

**THE BY-LAWS OF THE
ROYAL HISTORICAL SOCIETY**

Membership

- I The Society shall consist of Ordinary Fellows, Honorary Fellows, Retired Fellows, Emeritus Fellows and Members, together with Associates duly elected before November 18, 1994.
- II Every person desirous of admission into the Society as an Ordinary Fellow or a Member shall make application on the appropriate form, together with (in the case of Ordinary Fellows) a recommendation from a Fellow to whom he/she is personally known and who is familiar with his/her historical work. Each application shall be submitted, with the supporting recommendation, to the next meeting of the Council at which elections are to be held.
- III Ordinary Fellows and Members shall be elected by the Council by a majority of two-thirds of the members of Council present. The names of Fellows and Members duly elected shall be announced at the next meeting of the Society.
- IV No Ordinary Fellow or Member shall be entitled to any of the privileges deriving from membership of the Society, nor shall his/her name be printed in the list of members of the Society, until he/she shall have paid his/her first year's subscription, as hereinafter provided; and unless this payment be made within sixty days from the date of election, such election may be declared void by the Council.
- V The Council shall be empowered to elect persons of distinction in historical studies resident outside the United Kingdom as Honorary Fellows. They shall not be required to pay a subscription.
- VI The Council shall be empowered to transfer Ordinary Fellows on their retirement from full-time salaried employment to the class of Retired Fellows at their request. The Council shall also be empowered to transfer Ordinary/Retired Fellows who have attained forty years membership of the Society or who have reached the age of seventy-five years to the class of Emeritus Fellows at their request.
- VII The Council shall be empowered to admit Libraries as subscribers for the publications of the Society, and to define from time to time the conditions of such admission.

- VIII If the conduct of any Fellow, Associate or Member, or of any elected Officer or Councillor, shall appear to the Council to be inconsistent with membership of the Society, or with the office held, or with membership of the Council, the Council may, by ballot and by the vote of not less than two-thirds of the members of Council present and voting, resolve that he/she be requested to resign. A Fellow, Associate, Member, elected Officer, or Councillor so requested shall have the right of appeal to a Special Meeting of the Society, at which the question shall be decided by ballot; and if the recommendation of the Council be approved by the vote of two-thirds of the Fellows present and voting this shall take immediate effect as if the resignation so requested had been received.
- IX The annual subscription for Ordinary Fellows, Retired Fellows, Associates, Members and Subscribing Libraries respectively shall be such as the Council may from time to time determine, subject, in the case of the subscription for Fellows, Associates and Members, to the approval of the Fellows given either at the Anniversary Meeting or at a Special Meeting. The annual subscription for an Honorary Vice-President shall be nil. The liability of the Society on account of Life Subscriptions paid before 14 December 1957 shall be shown in the annual accounts in a manner approved by the Council. Subscriptions may be paid under the authority of a Standing Order Instruction or a Direct Debiting Instruction lodged with the subscriber's Bank and expressed to be in favour of the Royal Historical Society. In order to collect such amounts or any other amounts due to the Society, the Society may participate in the Direct Debiting Scheme as an Originator and may enter into any Indemnity required by the Banks upon whom Direct Debits are to be originated.
- X No Fellow, Associate or Member except Emeritus Fellows and Honorary Vice-Presidents shall be entitled to any of the privileges of membership of the Society unless and until his/her subscriptions for the current and previous years have been paid.
- XI If a Fellow, Associate or Member fails to pay his/her subscription of the current year (reckoned from 1 July to 30 June), application shall be made to him/her in writing. After two years of non-payment of the due subscription his/her name shall be automatically removed from the list of members of the Society.
- XII Every Fellow, Associate or Member during the term of his/her

subscription, and every Honorary Fellow, shall be entitled to receive free of expense a copy of the Society's *Transactions* and to buy at a preferential rate such copies as are available of the publications of the Society. Emeritus Fellows shall be entitled to buy at a preferential rate a copy of the Society's *Transactions*.

XIII Every Fellow, Associate or Member shall notify the Society of his/her address for communications and of any change therein and all notices or packets posted or sent to the address last notified shall be deemed to be duly delivered.

XIV All Fellows, Associates and Members shall be entitled to access to the Society's Library under such regulations as may appear to the Council to be necessary.

Officers and Council

XV The elected Officers of the Society shall be the President, four Vice-Presidents, the Treasurer, the Secretary, the Director of Communications, and not more than two Literary Directors. The Council may also nominate distinguished Fellows of the Society to be Honorary Vice-Presidents, who shall be elected by the Fellows at the Anniversary Meeting and shall retain the title so long as they are Fellows of the Society, provided that the number of Honorary Vice-Presidents elected under this By-law shall not exceed twenty-five.

XVI The President shall be elected by the Council and, following a period of twelve months as President-elect and *ex-officio* member of Council, shall hold office normally for a term of four years from 1 December. A subcommittee of Council, chaired by a Vice-President, and consisting of at least one other Member of Council and the Honorary Secretary, shall be appointed at the November meeting at the end of the second year of a Presidency. The subcommittee shall nominate one candidate for election by Council at its May meeting or as soon thereafter as possible. The name of the President-elect shall be sent to all members of the Society in October. Past Presidents shall normally be *ex-officio* Honorary Vice-Presidents of the Society.

XVII The Vice-Presidents shall hold office normally for a term of four years. One of them shall retire by rotation, in order of seniority in

office, at each Anniversary Meeting and shall not be eligible for re-election before the Anniversary Meeting of the next year. Vice-Presidents who have not attended any meeting of Council for a consecutive period of nine months shall normally be deemed to have resigned from Council. Members of Council shall be invited in July of each year to nominate Fellows for election as Vice-Presidents. Nominations of those willing to serve, together with the names of a proposer and seconder, shall reach the Society's office no later than 1 September. Councillors shall be circulated with the list of candidates and their sponsors, together with a ballot paper, and invited to vote for up to two candidates in order of preference. Completed ballot papers shall be returned no later than the day of the September Council Meeting.

- XVIII The Treasurer, the Secretary, the Director of Communications, and the Literary Directors shall be elected by Council for a term of four years. Office holders shall be eligible for re-election but may serve no more than two consecutive terms. Council shall elect candidates when a vacancy arises from a list of nominees proposed by a sub-committee of Council appointed by the President and consisting of at least three members, at least two of whom must not be officers.
- XIX The Council of the Society shall consist of the President, the Vice-Presidents, the Treasurer, the Secretary, the Director of Communications, the Literary Directors and twelve Councillors. The President shall be *ex-officio* a member of all Committees appointed by the Council; and the Treasurer, the Secretary, the Director of Communications, and the Literary Directors shall, unless the Council otherwise determine, also be *ex-officio* members of all such Committees. The Academic Editor (BBIH) and the Chair of the *Studies in History* Board will be *ex officio* members of the Publications Committee.
- XX The Councillors shall hold office normally for a term of four years. Three of them shall retire by rotation, in order of seniority in office, at each Anniversary Meeting and shall not be eligible for re-election before the Anniversary Meeting of the next year. Councillors who have not attended any meeting of Council for a consecutive period of nine months shall normally be deemed to have resigned from Council.
- XXI All Fellows shall be invited in October of each year to nominate

Fellows for election as Councillors. Nominations of those willing to serve, together with the names of a proposer and at least four seconders (all of them Ordinary, Retired or Emeritus Fellows) and no more than 100 words of biographical information, should reach the Society's office no later than 1 March. The list of candidates and supporting details shall be circulated to all Fellows in May, together with a ballot paper. Fellows shall be asked to vote for up to three candidates, and to return completed ballot papers no later than 1 July. In the event of a tie, the President shall have the casting vote. The results shall be communicated to all members of the Society in October.

- XXII On a vacancy occurring in the office of the President, or other office, or in the Council, the Council shall have the power to supply such vacancy until such time as an election can be arranged, and in any case for not more than twelve months.
- XXIII At all meetings of the Council five shall be quorum, and all questions shall be decided by a show of hands unless a ballot be demanded.
- XXIV The Council shall determine the papers, lectures and addresses to be read at the Society's meetings, and shall arrange the business of the Society generally; and nothing shall be published in the name of the Society or under its auspices, or inserted in the Society's *Transactions* or other publications, without the authority of the Council.
- XXV The Council shall have the authority to appoint all salaried officers and other employees of the Society; to define the duties to be performed by them; to regulate their salaries and other conditions of service; and, at the absolute discretion of the Council, to suspend or discharge any such salaried officer or employee if there shall seem to them to be proper occasion for so doing.

Meetings

- XXVI The meetings of the Society are of three kinds: Anniversary, Special and Ordinary.
- XXVII The Anniversary Meeting shall be held on a date to be determined by Council as near as may be convenient to 23 November in each year. At the Anniversary Meeting the results of all elections shall

be declared, the vacancies in the Offices and Council shall be filled, and a report shall be presented by the Council on the affairs of the Society in general during the preceding year.

- XXVIII The Council may call a Special Meeting of the Society whenever it considers it necessary, and shall convene a Special Meeting on a requisition to this effect by not less than ten Fellows. A Special Meeting convened in response to such requisition shall be held not more than three calendar months after the receipt of the requisition.
- XXIX Not less than a fortnight's notice of the date, time and business of every Special Meeting of the Society shall be sent to every Fellow residing in the United Kingdom, and no other business than that of which notice has thus been given shall be entered upon or discussed at such meeting.
- XXX At the Anniversary Meeting and at any Special Meeting of the Society twenty Fellows shall form a quorum.
- XXXI Ordinary Meetings of the Society shall be held as the Council may from time to time determine. At the Ordinary Meetings papers and other communications shall be read and discussed, but nothing relating to the regulation and management of the Society shall be brought forward.
- XXXII All Fellows, Associates and Members of the Society shall be entitled to attend the Anniversary Meeting and the Ordinary Meetings of the Society and to take part in the discussion of the papers or other communications read thereat. Honorary Fellows, Associates and Members shall not be entitled to participate in the regulation and management of the Society, and shall not be entitled to attend Special Meetings of the Society.
- XXXIII Visitors may be admitted to the Anniversary Meeting and to the Ordinary Meetings of the Society, subject to such regulations as the Council may determine.
- XXXIV At meetings of the Society and of the Council the President shall normally be Chairman. In the President's absence, one of the Vice-Presidents, or, if no Vice-President be present, one of the Councillors, shall be elected Chairman for the occasion.
- XXXV At all meetings of the Society and of the Council, except where these By-laws provide otherwise, the decision of a majority of the

Fellows voting shall be considered as the decision of the meeting, the President or Chairman having a casting vote only.

Finance

- XXXVI Annual appropriations shall be made by the Council for the cost of the Society's publications and for its administrative and other foreseeable expenses. Any surpluses arising from appropriations made for earlier years shall be reviewed annually and may be reallocated as the Council shall think fit.
- XXXVII The Treasurer shall be responsible for ensuring that a proper account is kept of all receipts and payments. Cheques and other warrants for payment must be signed by two members of the Council, of whom one shall normally be the Treasurer.
- XXXVIII The accounts of the Society shall from time to time be examined by the Council, who shall at the Anniversary Meeting lay before the Fellows accounts for the year ending on 30 June immediately preceding which have been prepared and independently examined by professional auditors in accordance with Charity Commission requirements.
- XXXIX The Auditors shall be appointed by the Fellows at the Anniversary Meeting each year.
- XL No dividend, gift, division, or bonus in money shall be made by the Society unto or between any of its members.