

# RULES - 2015

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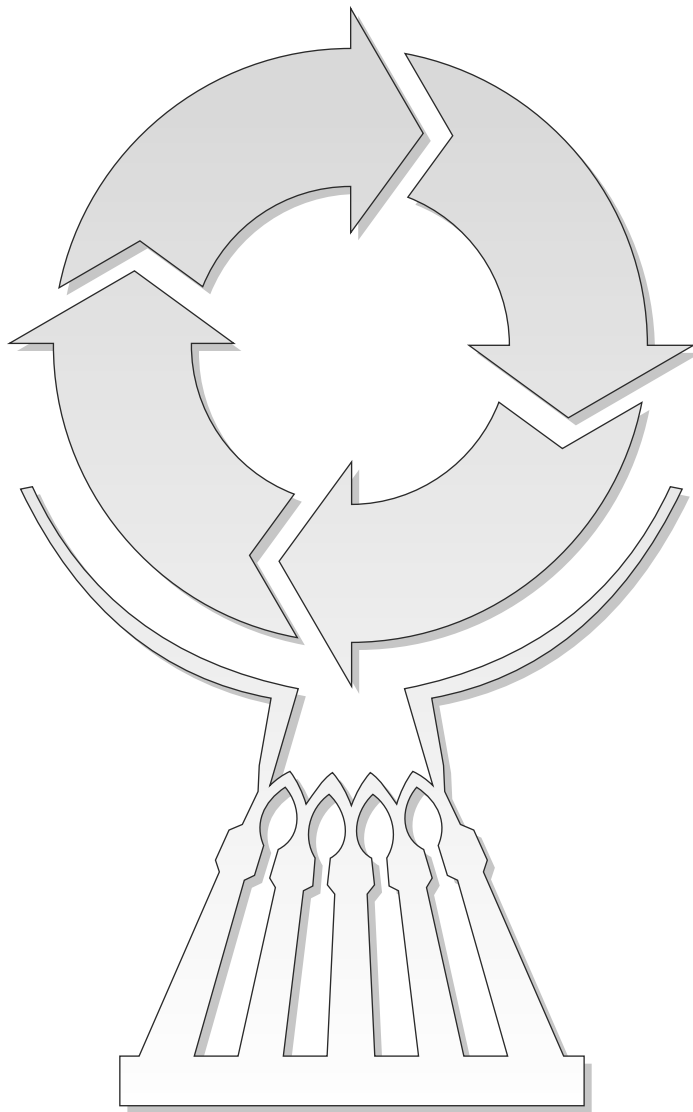
THE  
**BRITISH SOCIETY**  
OF



**SCIENTIFIC  
GLASSBLOWERS**

RULES - 2015





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### Constitution

The British Society of Scientific Glassblowers shall be governed within the limits of the following Rules.

#### 1 Title

The Society shall be called 'British Society of Scientific Glassblowers'.

#### 2 Objectives

The objectives of the Society are:

- 2.1 To uphold and further the status of all Scientific Glassblowers.
- 2.2 To encourage and promote higher standards of skill in the craft and all other associated crafts relating to glass.
- 2.3 To seek the co-operation of educational institutions and industrial organisations so as to encourage improved technical knowledge of glass, glass apparatus and of instruments and devices made from glass.



- 2.4 To set standards for:
  - a) manipulative ability.
  - b) technical and theoretical training.
- 2.5 To award certificates and diplomas.
- 2.6 To bring the skill of the craft to the attention of the public.
- 2.7 To publish a Journal.
- 2.8 To exist solely as a Learned Society, with no political or Trade Union affiliation or aspiration of any kind.
- 2.9 To encourage fellowship among all Scientific Glassblowers engaged in Scientific Glassblowing and its associated crafts.
- 2.10 The Society shall be a non-profit making organisation, and shall be administered in a financially competent manner so as to possess sufficient funds/reserves to enact the above objectives.

### 3 Membership


Membership shall consist of Associate Members, Corporate Members, Honorary Members, Master Glassblowers, Certificated Glassblower, Members, Overseas Members, Student Members and Fellows of the Society

### 4 Definitions of Membership

- 4.1 An Associate Member is a person who is not a Scientific Glassblower but is interested in the aims and objectives of the Society, and has been duly elected as hereinafter provided.
- 4.2 A Certificated Glassblower is a person who has passed the Certificate of Competence or other examinations as decided by Council. (See 10)
- 4.3 Corporate Membership - is the category tailored for academic, commercial and industrial organisations with directors /

- 14.2 Bylaws  
The Council may from time to time make, repeal and amend Bylaws and Regulations (not inconsistent with these Rules) as it shall think expedient for the conduct of the Society's affairs.
- 14.3 The Council is the sole authority regarding the interpretation of these Rules and of any Bylaws or Regulations made thereunder.
- 14.4 Postal votes  
Members may be called upon to cast a vote by post. This will be decided by Council for the membership to act and have a greater involvement in the Society. The result of the postal vote will take the precedent.  
  
All voting slips will be security marked and the returning envelopes to be marked, so as they can be opened at the next Council meeting for the count to take place. The Society will supply stamped and office addressed envelopes for this purpose to all eligible members.

### 15 Dissolution

The Society shall be dissolved if a resolution for that purpose be passed by the majority of members present at an AGM or Special General Meeting and confirmed by two-thirds of the total membership, whose votes shall be taken by Council or a postal vote of all members within a period appointed by the Council. Thereupon the balance of the funds shall either be handed over to such institutions engaged on the scientific study of scientific glassware as shall be decided by a majority of members voting at a Special General Meeting convened for that purpose, or in default of such decision shall be given to the committee of the Privy Council for Scientific and Industrial Research, for disposal of it as it seems desirable in the best interests of the scientific glassware industry. The Society shall thereupon be dissolved. 



**13.1.4** Representatives/Delegates from Sections to be ratified at the A.G.M. (see 9.4)

**13.1.5** Standing Orders to be ratified at the A.G.M.

**13.2** Special General Meeting

The Council may at any time for any special purpose and at such notice as it may from time to time decide, call a Special General Meeting and it shall do so forthwith upon a requisition in writing of any fifteen Members, stating the purpose for which the meeting is required.

**13.3** Ordinary General Meeting

Ordinary General Meetings of the Society, for the reading and discussion of papers on matters of interest to the Society and for the transaction of business other than that provided for at the AGM, shall be held at such times and such places as the Council shall from time to time decide.

**13.4** Convening of Annual / Ordinary or Special General Meetings

At least 21 days before any General Meeting, a notice of such meeting with the business to be transacted thereat, shall be sent to every member along with postal /proxy forms. The audited accounts, together with the various other reports, shall be forwarded to any member on request but shall always be available at the meeting.

**13.5** Quorum

The quorum of all General Meetings, for the transaction of business other than the reading and discussion of papers, shall be at least one Officer of the Society and those members personally present and entitled to vote.

## 14 Interpretation and Amendment of Rules

**14.1** The rules may be added to, repealed or amended at an AGM and/or Special General Meeting of the Society by a resolution submitted from Council or from the floor of the meeting, provided that it is carried by at least two-thirds of the members voting with a showing of current membership cards.

employees / partners who also qualify for membership as hereinafter provided. The membership is assigned to the Corporate entity who nominates qualifying individuals on the following scale:

- 0 to 2        qualifying individuals - Not eligible
- Up to 4       discount as set by Council
- Up to 6       discount as set by Council
- Up to 10      discount as set by Council
- Up to 15      discount as set by Council
- 16 plus       discount as set by Council

All nominated individuals must qualify for Society membership as per rules 4.1, 4.2, 4.4, 4.5, 4.6 and 4.7. Such persons enjoy all of the duties, rights and privileges of the Society as defined by these rules.

- 4.4** An Honorary Member: It is the sole prerogative of Council to make such an appointment.
- 4.5** A Master Glassblower is a Member who has passed the relevant examination and has satisfied the Board of Examiners as to their fitness to be entered on the role of Master Glassblowers and shall be entitled to use the appropriate style after their name.
- 4.6** A Member is a person who has been employed for a minimum period of five consecutive years as a Scientific Glassblower, and shall have been duly elected as hereinafter provided.
- 4.7** An Overseas Member is a person who, whilst fulfilling the requirements for membership, is resident outside the British Isles.
- 4.8** A Student Member is a person who, at the moment of application, has been receiving instruction in scientific glassblowing for a period of less than five years, and shall have been duly elected as hereinafter provided.
- 4.9** A Fellow of the BSSG is any category of member with not less than 20 years experience of scientific glassblowing and who has been recognised by Council for Services to the Society. The initials FBSSG may be used after their name.

## 5 Applications for Membership

- 5.1 Every person applying for each and every category of Membership shall make their application in writing, signed by the applicant, and with such particulars as determined by Council.
- 5.2 All applications for membership shall be sent on the appropriate form to the Honorary Treasurer who will accept all valid applications on behalf of the Council.
- 5.3 When an applicant has been duly accepted, the Honorary Secretary shall notify the new member accordingly.
- 5.4 When a person has been elected to membership after 30th. September in any year, the subscription shall be waived for the next calendar year.

## 6 Privileges of Members

- 6.1 All Members shall be entitled to the benefits and privileges of the Society as defined below.
- 6.2 Every Member (except Associate, see 6.3) shall have the right to attend and vote at all general meetings of the Society, to attend and vote at their local section meetings and to receive one copy of all publications. Also, to introduce to any Ordinary General Meeting of the Society one visitor.
- 6.3 Every Associate Member shall have the rights and privileges of Membership, except the right to vote at General Meetings of the Society.
- 6.4 Every Overseas Member shall have the benefits and privileges of membership of the Society of their particular grade of membership.
- 6.5 Every Honorary Member shall have the rights of their former membership without the liability of payment of membership subscriptions.

- 12.2 Auditors  
At every AGM, qualified accountants shall be appointed as Auditors for the ensuing year.

- 12.3 Funds
  - 12.3.1 The Funds of the Society shall be under the control of the Council and shall be used in pursuance and furtherance of the objectives of the Society and in the fulfilment of the rules, but not otherwise.
  - 12.3.2 All money paid by the Honorary Treasurer shall be reported to the Council.
  - 12.3.3 All cheques shall be signed by the Honorary Treasurer and countersigned by either the Chairman or Honorary Secretary.
  - 12.3.4 All funds, investments and securities shall be lodged with the Society's bankers, or other institution approved by Council, in the names of the Chairman, Honorary Secretary and the Honorary Treasurer, who are empowered to issue guarantees and/or indemnities on behalf of the said Society.
  - 12.3.5 All Sections should show an audited balance sheet and submit it to the Treasurer one month after the end of the financial year.

## 13 Annual, Special and Ordinary General Meetings

- 13.1 Annual General Meeting: shall be annually
  - 13.1.1 To elect Officers and confirm Council for the ensuing year. [see 10.5]
  - 13.1.2 To ratify the appointed Auditors for the ensuing year.
  - 13.1.3 To decide upon resolutions which may be duly submitted in a manner imposed by the Society's Rules.



- 10.7.4** if they absent themselves from two consecutive meetings of Council without good reason or without written notification to the Honorary Secretary.

## 11 Special Powers of Council

- 11.1** Appointment of Committees  
The Council may from time to time appoint committees whose power shall be defined and terms of reference recorded in the Minutes of the Council's Meetings. The Committee may be administrative, technical, ad hoc or general; the administrative, technical and general committee shall be appointed annually at the first meeting of Council following the AGM. Ad hoc committees may be appointed at any Council Meeting. The Chairman, Honorary Secretary and the Honorary Treasurer shall be ex-officio members of all committees and will have full voting rights.
- 11.2** Journal  
The Council shall have power to publish a Journal, a Directory, Monographs and other publications, to accept advertisements for insertion therein in such form and at such rates as it may from time to time decide, and to sell such Journal, Directory and Monographs and other publications at such prices as it may set. The Council shall have such powers as are necessary for the printing, publication and sale of the said Journal, Directory, Monograph, etc.
- 11.3** Staff  
The Council shall have power to appoint an Editor, Business Secretary, Librarian, Technical Secretary, Public Relations Officer, Assistant Editor, Journal Advertising Manager, Assistant Secretary and such other persons as it shall from time to time determine, or to employ all or such persons at such remuneration as the Council may from time to time determine.

## 12 Accounts and Funds

- 12.1** Financial Year  
The Financial Year of the Society shall end on 31st. December, to which day the accounts of the Society shall be balanced.

## 7 Membership Subscriptions

- 7.1** The Annual membership Subscriptions shall be as set by Council. All members shall pay the full membership subscription except that Students and members who are retired from full-time employment or are unemployed will pay 50% of the membership subscription.
- 7.2** Membership Subscriptions shall be due on the first day of January of each year in respect of the twelve calendar months immediately following that date.
- 7.3** A Member shall not be entitled to vote at any Meeting of the Society, be elected to any office or receive the Society's publications for any year until their membership subscription for that year has been fully paid.

## 8 Resignation, Lapse of Membership or Expulsion

- 8.1** Any Member may resign their particular grade of membership by giving to the Secretary notice in writing to that effect. Resignations shall not absolve members from liability with respect to annual membership subscriptions or other payments due.
- 8.2** Any Member who's membership subscription has not been paid after the first day of March shall cease to be a Member, but they shall continue to be liable for any moneys which may be owed to the Society.
- 8.3** If Council deems it to be in the interests of the Society; it shall be the duty of the Council, to request (by registered letter) any member to resign from the Society, stating the reason. The member will have the right to appeal at a General Meeting, or before the Council.

## 9 Management

- 9.1** The management and control of the Society and its affairs shall be vested in a Council, constituted and elected as hereinafter provided.

- 9.2** The Honorary Officers of the Society having membership of the Council shall be:
- The Chairman
  - Honorary Secretary
  - Honorary Treasurer
- 9.3** Every Honorary Officer shall be a Member as hereinafter defined.
- 9.4** The Society encourages all members to form self administered Sections that operate within the rules of the Society. Sections will be based on the geographical distribution of the members. All Sections will have a set of rules, elect officers and shall elect two delegates to Council.

## 10 Council

- 10.1** The Council shall consist of:  
The Chairman, the Honorary Secretary, the Honorary Treasurer, two Delegates elected by each Section, the Journal Editor, Ex Officio, one representative from any Council Sub-committee.
- 10.2** Chairman at Council Meetings  
At all Council meetings, the Chairman, or in his/her absence, a Past Chairman if a member of Council, or other members of Council in each case in order of membership seniority, shall take the Chair. On all motions, the Chairman shall in the case of equality of vote have a casting vote.
- 10.3** All members of Council shall have one vote each.
- 10.4** Nominations
- 10.4.1** The nominations of the Society's Officers, namely the Chairman, the Honorary Secretary and the Honorary Treasurer, shall be made by Council. Nominations of the delegates shall be made by Members of the Society, providing also that following the receipt of such nominations, the Council shall have power to fill vacancies or to ensure adequate representation of the Society's interests.

- 10.4.2** Electing Executive Officers of the B.S.S.G. Nominations for the Officers is from within the Council, Council members shall vote by ballot slip. Scrutineers shall be two members of Council who are neither current officers or candidates. The successful candidate to have majority vote. Any proposal for officers from outside the Council shall be submitted to the Secretary by May 15th, giving a resume of the candidate's service to the B.S.S.G. and their practical contribution to the scientific glassblowing profession. All nominations and resumes shall be published in the July edition of the B.S.S.G. Journal. Nominations from the floor at the AGM will only be accepted in the event of none being proffered by the above procedures.

- 10.5** Election of Council Officers nominated for election or re-election shall be proposed on behalf of the Council at the AGM, first the Chairman and separately and subsequently the other officers due for election. (See 13.1.1)
- 10.5.1** Approval of the Council's nominations shall require a vote in favour by a show of current membership cards of a simple majority of the members present entitled to vote plus any valid postal ballots received by the Hon. Secretary prior the start of the Meeting. The Chairman /Chairman Elect shall commence his duties on the day after the AGM.
- 10.6** Quorum  
Six members of the Council present in person, including at least one Officer, shall form a quorum.
- 10.7** Resignations  
A member of Council shall, ipso facto, vacate office:
- 10.7.1** if they cease to be a Member of the Society
- 10.7.2** if by notice in writing to the Honorary Secretary of the Society, they resign their office
- 10.7.3** if they become bankrupt or suspend payment of their liabilities or compounds with their creditors