

# ARMS & ARMOUR SOCIETY

President

D. J. Penn M.A. F.S.A.

Vice Presidents

A.V.S. de Reuck M.Sc. F.R.S.A.

A.B.L. Dove F.S.A.

I. Eaves F.S.A.

F.J. Wilkinson F.S.A. F.R.S.A. A.R. Hist.S.

G. Wilson M.A. F.S.A.

Honorary Secretary

Tom Bennett

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U.K.

## RULES OF THE ARMS AND ARMOUR SOCIETY

1. The Society will be known as the Arms and Armour Society.

2. Objects

In the interest of the general public, to foster, extend, and propagate knowledge of arms and armour, and to procure observation and preservation of any specimens which come to the notice of the Society.

Powers

- a. To encourage individuals and public bodies to maintain and take an interest in any specimens of arms and armour which they own or acquire;
- b. To collect and publish the best information on all matters relating to arms and armour;
- c. To organise such meetings as may be thought desirable in pursuance of the objects;
- d. To prevent as far as may be possible any injuries to specimens of arms and armour occasioned by alteration, loss, and unskilful or unnecessary restoration;
- e. To do all such things as may be necessary to fulfil the objects of the Society.

3. The Rules of the Society shall be taken in conjunction with the Society's Constitution as a Charitable Incorporated Organisation. In the event of any conflict, the CIO Constitution would supervene.

4. The Society shall consist of individual Full Members, Honorary Members and Corresponding Members, Corresponding Membership is also open to public bodies or institutions. Only Full Members shall have the right to vote and only Full and Honorary Members shall have the right to attend all meetings. Individual Corresponding Members and a representative of each institutional Corresponding Membership may attend up to three meetings in a calendar year.

5. The affairs of the Society shall be conducted by a Council of Management consisting of the President, Vice-Presidents, Secretary, Treasurer, Editor of the Journal, Editor of the Newsletter, Meetings Liaison Officer, Webmaster & Advertising Manager (one post) Distribution Manager and three other members. With the exception of the Vice-Presidents, who shall be permanent, all other officers and members of Council shall be elected annually. Council may co-opt by a majority vote one or more additional members, and such co-opted members shall serve until the next Annual General Meeting.

6. A Vice-President may be appointed by a majority vote of the Council in recognition of his or her status in the world of arms and armour.

7. Any Vice-President, if no longer able to attend meetings or otherwise contribute to the activities of the Council and at his or her own request, may assume the status of Vice-President Emeritus and thereafter will take no formal part in the governance of the Society.

8. Nominations of candidates for all annually elected offices shall be made in writing to the Honorary Secretary by 1<sup>st</sup> December in the year preceding the Annual General Meeting in which their election is sought. The nomination shall be signed by the proposer, seconder and the candidate, confirming willingness to stand. All shall be Full Members of the Society. These details shall be published in the January newsletter with the notice calling the Annual General Meeting. At the Annual General Meeting, in the event of an office being contested, election shall be by secret ballot and decided by a simple majority of those Full Members present. In the event of no nomination being received for an office in accordance with this rule the council of the Society may, at its absolute discretion, make its own nomination.
9. To maintain the friendly and intimate atmosphere, which is one of the fundamental characteristics of the Society, it is considered desirable that the following procedure shall be observed in the election of new members
  - a. Applications for full and Corresponding Membership shall obtain an application from the Honorary Secretary
  - b. On completion, application forms for Corresponding Membership shall be returned to the Honorary Secretary or Honorary Treasurer with the appropriate Rule 8 remittance. Application forms for Full Membership shall be submitted to the council for approval and such applications may then be invited by the council to attend two meetings of the Society.
  - c. After applicants have attended two meetings they may be proposed and seconded for Full membership by two full members (both of whom shall sign the applicants proposal form) and their names shall be put to the vote of those full members present at a meeting of the Society. A majority of two thirds of such votes shall be necessary to secure election. It shall be mandatory (for election) that each applicants proposer attends the relevant meeting of the Society, but the seconder need not attend.
10. A minimum age of 18 years must be reached before anyone may become a full Member, the Society will give help and encouragement in such ways as may be decided upon by the Council to all persons below this age who may wish to be connected with the Society.
11. The rates of subscription of the different grades of membership shall be decided by a Special General Meeting under the same conditions as those required for making a change in the rules of the Society. All subscriptions shall be due on 1<sup>st</sup> January each calendar year in advance. If any subscription be unpaid by the succeeding May, the relevant member shall be deemed to have resigned membership at that date.
12. Persons eminent for their services to the study of arms and armour or antiquarian research in connection with it shall be eligible to be associated with the Society as Honorary Members and be elected at a General Meeting. No person shall be nominated for this class without the sanction of the Council.
13. The Council may at any time call a General Meeting and shall be bound to do on the written requisition of five members. The quorum for a General Meeting shall be ten, two of whom shall be Officers.
14. The Council shall meet for the transaction of business connected with the Society on such days as the Council may appoint, but not less frequently than quarterly. A quorum for a Council meeting shall be seven members.
15. The Council shall be empowered to make such arrangements as it shall think advisable for the effective management of local branches.
16. Two members shall be appointed annually to audit the accounts of the Society and report thereon to the Annual General Meeting.
17. No change in the rules of the Society shall be made except at a Special General Meeting of which Full Members shall be given written notice at least one month in advance. A majority

of two thirds of the votes of Full Members present shall be deemed necessary to secure adoption of any proposed amendment.

18. No member may use the name of the Society for any purpose without the permission of the Council.
19. No member of Council shall answer any enquiry in the name of the Society without the express agreement of the President or Secretary. Any advice proffered by the Society shall be stated to be informal and must be given without charge. The Society will not provide valuations.
20. In the event of an unresolved dispute, either within the Society or between the Society and a third party, the matter shall be referred to the Chartered Institute of Arbitrators.
21. It is the responsibility of all members to inform the Council (by means of a written report to the Secretary or President) of any conduct during Society activities by any person, whether or not they are a member of the Society, that is illegal, unsafe, dishonest, discreditable, unseemly, objectionable, or calculated to bring the Society or the members into disrepute. Procedures relating to disciplinary matters are specified in the Society's By-laws.
22. As provided by the Dissolution Regulations, the Arms & Armour Society may be dissolved by resolution of its members in accordance with its Constitution as a Charitable Incorporated Organisation, its remaining assets to be applied for charitable purposes the same as or similar to those of the Society.

## **Arms & Armour Society By-laws**

### **1: Disciplinary procedures**

- a. Reports relating to any form of misconduct must be made in writing to the Secretary, or if he is not available, to the President, at the earliest opportunity.
- b. The Secretary (or in his absence the President) shall convene a meeting of three members of the Council, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- c. The Secretary (or in his absence the President) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(es), and will lay those statements before the Sub-Committee when it meets.
- d. The Sub-Committee, having examined the evidence, may decide:
  - 1) That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
  - 2) That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- e. If there is a case to answer a Disciplinary Committee comprising five members of the Management Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 1b above.
- f. At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- g. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.

- h. The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- i. If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he does so such notice must be given within 7 days of the decision being made.
- j. If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
  - 1) A verbal warning.
  - 2) A written reprimand.
  - 3) Suspension of the right to attend Society meetings for a fixed period of time.
  - 4) Immediate termination of membership of the Society, or in the case of a non-member debarment from attending all Society activities.
- k. All proceedings of the Sub-Committee and of the Disciplinary Committee shall be fully minuted.
- l. Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- m. Upon receipt of such a notice of appeal the Secretary will call an extraordinary general meeting of the members of the Society to hear the appeal.
- n. The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- o. On the hearing of the appeal by the extraordinary general meeting the provisions of the above clauses f to k inclusive shall apply.
- p. All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- q. The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- r. When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, the Secretary shall place in the 'Newsletter' a notice setting out the precise nature and terms of the penalty.
- s. The Council shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Society since the last annual general meeting.

## **2 Rules for the Presentation of the Society's Medals**

The Society may award two medals, to be known respectively as the 'Research Medal' and the 'Distinguished Service Medal', each to be appropriately inscribed with the name of the recipient and date of presentation.

### **Research Medal**

- a. One medal may be awarded annually.

- b. The medal shall be awarded for outstanding published original research on any aspect of arms and armour and will be judged on originality, depth of research and its contribution to the study of arms and armour. If published in any language other than English, a translation may be required by the Council.
- c. Nominations to come from members, summarising in writing the justification for the nomination.
- d. These nominations to be made in confidence to the Council by submitting them in writing to the Honorary Secretary by the end of the year to which the medal relates, to be circulated to the Council prior to the Council meeting at which it is to be discussed.
- e. The nominations will be judged by members of the Council assisted, where appropriate, by persons co-opted by them.
- f. If a member of Council is nominated, he/she will automatically be excluded from all involvement with the award.
- g. The award is to be made by a majority decision of those Council members present and voting at the relevant meeting.
- h. Any award is to be announced formally at the Annual General Meeting.
- i. The medal shall be as described in the Journal of the Society Volume XI no.3 (pages 99-102).
- j. The medal, suitably engraved, shall, on presentation, become the property of the recipient.
- k. The medal shall be presented in a manner convenient to the recipient.

### **Distinguished Service Medal**

- a. The Medal may be awarded from time to time at the discretion of the Council.
- b. The Medal shall be awarded for distinguished service to the Society or the promotion of its ~~aims and objectives~~ objects and powers.
- c. Nominations to come from members, summarising in writing the justification for the nomination.
- d. These nominations to be made in confidence to the Council by submitting them in writing to the Honorary Secretary, to be circulated to the Council prior to the Council meeting at which it is to be discussed.
- e. If a member of the Council is nominated, he/she will automatically be excluded from all involvement with the award.
- f. The award is to be made by a majority decision of those Council members present and voting at the relevant meeting.
- g. The medal shall be the same as that for research except that the reverse shall be blank.
- h. The medal, suitably engraved, shall on presentation, become the property of the recipient.
- i. The medal shall be presented in a manner convenient to the recipient.

**Approved by a Special General Meeting of the Society, 3<sup>rd</sup> April 2014**