The British Cartographic Society
Registered Charity Number 240034

Founded 28th September 1963

Constitution adopted September, 1964


Registered as a Charity in 1964 under The Charities Act, 1960.

BCS Administration
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Revised November 2017
The British Cartographic Society
Registered Charity Number 240034

Constitution and By-laws

Constitution

1. NAME
   The name of the organisation shall be “The British Cartographic Society”.

2. OBJECT
   The object of the Society is the promotion of that class of knowledge which distinguishes the Art and Science of Cartography. For that purpose, the Society shall, inter alia:
   a. facilitate the exchange of information and ideas amongst the members of the Society and others.
   b. hold meetings and publish periodicals and books.
   c. arrange and participate in National and International Conferences.
   d. advance cartographic education and encourage research.
   e. establish and maintain libraries and collections of maps, books, plans and photographs.
   f. print, publish, sell, lend and distribute communications made to the Society.
   g. provide and award medals and prizes.
   h. do all other things incidental to the Society’s object provided that no part of the property or funds of the Society shall be applied other than for charitable purposes.

3. MEMBERSHIP
   Membership of the Society shall be divided into eight classes, namely Honorary Fellows, Fellows, Full Members, Student Members, Affiliate Members, Corporate Members, Small Corporate Members and Educational Members. They are all herein collectively referred to as Members, except where otherwise stated.

4. MEETINGS
   There shall be an Annual General Meeting of Members, held at intervals of not more than 15 months, for the purpose of receiving the report of Council, examining the accounts of the Society, electing the Officers and other members of Council for the ensuing year, electing the examiners and for transacting any other business for which due notice has been given. Ordinary Meetings and Extraordinary General Meetings may be held from time to time as occasion demands; provided due notice of all business to be transacted is given to Members in accordance with the By-laws.

5. MANAGEMENT
   Subject to the By-laws and the ultimate direction of the Members in General Meeting, the management of the affairs, business and property of the Society shall be vested in a Council constituted in Council subject to these By-laws and to the general or specific instructions of Council.

71. The Honorary Secretary may be assisted by an Administrator who may be either honorary or, if not a Member, paid for his services which shall be as laid down by Council.

R.

ADMINISTRATOR

72. An Administrator who may be either honorary or, if not a Member, paid for his services which shall be as laid down by Council, shall be appointed to provide advice and assistance to the Society with its day-to-day administration. The post shall be advertised by Council as it may from time to time determine.

S.

PROPERTY OF THE SOCIETY

73. The whole of the property of the Society shall be held in the name of The British Cartographic Society, but Trustees for the Society may be appointed when this is necessary.

T.

ENDOWMENT FUND

74. An Endowment Fund may be established by the Society to provide prizes, medals, or other special recognition for those persons who contribute noteworthy papers to the publications or technical meetings of the Society, or who assist junior Members engaged in Cartography, or otherwise extend the services of the Society for the advancement of Cartography.

75. The Endowment Fund shall consist of such real and personal property as may be given to it by deed, bequest, or legacy, or be transferred from the general funds of the Society by the authority of Council, by whom it shall be administered.

U.

GENERAL

76. The Society shall not necessarily be taken to endorse the individual statements and opinions of Members expressed in such periodicals and books as it may cause to be published.

77. In the construction of these By-laws words denoting the masculine gender only shall include the feminine gender also.
submitted by Council to the Annual General Meeting.

O. COMMITTEES

65. Council may from time to time set up Committees of not less than three Members each to assist the business of the Society or the study of particular aspects of Cartography. The Chairman of each Committee will be approved annually by Council and shall be elected or be a co-opted member of Council. Members of Committees, other than the Chairman may, but need not be, members of Council.

66. There shall be in particular the following main Committees with their respective Chairman, whose responsibilities shall be as under:
   a. Membership Committee
      For direction of membership plans, recruitment and benefits, subscription strategy, membership drives, marketing and promotion and responsibility for Special Interest Groups and the UK Cartography Committee.
   b. Programme Committee
      For event planning and organisation including the Symposium, training events and arranging the speakers and venues at Ordinary Meetings of the Society.
   c. Publications Committee
      For publication planning and management including The Cartographic Journal, Maplines, the Society’s website and other Society publications.

67. These main Committees shall meet as often as necessary and report through their Chairman to Council. For assistance in their work they may co-opt additional members or appoint Sub-Committees who shall report to them.

P. SPECIAL INTEREST GROUPS

68. The Society will establish Special Interest Groups (SIG) as and when required for the benefit of the Members. Each SIG will be appointed by Council for a term of 2 years. SIG may be renewed without limitation.

Each SIG will appoint a Convener who will report to the Chair of the Programme Committee. Unless elected to Council as Members, Conveners will not sit on Council nor be co-opted onto Council.

Q. HONORARY SECRETARY

70. The Honorary Secretary or a deputy appointed by him shall attend all meetings of Council and the Society and keep minutes of the proceedings of all such meetings. He shall have the overall responsibility of the correspondence and administration of the Society and the manner hereafter described.

6. COUNCIL
   Council shall consist of the Officers and not less than 6 and not more than 8 other Members properly elected in accordance with the By-laws. The Officers and elected Members of Council are also Trustees of the Society.

7. OFFICERS
   The Officers shall be the President, Vice-President, Honorary Secretary and Honorary Treasurer.

8. INCOME AND PROPERTY

9. 8.1. The income and property of the Society shall be applied solely towards the promotion of its objects.
   a. A Society Trustee is entitled to be reimbursed from the property of the Society or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Society.
   b. A Society Trustee may benefit from Trustee indemnity insurance cover purchased at the Society’s expense in accordance with, and subject to the conditions in, Section 189 of the Charities Act 2011.

8.2. None of the income or property of the Society may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any Member of the Society. This does not prevent a Member who is not also a Trustee from receiving:
   a. a benefit from the Society in the capacity of a beneficiary of the Society,
   b. reasonable and proper remuneration for any goods or services supplied to the Society.

9. GENERAL CONDUCT
   The Society shall not support with its funds any object, or endeavour to impose or procure to be observed by its members or others, any regulation, restriction or condition which, if an object of the Society, would make it a Trade Union. All questions of politics, general or local, shall be rigidly excluded.

10. ACCOUNTS
   True accounts and records shall be kept of money received and expended by the Society, and the matters in respect of which such receipts and expenditures take place, and of the property, credits and liabilities of the Society. The accounts and records of the Society shall be open to the inspection of members, subject to any reasonable restrictions as to the time and manner of inspecting that may be imposed in accordance with the By-laws. Once at least in every year the accounts of the Society shall be examined and the correctness of the balance sheet ascertained by one or more examiner or examiners appointed for that purpose.

11. WINDING-UP
   If upon the winding-up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of the Society, but shall be given or transferred to some other charitable Society or Societies having objects similar to the object of the Society, and which shall prohibit the distribution of its or their income and property among its or their members to the extent imposed on the Society by clause nine hereof, or in default thereof to
some other charitable object or objects.

12. **BY-LAWS**
All matters not governed by the Constitution shall be regulated by the By-laws annexed hereto and any alterations or additions there-to. Alterations or additions to the By-laws may be made only by an Extraordinary Resolution passed at an Extraordinary General Meeting at which a majority of those Members who vote personally or by proxy indicate their agreement to any such change, provided that no change shall be made which would have the effect of allowing the property of the Society to be applied to other than wholly charitable purposes.

13. **CHANGES IN THE CONSTITUTION**
Alterations or additions to the Constitution may be made only by a Special Resolution passed at an Extraordinary General Meeting at which three-quarters of those Members who vote personally or by proxy indicate their agreement to any such change, provided that no change shall be made which would have the effect of allowing the property of the Society to be applied to other than wholly charitable purposes.

By-laws

A. **CLASSES AND DESIGNATION OF MEMBERS**

1. Membership of the Society shall be open to anyone who has an interest in cartography and shall be divided into:
   a. **Honorary Fellows**, who shall be distinguished persons, upon whom Council may see fit to confer an honorary distinction.
   b. **Fellows**, who shall be Members meeting the criteria for professional competence upon whom Council may see fit to confer Fellowship status.
   c. **Full Members**, who shall be over 18 years of age who normally are, or have been, professionally engaged in mapping or associated fields, or who have a substantial interest in maps or cartography.
   d. **Student Members**, who may be of any age, that are engaged in full-time education and who have an interest in cartography. (Proof of status required.)

   **Affiliate Members**, who may be of any age and who have an interest in maps or cartography.

   **Corporate Members**, who shall be organisations interested directly in cartography such as government departments, manufacturers of cartographic equipment, or map publishing companies.

   **Small Corporate Members**, who shall be cartographic businesses with fewer than 20 employees or with an annual turnover of less than £500,000.

   **Educational Members**, who shall be educational establishments such as schools, colleges and universities.

   **Conducting the business of the Society and may discharge them when it thinks proper.**

56. Council may co-opt Members as required up to a maximum of 4 persons. Co-opted Members are not eligible to vote and are not Trustees of the Society.

L. **PRESIDENT AND VICE-PRESIDENT**

57. The President or in his absence the Vice-President shall take the Chair at all meetings of the Society and Council, and shall regulate and keep order in the proceedings.

58. In the absence of the President and the Vice-President the meeting may elect any member of Council, and in their absence any Member present, to act as Chairman.

59. The Chairman at any meeting of Council or the Society, shall not normally vote, but when votes of the meeting on any subject are equally divided he shall be required to give a casting vote.

M. **HONORARY TREASURER**

60. The Honorary Treasurer shall receive, on account and for the use of the Society, all sums of money due to the Society and under the direction of Council, out of such moneys, pay all sums due by the Society.

61. The Honorary Treasurer shall keep a regular account of receipts and payments in the mode which may seem most proper to Council.

62. The Honorary Treasurer may be assisted by an Administrator who may be either honorary or, if not a Member, paid for his services which shall be as laid down by Council.

63. The Honorary Treasurer shall prepare a statement of the funds of the Society as at the first day of July in each year, and of the receipts and payments of the year ending on that date. The statement shall be verified and signed by the examiner or examiners and presented for adoption at the Annual General Meeting. A copy of the statement shall be available to all Members attending the Annual General Meeting.

N. **EXAMINERS**

64. Any Member of the Society, and/or a qualified accountant shall be eligible for election as an Examiner. He shall have access at all reasonable times to the accounts of the Society, and shall examine and sign the Treasurer’s Annual Statement of Account before it is
with By-law 46. The ballot paper shall show the office for which each nomination has been made and the number of vacancies with their associated terms of office for members of Council. Council shall send ballot papers to Members at least 21 days before the date fixed for the next Annual General Meeting.

48. A Member shall vote for the election of Council by submitting his ballot paper at the Annual General Meeting either personally or by post in accordance with By-law 49 after striking out the names of those for whom he does not wish to vote, in such a way that there shall remain on the ballot paper not more than one nomination for each of the Officers and a number of nominations which does not exceed the declared number of vacancies for members of Council. Any ballot paper submitted which contains more names than vacancies or more than one name for any Officer shall be held completely null and void. If votes are given to any Member to serve on Council in more than one capacity the number of such votes which may be insufficient for his election to the highest office for which he has been nominated shall count for his election to the next lower office and similarly for election to any further lower office and for this purpose the precedence of office shall be the order in which the prospective Officed members of Council are listed in the ballot paper.

49. Any ballot paper complying with By-law 48 addressed to and received by the Honorary Secretary prior to the commencement of business at the Annual General Meeting from any Member not present shall be accepted as a valid vote if in a sealed envelope authenticated by the signature of the absent Member.

50. Votes for the election of Council shall be counted at the Annual General Meeting by scrutineers appointed by the Chairman for that purpose, and the result announced by the retiring President before the conclusion of the meeting.

K. DUTIES AND POWERS OF COUNCIL

51. Council shall manage the affairs of the Society in accordance with the Constitution and By-laws.

52. Council shall meet as often as the business of the Society requires. At any meeting five members of Council shall form a quorum.

53. Until otherwise directed by an Ordinary Resolution passed by the Members in General Meeting, or unless a ballot be demanded, all questions shall be decided in Council by simple majority vote among those present.

54. Council shall draw up an Annual Report on the state of the Society, which shall be presented at the Annual General Meeting.

55. Council shall have the power of appointing, employing and remunerating such officials and assistants as it considers necessary for

B. ACQUISITION OF MEMBERSHIP

2. The acceptance of Members, other than Honorary Fellows, is vested in Council and shall be in accordance with such procedure and upon such conditions as to qualifications or otherwise as it may from time to time direct.

3. Full Members, Student Members and Affiliate Members
Every candidate for Full, Student and Affiliate Membership shall be required to provide, on an application form approved by Council, a. his name and address,

b. a declaration of his desire to further the object and purpose of the Society,

his age, if under 18,

proof of student status (eg a university D card), if applying for Student Membership. Student Membership may be held for a maximum of six years.

4. Corporate Members, Small Corporate Members and Educational; Members
Application for Corporate, Small Corporate and Educational Membership shall be made in writing to the Honorary Secretary from whom an application form may be obtained.

5. Honorary Fellows
Persons who have rendered distinguished service to the Society may be elected as Honorary Fellows. The election of Honorary Fellows shall be made by the Society at the Annual General Meeting. Nominations shall be submitted to such meeting by Council as they may from time to time determine. Not more than three Honorary Fellows shall be elected in any one year. Honorary Fellows shall not be required to pay any subscription and shall be entitled to the same rights and privileges as Full Members.

6. Fellows
Members of the Society, in good standing, who have been Members without a break for 25 years, are eligible to apply for and shall be granted Fellowship status without further consideration. Other Members, with a minimum of 2 years continuous membership and at least ten years relevant experience, who wish to apply for Fellowship shall be required to submit an application form, available from the Honorary Secretary. All applications will be considered by the Membership Committee. Members whose applications have been turned down shall be entitled to appeal in writing to the President.

7. Society Medal
Persons who have made a distinguished contribution to Cartography may be awarded the Society’s Medal. Membership of the Society shall not be a condition of the award but the award shall confer neither rights or privileges of membership. The award of the Society’s Medal shall be a gift of Council. Not more than three
awards shall be made in any one year.

C. PRIVILEGES AND VOTING POWERS OF MEMBERS

8. Full Members, Small Corporate Members and Educational Members shall enjoy the full privileges of the Society, which shall include the right to receive The Cartographic Journal and Maplines; each Full Member, Small Corporate Member and Educational Member whose subscription is not in arrears, shall be entitled to one vote at General Meetings of the Society.

9. Honorary Fellows shall be entitled to use the designation FBCart.S and shall enjoy all the privileges of Full Members of the Society.

10. Fellows shall be entitled to use the designation FBCart.S and shall enjoy all the privileges of Full Members of the Society.

11. Student Members shall have use of the facilities of membership, including the right to receive The Cartographic Journal and Maplines in digital format, and to attend General Meetings where they may take part in all discussions including those in which a vote is to be taken, but shall not be entitled to exercise any voting powers. Student Members shall not be eligible for election to Council but may nominate Members for election to Council. Subject to annual proof of status, Student Membership may be held for a maximum of six years.

12. Affiliate Members shall have use of the facilities of membership, including the right to receive Maplines and to attend General Meetings where they may take part in all discussions including those in which a vote is to be taken, but shall not be entitled to exercise any voting powers. Affiliate Members shall not be eligible for election to Council but may nominate Members for election to Council.

13. Corporate Members shall have the right to send five representatives to attend all Ordinary meetings and to nominate not more than one representative to attend a General Meeting, to receive two copies of The Cartographic Journal and Maplines, and to utilise the other facilities of the Society; each Corporate Member by its nominated representative shall be entitled to one vote at General Meetings, but shall not be eligible for election to, or representation on, Council.

D. CONTRIBUTION OF MEMBERS

14. Every Fellow, Full Member, Student Member, Affiliate Member, Corporate Member, Small Corporate Member and Educational Member shall pay an annual subscription as determined by Council.

15. The first subscription shall be payable in full on acceptance, and subsequent subscriptions shall be payable in advance on the first day of January in each year; but the first subscription of Members

J. ELECTION OF THE OFFICERS AND MEMBERS OF COUNCIL

41. The normal term of office for service on Council shall be one year for Officers and 2 years for Members. When a Member does not complete the normal term of office, Council may seek to fill the vacancy for the unexpired period by election at an Annual General Meeting. Members, numbering not less than 4 and not more than would bring the total number of Members to 8, and the Officers shall be elected at the Annual General Meeting from among the Members of the Society. At an election, when vacancies may be for varying terms of office, the shorter terms shall go to the successful candidates with the smaller numbers of votes. When any 2 or more candidates have an equal number of votes their right to election or to the longer terms of office shall be decided by lot in such a manner as Council shall determine. Members whose normal terms of office have expired and all Officers shall retire at the conclusion of an Annual General Meeting but shall be eligible for re-election subject to By-law 43.

42. Members of Council shall serve as individuals only and not as representatives of other organisations or sections of the Society.

43. No Member who has filled the office of President or Vice President for 3 successive years shall be eligible for re-election to that office until the expiration of 3 years from the termination of his office. No other Officer may serve in any one capacity for more than 10 consecutive years.

44. Council shall endeavour to ensure that in any year there shall be at least 2 nominees for membership of Council who did not serve for the previous year.

45. If any Office becomes vacant by death, resignation or other reason, Council shall have the power to fill the vacancy until the next Annual General Meeting.

46. Any two or more Members may nominate one or more Members for election either as Officers or members of Council by duly signed nominations which are endorsed with the written agreement of the nominee to serve if elected and which shall be delivered to the Honorary Secretary by the first day of September preceding the normal November election of Council.

47. Council shall prepare a ballot paper comprising the names of all Members who have indicated their willingness to stand for election as Officers or members of Council and whom Council consider suitable for election to the next Council together with the names of those for whom nominations have been received in accordance
shall be decided on a show of hands unless in the case of an Annual or Extraordinary General Meeting a poll is (before or on the declaration of the result of the show of hands) demanded by the Chairman or by at least three voting Members present in person or by proxy. Unless a poll be so demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the book of proceedings of the Society shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.

34. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time and place as the Chairman directs. The result of a poll shall determine the resolution of the meeting at which the poll was demanded and any business other than that upon which the poll has been demanded may be proceeded with, pending the taking of the poll.

35. On a poll, votes may be given either personally or by proxy. A proxy shall be a Member having the right to attend and vote at the meeting on his own behalf, or the nominee, duly notified, of a Corporate Member.

36. The instrument appointing a proxy shall be in common form or in such other form as Council may approve and shall be in writing under the hand of the appointer or his attorney duly authorised in writing or if the appointer is a Corporate Member, Small Corporate Member or Educational Member under the hand of an Officer duly authorised in that behalf.

37. All instruments appointing proxies, and the powers of attorney (if any) under which they are signed, shall be sent to the Honorary Secretary so as to reach him not later than 48 hours before the time appointed for holding the meeting at which they are proposed to be used or in the case of a poll not less than 24 hours before the time appointed for the taking of the poll and in default such instruments of proxy shall be invalid.

38. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

39. No objection shall be made as to the validity of any vote except at the meeting at which such vote shall be tendered and every vote not disallowed at such meeting by the Chairman shall be deemed valid.

40. A vote in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed provided no intimation in writing thereof shall have been received by the Honorary Secretary immediately prior to accepted after the first day of July in any year shall be reduced by one half.

16. Council may, in exceptional circumstances, suspend or waive in whole or in part the payment of the subscription of a Member who has paid not less than 10 subscriptions, and who has made application for suspension or waiver.

17. A newly accepted Member shall pay his first subscription within a period of three months of notification of his acceptance, otherwise his acceptance shall become void, but Council may extend the period in exceptional circumstances.

E. RESIGNATION AND EXPULSION OF MEMBERS

18. A Member who wishes to resign shall give the Honorary Secretary written notice to that effect; if such notice is received after the first day of January in any year, the Member may be liable for his subscription for that year.

19. A Member whose subscription is 1 month in arrears shall cease to enjoy any of the privileges of membership, unless his subscription has been suspended or waived by Council under By-law 16. If the subscription remains unpaid for a further period of 12 months without, in the opinion of Council, reasonable cause, membership shall be automatically terminated and the Member’s name shall be erased from the list of Members.

20. Persons who have ceased to be members of the Society under the provisions of By-laws 17, 18 and 19 may apply for re-acceptance subject to the payment of any arrears of subscription outstanding at the time of cessation of membership.

21. A written request accompanied by a formal complaint signed by not less than 10 Members entitled to attend and vote at General Meetings, may be made to Council for the expulsion of a member of any class. If a majority of Council approve such a request the Honorary Secretary shall invite an explanation from the Member against whom the complaint has been lodged; if no explanation is received within 28 days, or if, after consideration of the explanation provided, a majority of Council so decide, the Member complained of shall be requested to resign from the Society. If a majority of Council disapprove the request for expulsion, or is satisfied with the explanation of the Member complained of, the Members requesting expulsion shall be so informed, and such decision shall be final. Neither in the case of approval or disapproval of a complaint shall any record of such a request or decision be incorporated in the minutes, nor shall they be discussed subsequently or in General Meeting, except that in the event of the Member complained of not resigning if and when requested, Council shall convene an Extraordinary General Meeting, at which expulsion shall be effective by the passing of a Special Resolution.
F. MEETINGS OF THE SOCIETY

22. Meetings of the Society may be-
   a. Annual General Meetings,
   b. Extraordinary General Meetings,
   c. Ordinary meetings.

23. The Annual General Meeting shall be called by not less than 21 days notice in writing, and shall normally be held during the month of November in each year, on such date and at such time and place as Council may decide, to transact the following ordinary business-
   a. to receive the report of Council,
   b. to receive the Honorary Treasurer’s report, and the Examiner’s report thereon,
   c. to elect Examiners for the ensuing year,
   d. election of Council as under By-law 41,
   e. election of Honorary Fellows in accordance with By-law 5.
   Any other business to be transacted at an Annual General Meeting shall be deemed special, for which due notice shall be given, specifying the general nature of such business.

24. Extraordinary General Meetings shall be called by not less than 14 days notice in writing, and may be convened by Council at any time for transacting any business concerning the affairs of the Society other than the ordinary business of an Annual General Meeting or matters dealt with at Ordinary Meetings.
   Council shall, on the requisition of not less than 10 Members having the right of voting at General Meetings of the Society, forthwith proceed to convene an Extraordinary General Meeting.
   The requisition must state the objects of the meeting and must be signed by the requisitionists and sent to or deposited with the Honorary Secretary and may consist of several documents in like form each signed by one or more requisitionists.
   If Council do not within 21 days from the date of the deposit of the requisition proceed to convene a meeting, the Honorary Secretary shall upon the instructions of the requisitionists or not less than one half their number, convene a meeting but any such meeting shall not be held after the expiration of three months from that date.

25. Ordinary Meetings of the Society shall be held from time to time during the year for the free discussion of papers and developments relating to Cartography. They may be held at such times and places as Council may from time to time direct. Council and any individual Member shall have the power and privilege of inviting or introducing visitors to Ordinary Meetings except where admission is by ticket.
   No business concerning the Constitution or By-laws or the affairs of the Society may be determined at any Ordinary Meeting.

G. RESOLUTIONS AT GENERAL MEETINGS

26. Resolutions shall be one of the following categories:-
   a. Ordinary Resolutions,
   b. Extraordinary Resolutions,
   c. Special Resolutions.

27. All resolutions shall be Ordinary Resolutions unless the Constitution and By-laws require the business to be treated otherwise. An Ordinary Resolution put to the vote of a meeting shall be decided by a simple majority of Members present and voting.

28. An Extraordinary Resolution shall be passed by a simple majority of Members voting personally or by proxy at a General Meeting of which notice, specifying the intention to propose the Extraordinary Resolution, has been duly given.

29. A Special Resolution shall be passed by a majority of not less than three-quarters of the Members voting personally or by proxy at a General Meeting of which notice, specifying the intention to propose the Special Resolution, has been duly given.

H. PROCEEDINGS AT GENERAL MEETINGS

30. Ten Members entitled to attend and vote at General Meetings who are present in person shall be a quorum for a General Meeting. No business shall be transacted at any General Meeting unless the quorum is present at the time when the meeting proceeds to business.

31. If within half an hour from the time appointed for the meeting a quorum is not present the meeting, if convened upon the requisition of Members, shall be dissolved, but in any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Chairman of the meeting shall determine and if, at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present who are entitled to attend and vote shall be the quorum.

32. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

33. At any General Meeting a resolution put to the vote of the meeting