

THE RULES OF THE SOCIETY

TITLE

1. The name of the Society shall be The Society of Scribes & Illuminators, also known as the "SSI".

AIMS

2. The aims of the Society shall be to encourage the practice and influence of calligraphy and fine lettering and to perpetuate excellence in craftsmanship in the production of manuscripts, documents and all forms of calligraphic works.

MEMBERSHIP

3. 1 The membership of the Society shall be:
 - 3.1.1 Fellows (including Life Members)
 - 3.1.2 Lay Members
 - 3.1.3 Honorary Members
 - 3.1.4 Friends

3.2. Reference in these Rules to "Fellows" shall include Life Members.

3.3. Any Fellow or Lay Member may propose or second a candidate for any elected office or for election to Honorary Membership. If a proposal is made by a Lay Member then it must be seconded by a Fellow. All such elections shall be by majority vote of those present.

FELLOWS

4.1. Fellows shall be those members of the Society practising the crafts of Writing and Lettering who have been elected as Fellows as provided below, together with those elected as Craft Members under previous Rules of the Society. Illumination and Heraldry may be additional to the above.

4.2. Candidates for Fellowship shall be proposed and seconded by Fellows and shall submit not fewer than five and not more than ten pieces of original work. These works must include an undecorated piece of writing. It is suggested that the other pieces might include:

- 4.2.1. a work on vellum.
- 4.2.2. a manuscript book or substantial part thereof.
- 4.2.3. decoration, line drawing or illumination.
- 4.2.4. one or more examples of raised and burnished gilding.
- 4.2.5. a piece of three-dimensional work.

4.3. No candidate shall be elected unless at least two-thirds of the votes cast by Fellows are in favour of the candidate.

4.4. No candidate shall, in any case, be elected unless he or she secures at least eight votes in their favour.

4.5. Postal votes shall be acceptable. In casting a postal vote a Fellow must certify that he or she has seen all the original work (and not copies or digital or other reproductions)

4.6. The Fellows shall determine the artistic and professional policy of the Society and work with the Executive Committee to implement such policy. The Fellows shall meet at least twice a year; such meetings shall be chaired by the Chair of the Society who shall be responsible for the convening of such meetings, the preparation and approval of the minutes of such meetings and the distribution of such minutes to the Fellows and to the Executive Committee.

4.7. All decisions relating to the professional and artistic standards of the Society shall be the responsibility of the Fellows. This includes proposing, seconding and electing new candidates for Fellowship, the selection and display of work for public exhibition, all educational and editorial activities of the Society and other matters pertinent to the experience and standing of Fellows in the Society.

OTHER MEMBERS OF THE SOCIETY

4.8. Life Members shall be any Fellows who have reached the age of eighty years.

4.9. Lay Members shall be any persons who wish by their interest to forward the aims of the Society; they shall be admitted to membership on application without the requirement for election.

4.10. Honorary Members shall be those persons (not already being members of the Society) who have assisted in the advancement of the aims of the Society or who have been of service to the Society and on whom Honorary Membership shall have been conferred. A proposal for Honorary Membership shall be placed by the Chair before the Fellows for their approval and (if approved) shall be voted on at an Annual General Meeting.

4.11. Friends shall be any persons who wish by their interest to forward the aims of the Society; they shall be admitted to membership on application without the requirement for election. Friends receive Society mailings and may attend such of the Society's events which are open to non-members. They may not submit work for exhibitions.

4.12. The Executive Committee may from time to time propose to the members (for decision at the Annual General Meeting or an Extraordinary General Meeting) further categories of membership or changes to the entitlements for existing classes of membership.

GOVERNANCE

5.1. The Officers of the Society shall be a Chair, an Honorary Secretary and an Honorary Treasurer, who shall be elected annually at the Annual General Meeting. In the event of any Officer dying, resigning or being unwilling or (in the opinion of the Executive Committee) unable to perform their duties the Executive Committee shall be entitled to appoint another person (being a member of the Society) whether or not a member of the Executive Committee as a replacement, such person to serve in that capacity until the next following Annual General Meeting.

5.2. The Chair must be a Fellow or Lay Member of the Society possessing knowledge and experience of the workings of the Society. No-one shall serve as Chair for more than three consecutive years.

5.3. The Honorary Secretary and the Honorary Treasurer must be Fellows or Lay Members of the Society.

5.4. There shall be an Executive Committee comprising the Officers and six elected committee members, of whom four shall be Fellows and two shall be Lay Members.

5.5. The Executive Committee shall be responsible for all functions and activities of the Society other than those expressly reserved by these Rules to the Fellows.

5.6. Election to the Executive Committee shall be for a period of three years and two elected members shall retire each year in rotation. Any such elected member of the Executive Committee as is referred to in Rule 5.4 shall be entitled to stand for re-election at the end of their term.

5.7. If the office of Chair is vacant, a Fellow or Lay Member on the Executive Committee shall be appointed at the next meeting of the Executive Committee to be Acting Chair for that meeting. That Acting Chair may serve until the next following Annual General Meeting, or until a new Acting Chair may be appointed at the next Executive Committee meeting. Should no Chair be elected at the Annual General Meeting, an additional Fellow or Lay Member may be elected to serve on the Executive Committee for one year.

5.8. The Executive Committee may co-opt additional members (being either Fellows or Lay Members) who shall at no time exceed twelve in number, such appointments to be effective until immediately after the first meeting of the Executive Committee following an Annual General Meeting.

5.9. The Executive Committee may appoint such sub-committees as are deemed necessary for specific purposes. Specifically the Executive Committee shall create and maintain two standing sub-committees to be called the "Education Board" and the "Editorial Board". The chairperson of each such Board shall be a Fellow and if not already a member of the Executive Committee shall be co-opted as a member in accordance with Rule 5.8.

5.10. The Executive Committee shall decide on the frequency and location of its meetings.

EXHIBITIONS

- 6.1. Public exhibitions shall be arranged as frequently as practicable.
- 6.2. All the work of Lay Members submitted for public exhibition shall be subject to the approval of a Selection Committee of Fellows appointed by the Chair for the purposes of such exhibition. If a Fellow submits a single piece of work for a public exhibition that work will be accepted without any selection or approval. If a Fellow submits more than one piece of work the Selection Committee will review all such works and shall approve at least one or possibly more than one of such pieces, the choice being in the judgment of the Selection Committee.
- 6.3. For the avoidance of doubt no such approvals shall be required of works to be included in the annual Lay Members' Exhibition.

FINANCE

- 7.1. The financial year shall be from 1 January to 31 December.
- 7.2. Each Fellow, Lay Member and Friend shall pay to the Society such subscriptions as shall be determined from time to time at the Annual General Meeting. For the avoidance of doubt no subscription shall be payable by any Life Member or Honorary Member.
- 7.3. Expenses incurred in the carrying out of the aims of the Society shall be met from the funds of the Society.
- 7.4. The Honorary Treasurer shall from time to time make recommendations to the Executive Committee as to how much (if any) of the Society's income for a given year should be set aside in order to provide a fund to defray future non-recurring expenditure.
- 7.5. Payment from the funds of the Society of any amount exceeding four per cent of the expected annual income of the Society for the year in which such payment is to be made and any contractual commitment which would give rise to an obligation to make such payment shall be authorised in advance by the Executive Committee or by any relevant audit sub-committee of the Executive Committee.
- 7.6. The Fellows shall, in consultation with the Honorary Treasurer, from time to time decide on honoraria to be paid by the Society.
- 7.7. The accounts of the Society shall be prepared annually and copies circulated to all members before being presented for information to the next following Annual General Meeting. The Honorary Treasurer shall in the treasurer's report to the Annual General Meeting give details of any such provision as is referred to in Rule 7.4.

CONDUCT OF MEETINGS

8.1. The Society shall hold an Annual General Meeting each calendar year. Such other meetings shall be held as may be decided.

8.2. Nominations for election of Officers and members of the Executive Committee and other matters for inclusion in the agenda of an Annual General Meeting or Extraordinary General Meeting shall be sent in writing to the Honorary Secretary not less than sixty days before the date of the meeting.

8.3. Notice of any Annual General Meeting or Extraordinary General Meeting, with a copy of the agenda, shall be sent to all those members of the Society who have the right to vote under these Rules not less than twenty-one days before the date of the meeting.

8.4. Only Fellows and Lay Members may propose or second motions and vote at Annual General Meetings and Extraordinary General Meetings. Neither Friends nor Honorary Members have such right.

8.5. At Executive Committee meetings all elected Executive Committee members, all Officers and all co-opted Executive Committee members may propose or second motions and vote.

8.6. An Extraordinary General Meeting shall be convened at the request of at least ten Fellows and Lay Members, at least five of whom must be Fellows. Such request shall be made to the Honorary Secretary in writing together with a copy of the motion or motions for consideration at that meeting. The Extraordinary General Meeting shall be convened within sixty days of receipt of the request.

8.7. Motions for revisions to the Rules must be submitted to the Annual General Meeting (or to an Extraordinary General Meeting convened for the purpose). If a proposal is made by a Lay Member then it must be seconded by a Fellow. Such motions must secure in their favour at least two-thirds of the votes cast in order to succeed.

8.8. All other motions and any amendments shall be decided by a simple majority but in the event of votes being equal the Chair shall have a casting vote.

8.9. The quorum at an Annual General Meeting or at an Extraordinary General Meeting shall be eighteen members who have the right to vote under these Rules of whom at least seven must be Fellows.

8.10. Proxy voting shall not be permitted at any meeting referred to in these Rules. Postal votes shall be allowed (in addition to the circumstances referred to in Rule 4.5) only at an Annual General Meeting and then only in the case of a Fellow whose normal residential address is at the time outside the United Kingdom. At meetings held by electronic means electronic voting shall be permitted.

8.11. Where a meeting referred to in these Rules (not being an Extraordinary General Meeting) cannot lawfully or expeditiously be held in person such meeting may be held by

electronic means. For the avoidance of doubt Extraordinary General Meetings must be held in person.

CONDUCT OF MEMBERS

9.1. Only Fellows of the Society may use the title “Fellow” and the letters “FSSI” for professional purposes. Other members of the Society may describe themselves as “Members of the SSI” in printed matter or on their websites for professional purposes provided that they also give the Society’s contact details in a clear and visible way. On a website this should be a link to the Society’s website home page. In printed matter both the Society’s web address and postal address should be given.

9.2. Where the Executive Committee is of the opinion that a member has been guilty of conduct of such a nature as to be discreditable to the Society it shall have the right to remove that member from membership but the member shall be given a right of appeal to the Fellows whose decision shall be final and binding.

LIBRARY

10. There shall be a reference library of the Society for the use of members and others as the Executive Committee shall from time to time determine.

COMMUNICATION

11. Any notice or communication referred to in these Rules (including a postal vote) may be given by e-mail.

RULE INTERPRETATION

12. Any dispute arising from the interpretation of a Rule of the Society shall be referred to an Annual General Meeting

[October 2021]