall receive at least two weeks notice in writing from the Secretary, such notice shall contain a statement of the charge brought against him/her. A member so suspended shall forfeit his/her rights and privileges under these Rules and Constitution but shall remain liable to pay his/her subscription during his/her suspension and, if the member so suspended be an Officer of the Society or a Committee member he/she shall vacate his/her position. The decision of the Committee shall be final.

## **8) OFFICERS**

The Committee shall appoint Officers of the Society to carry out specific duties as follows:- President, Chairman, Secretary, Treasurer, Membership Secretary, Meetings Organiser, Archivist, Journal Editor, Newsletter Editor, Books Editor, Bookshop Sales Manager, Bibliographer, Publicity Officer and Webmaster. Nothing shall debar any member from holding more than one of the above positions.

### **a) PRESIDENT**

The office of President shall be Honorary and may, at the discretion of the Committee, be offered to and withdrawn from a figure known and respected within the brewing industry. The President shall be expected to use his/her best endeavours to further the aims and objectives of the Society. The President may attend and take part in Committee Meetings but may not vote.

### **b) CHAIRMAN**

The Chairman shall be responsible for the leadership of the Society through the Committee and for the orderly conduct of all meetings of the Society. He/She shall have a casting vote at Committee Meetings. In the absence of the Chairman the meeting will elect a chair for the meeting.

### **c) SECRETARY**

The Secretary shall be responsible for the administration of the Society and he/she shall at all times in the execution of his/her duties act under the superintendence, control and direction of the Committee. He/she shall take and distribute minutes of all General and Committee Meetings of the Society.

### **d) TREASURER**

The Treasurer shall be responsible for paying into the Society's account all monies received by the Society from all sources without any deductions for any purpose whatsoever. He/she shall further keep such accounts and shall pay such debts of the Society as the Committee shall direct, and shall, when required to do so, render to the Committee, or to a General Meeting of the Society, an account of the monies received and expended by him/her on the Society's behalf. He/she shall keep the accounts, documents and papers of the Society in such manner and for such purposes as the Committee may decide and he/she shall be prepared to produce the paying-in book, cash book and bank statements for inspection showing that the foregoing duties have been carried out. He/she shall further prepare a balance sheet as of the thirty first day of December each year and submit the same to the Society's Auditor(s) for verification.

### **e) MEMBERSHIP SECRETARY**

The Membership Secretary shall be responsible for keeping a register of the names and addresses of the members of the Society and a record of their payment of subscriptions. He/she shall receive monies on the account of the Society and shall pay same to the Treasurer without any deductions for any purpose whatsoever.

#### **f) MEETINGS ORGANISER**

The Meetings Organiser shall be responsible for the organisation of all meetings of the Society, including the arrangement of suitable venues for such meetings, and the notification of such meetings.

#### **g) ARCHIVIST**

The Archivist shall be responsible for the storage, preservation and cataloguing of research material both belonging to the Society and submitted by the membership in accordance with Rule 2a, paragraph 3, and for producing same to members upon demand where practicable. The ownership of all such material shall at all times reside with the Society as a whole.

#### **h) JOURNAL EDITOR**

The Journal Editor shall prepare, arrange the printing of and distribute to the membership a Journal not less frequently than the Committee may direct. He/she shall further have the right to make use of the material submitted by the membership in accordance with Rule 2a, paragraph 3 in said Journal.

#### **i) NEWSLETTER EDITOR**

The Newsletter Editor shall prepare, arrange printing and distribution to the membership, a Newsletter not less frequently than the Committee may direct. He/she shall further have the right to make use of the material submitted by the membership in accordance with Rule 2a, paragraph 3 in said Newsletter.

#### **j) BOOKS EDITOR**

The Books Editor shall, as directed by the Committee, commission, edit, and arrange the printing and distribution of books and other non-serial publications of the Society.

#### **k) BOOKSHOP SALES MANAGER**

The Bookshop Sales Manager shall conduct the sale of books and other publications on behalf of the Society and submit to the Committee an account of these sales annually.

#### **l) BIBLIOGRAPHER**

The bibliographer shall produce a regular list of recent publications which may be of interest to members and submit it to the Journal Editor.

#### **m) PUBLICITY OFFICER**

The Publicity Officer shall, as directed by the Committee, bring to a wider audience the activities of the Society and its members.

#### **n) WEBMASTER**

The Webmaster shall manage and develop the Society's website.

### **9) CHANGES TO RULES & CONSTITUTION**

No alteration to the Rules and Constitution of the Society by addition, amendment or rescission shall be made except at an Annual or Extraordinary General Meeting of the Society duly convened provided that the motion is supported by at least two thirds of the members present at such meeting, or in the case of a postal ballot by two thirds of the members voting.

### **10) WINDING UP**

The Society shall not be wound up except by resolution of three quarters of the members present at an Extraordinary General Meeting of the Society duly convened for that purpose. In the event of the winding up of the Society its remaining funds and assets shall not be distributed among the members of the Society but held intact for public access and be devoted to objects similar to those of the Society in consultation with similar, like-minded bodies, e.g. National Brewing Library, Scottish Brewing Archive, Local Record Offices, Association for Industrial Archaeology and/or the British Archives Council.

We hereby certify that this is a true and accurate copy of the Rules and Constitution of the Brewery History Society.

(Signed) Chairman and Secretary

#### **Version Control Tracking:**

Amended 2005

Amended 2012