

MINERALOGICAL SOCIETY

(Instituted 3 February 1876)

Revised Edition November 2018

BYE-LAWS*

Society website: www.minersoc.org

1. The object of the Mineralogical Society of Great Britain and Ireland, with which the Crystallogical Society was amalgamated on 11 December 1883, shall be to promote and encourage the study of the science of Mineralogy, and its applications to other subjects including Petrology, Geochemistry, and Crystallography.

2. In furtherance of the said object of the Society but not otherwise the Council of the Society may:

- (a) publish or cause to be published such periodicals and other publications as it thinks fit,
- (b) establish special interest groups,
- (c) hold or arrange to be held seminars, conferences or other forms of discussion,
- (d) award prizes, medals and exhibitions,
- (e) receive donations or bequests for any general or special purpose connected with the object of the Society,
- (f) establish or support any charitable institution having objects similar to the object of the Society.
- (g) do all such other things as shall further the attainment of the object of the Society,

3. The Society shall consist of Members, Honorary Members, Life Members, Emeritus Members, Fellows, Life Fellows, Honorary Fellows, Honorary Life Fellows, Emeritus Fellows and Student Members.

FELLOWS, MEMBERS AND STUDENT MEMBERS

4. Every candidate (except students) for Membership shall be proposed by two Fellows or Members, one at least of whom shall have personal knowledge of the candidate. Candidates for Student Membership need only have their application endorsed by a faculty member at their place of study.

5. Elections to Membership shall be made by the Council and the Member's election shall be notified at the first ensuing General Meeting of the Society. Members may choose to become 'Fellows' if they have the necessary qualifications to be given chartered status in terms defined by the Science Council (UK). Candidates for fellowship agree to abide by the Society's Code of Conduct, must provide evidence of graduate status, and have appropriate professional experience and continuing professional development and must be supported by two sponsors who are Fellows of the Society or have the equivalent of chartered status chartered status. This is the Society's senior professional membership category, and those elected to Fellowship may use the abbreviation 'F.Min.Soc.'

6(a) The annual subscriptions payable by members shall be determined by the Mineralogical Society Council. Any changes decided shall be announced on the Society's worldwide website.

* (As revised at the Anniversary Meeting of 3 November 1931, and further amended on 7 March 1940, 22 January 1948, 24 June 1948, 1 November 1951, 3 November 1955, 6 November 1958, 5 November 1964, 4 November 1965, 9 June 1966, 3 November 1966, 2 November 1967, 6 June 1968, 6 November 1969, 6 April 1970, 7 January 1971, 26 March 1971, 7 April 1972, 8 June 1972, 9 November 1972, 7 June 1973, 6 June 1974, 5 June 1975, 3 February 1976, 3 June 1976, 9 June 1977, 9 November 1978, 10 January 1980, 14 January 1982, 12 January 1984, 10 January 1985, 7 January 1987, 17 December 1987, 5 January 1995, 5 January 1996, 8 January 1998, 7 January 1999, 7 January 2001, 5 April 2003, 5 January 2006 and 27 June 2007, 11 March 2010, 10 March 2011, 6 March 2014, 15 November 2018, 14 November 2019).

6(b) Fellows, Members and Student Members shall pay a basic annual subscription set each year by Council (except that Student Members shall be given free membership in their first year). Student Members shall not be entitled to vote on any question relating to the management or business of the Society, nor to serve on the Council of the Society, nor fill any office in the Society. In other respects, however, Student Members shall have the same privileges as Fellows and Members.

6(c) Fellows/Members who have paid forty annual subscriptions as Fellows or Members, are exempt from further annual subscriptions and become *Life Fellows/Members* of the Society.

6(d) Fellows and Members who have paid thirty annual subscriptions as Fellows or Members, excluding any paid at a reduced rate, may continue, on application, to enjoy the full rights of Fellows and Members for a reduced subscription amounting to one half the basic subscription rate and are also entitled to subscribe to the Society journals at half the normal Members' subscription rate.

6(e) Fellows and Members, with no less than 25 years of continuous membership, may apply for "Emeritus Fellowship/Membership" of the Society. In this category of membership, no further dues are payable, but the Emeritus Fellow/Member would be entitled to online access to the Society's journals and to receipt of regular electronic communications, but not to its membership magazine. Emeritus Members/Fellows will not be eligible for election to Council, but will be entitled to vote at regular elections and at the Society's Annual General Meeting. At each meeting of Council, applications for Emeritus Fellowship/Membership will be considered (under the regular business item "Membership Matters") and the decision of Council will be communicated to the applicant shortly thereafter. Emeritus Fellows/Members will be invited to continue to be active in the Society's affairs, e.g. journals and meetings.

7. Annual subscriptions shall be due on the first of January each year, but Members elected after the first of October shall not be required to pay a subscription for the then current year.

8. No person elected a Fellow or Member of the Society shall be entitled to any of the privileges of membership until he/she shall have paid his/her first annual subscription: and unless this be received within four calendar months of the date of their election, or within such further time as the Council may determine, the election of such person shall be void.

9. At the last Meeting of the Council in each calendar year the name of Fellow or Member who is in default with his/her annual subscription for the preceding year shall be brought before the Council, and an intimation that this action has been taken shall be communicated to the Member in writing at his/her last known address (or email address). If at the next Council Meeting the Member be still in default, the Council shall be empowered to erase his/her name from the List of Members.

HONORARY FELLOWS

10(a) *Honorary Life Fellows*: Up to ten members of the Society may be elected Honorary Life Fellows in recognition of their exceptional contribution to the furtherance of the aims of the Society. They shall pay no annual subscriptions, and shall be entitled to every privilege accorded to Members, including online access to the Society's two journals if they so they wish.

10(b) Every candidate for Honorary Life Fellowship shall be proposed by four members of the Council, and the election shall be by the Council, and shall be confirmed at the ensuing General Meeting by a majority of three-fourths of the Members present and voting.

11(a) *Honorary Fellows*: Up to twenty persons may be elected to Honorary Fellowship; at the time of election they must be residing outside the British Isles or Channel Islands. They shall pay no annual subscriptions, and shall be entitled to every privilege accorded to Members including online access to the Society's two journals if they so wish.

11(b) Every candidate for Honorary Fellowship shall be proposed by two members of the Council, and election shall be by the Council, and shall be confirmed at the ensuing General Meeting by a majority of three-fourths of the members present and voting.

COUNCIL

12. The Society shall be governed by a Council consisting of a President, a President-elect, a General Secretary, a Treasurer, the Principal Editors of *Mineralogical Magazine* and *Clay Minerals*, a Publications Manager, a Public Relations Officer and up to three Custodian Trustees; and six ordinary members together with the Chairs of the eight Special Interest Groups (the Clay Minerals Group, the Applied Mineralogy

Group, the Mineral Physics Group, the Environmental Mineralogy Group, the Metamorphic Studies Group, the Geochemistry Group the Volcanic & Magmatic Group and the Geomicrobiology Network) and the Society's representative on the Executive Committee of *Elements* magazine. Excluding the Chairs (or representatives) of the Special Interest Groups, each of the aforementioned members of Council shall be elected in accordance with the Bye-Laws given below. The members of the governing Council constitute the CHARITY TRUSTEES of the Society. Group Chairs may, if they wish, nominate a member of their committee to act as Group Representative to sit on Council in their place during the whole period of their office, providing that the nominated alternate is a Fellow or Member of the Society. Where Group Chairs or their alternate cannot attend a Council Meeting a non-voting representative of the Group may attend on their behalf. An ad-hoc committee (chaired by one Vice-President), known as the Personnel Committee, shall recommend to Council, from amongst Council members, a suitable person to act as the second Vice-President. Each Vice-President shall serve a two-year term, with the terms of office overlapping by one year.

13. The Council may delegate any of its powers to committees consisting of such members of the Council and other members of the Society as the Council shall think fit and any committee so formed shall, in the exercise of powers so delegated, conform to any regulations imposed on it by the Council. All acts and proceedings of any such committee shall be reported to the Council at its next meeting. The committees which manage the Special Interest Groups of the Society shall be committees with delegated powers under this Bye-Law.

14. The President, President-elect, General Secretary, Treasurer, Publications Manager, Public Relations Officer and the Principal Editors of *Mineralogical Magazine* and *Clay Minerals*, shall be the Officers of the Society.

15. A Custodian Trustee shall not be precluded by reason of his/her appointment as such from being an Officer or Vice-President of the Society.

16(a) The terms of office of Officers and ordinary members of Council shall normally commence at the beginning of a calendar year, and at the November Council meeting the Officers and ordinary members of Council will be announced for the forthcoming year and posted on the Society's website.

16(b) The President shall be elected for a period of two years, the President-elect for one year (followed by two years as President) and the General Secretary, Treasurer, Public Relations Officer and Publications Manager shall each be elected for a period of six years, none being eligible for immediate re-election to the same Office upon the expiry of the term. The ordinary members of the Council shall each be elected for a term of three years, and none of them shall be eligible for immediate re-election as an ordinary member upon the expiry of the term. The Editors of *Mineralogical Magazine* and *Clay Minerals* shall each be elected for a period of three years and shall be eligible for re-election at the end of that period and of any subsequent term of Office.

17. A majority consisting of three-fourths of the whole Council shall have power to remove a member of Council from office, but a member so removed shall have the right of appeal to the Society in like manner according to rights enshrined in the Society's Disciplinary Procedure.

18. In February of each calendar year, in advance of the first meeting of Council, notice will be sent to the ad-hoc Personnel Committee of those Officers and ordinary members of Council due to retire at the end of the year.

19. Nominations will be sought from Fellows and Members of the Society (forms for nominations will be available from the website or the Society's office).

20. Nominations of Fellows or Members for election as Officers or as ordinary members of Council may be made by Fellows and Members of the Society, subject to the following conditions:

(a) All such nominations must be received by the General Secretary or Executive Director not later than two weeks before the first Council meeting of the year in advance of the year in which the office begins, and no nomination received after that date shall be valid unless by special permission of Council.

(b) Every Candidate, whether proposed as an Officer or ordinary member of Council, must be

proposed by no fewer than four Fellows or Members of the Society, all of whom must sign the Candidate's Nomination Form, which must be accompanied by a statement signed by the Candidate that he or she accepts nomination and a short biographical profile of the Candidate

(c) No Member of the Society may propose more than four Candidates.

(d) No Candidate may be nominated for more than one position on the Council.

21. If through death or for any other reason a vacancy should be created on the list circulated by the Council, the Council shall have the power to fill the vacancy thus created, and shall notify the Members of the Society of this change as soon as possible.

22. A list of all nominees will be gathered and ranked by Council, which may alter the proposed rankings as it sees fit. Immediately after the first Council meeting, the General Secretary will contact all of the nominees (in order of preference), to assess their willingness to serve, until all positions are filled. This list of candidates will be sent to the Executive Director. If there are no more valid nominations than vacant positions, then Council may declare the Candidates duly elected and the results posted on the Society's website.

23. If more Candidates are nominated for any of the positions on the Council set out in Bye-Law 12 than there are places to be filled, then an election by Ballot shall be held.

24. In the event of an election by Ballot being required, the General Secretary shall issue to every Fellow and Ordinary Member of the Society at their last known address/e-mail address not later than the next ensuing 31 July a voting-paper containing the names of all Candidates duly nominated in accordance with the provisions of these Bye-Laws, which list shall show the Office or other position on the Council for which each Candidate has been nominated.

25. No vote may be cast for any Candidate whose name is not on the voting list, and no member may vote for more than one Candidate for any one Office.

26. Every Member voting should return his/her ballot when duly completed to the Scrutineers of the Ballot, to be received no later than 1st September. No indication of the Voter's identity may appear on the actual 'ballot paper'. If the ballot paper is sent by e-mail it should be sent as an attachment to an e-mail carrying the Fellow/Member's name (a hard copy of this e-mail will then be placed in an envelope carrying the Fellow/Member's name). No Fellow/Member is allowed to submit more than one ballot paper.

27. At the next Meeting of the Finance and Officers Committee, the Chairman of the Meeting shall appoint two Officers, to act as Scrutineers of the Ballot, who will check that the provisions of the Bye-Laws have been met and remove the ballot papers from their retaining envelopes. The ballot papers will then be counted.

28. The Scrutineers shall present a list showing the number of votes cast for each candidate and the result of the Ballot to the Officers and Custodian Trustees attending the meeting. In the event of an equality of votes the decision of the Chairman, who shall have the casting vote, shall be final.

29. With the approval of the Officers and Trustees a list of the persons elected will then be posted on the Society's website and forwarded to the final Council Meeting of the year for ratification.

30. The Council shall have power to appoint Officers, and to co-opt ordinary members of Council, to fill vacancies in the Council caused by death or resignation during the interval between adjacent end-of year Council Meetings.

31. Meetings of the Council shall be summoned by the Executive Director at the order of the President or of not fewer than three members of the Council; at such meetings, six shall be a quorum, of whom one shall be the President, the President-elect, a Vice-President, the Treasurer or the General Secretary.

32. A Report of the Council on the work and progress of the Society shall be submitted to each Anniversary Meeting. The Annual Report and Financial Statements for the preceding year shall be presented for approval and acceptance by the meeting.

PROPERTY AND TRUSTEES

33. Two or more Trustees (to be called Custodian Trustees) shall be appointed by the Council from among the Members of the Society. The invested property of the Society shall stand in the names of at least two Custodian Trustees unless it is held by a nominee pursuant to Bye-Law 36(e)(i). (All the members of Council are Charity Trustees within the meaning of the Charities Act 1993.)

34(a) Any Member of the Society appointed a Custodian Trustee shall be appointed in the first instance for a period of five years and shall serve no more than two terms consecutively.

34(b) The Custodian Trustees, President-elect, President, Treasurer and General Secretary shall constitute a Finance Committee, with power to co-opt provided that any person so co-opted shall have been previously approved by the Council.

35. The Council may from time to time make such purchases of books or other movable effects as it may consider to be required for the furtherance of the objects of the Society and the conduct of its business.

36(a). The Council acting by the Finance Committee (in accordance with Bye-Law 13) may appoint as the Investment Manager for the Society a person who they are satisfied after enquiry is a proper and competent person to act in that capacity and who is either:

- (i) an individual of repute with at least 15 years' experience of investment management who is an authorised person within the meaning of the Financial Services Act 1986; or
- (ii) a company or firm of repute which is an authorised or exempted person in the meaning of the Act otherwise than by virtue of s.45(1)(j) of that Act;

36(b) The Finance Committee may delegate to an Investment Manager so appointed, power at his or her discretion to buy and sell investments for the Society on behalf of the Council or in accordance with the investment policy laid down by the Finance Committee.

36(c) Where the Finance Committee makes any delegation they shall:

- (i) inform the Investment Manager in writing to the extent of the Society's investment powers;
- (ii) lay down a detailed investment policy for the Society and immediately inform the Investment Manager(s) in writing of any changes to it;
- (iii) ensure that the terms of the delegated authority are clearly set out in writing and notified to the Investment Manager;
- (iv) ensure that they are kept informed and review on a regular basis the performance of the investment portfolio managed by the Investment Manager and on the exercise by him or her of his or her delegated authority;
- (v) take all reasonable care to ensure that the Investment Manager complies with the terms of the delegated authority; and
- (vi) review the appointment at such intervals not exceeding 24 months as they may think fit.

36(d) Any such delegation shall be on the terms that:

- (i) the Investment Manager shall comply with the terms of the delegated authority;
- (ii) the Investment manager shall not do anything which the Council does not have the power to do;
- (iii) the Finance Committee may with reasonable notice revoke the delegation or vary any of its terms; and
- (iv) the Finance Committee shall give directions to the Investment Manager as to the manner in which he or she is to report to them all sales and purchases of investments made on their behalf.

36(e) The Finance Committee may:

- (i) make such arrangements as they think fit for any investments of the Society or income for

those investments to be held by a corporate body as the Society's nominee; and

- (ii) pay reasonable and proper remuneration to any corporate body acting as the Society's nominee in pursuance of this clause.

36(f) If there shall at any time be no Finance Committee, the above powers shall be exercisable by the Council.

37. Composition fees shall be treated as Capital, and all monies so received and all other monies due for investment shall be invested in such stock or security as the Council may select from amongst the stocks and securities authorised by law for the investment of trust moneys.

38. No Member of the Society is or shall be entitled to any distinct or separate share in the estate, revenue, or effects of the Society, and the Society shall not and may not make any dividend, gift, division, or bonus in money unto or between any of its Members without the prior approval in writing of the Charity Commission, provided that nothing herein shall prevent:

38(a) the payment in good faith of reasonable and proper remuneration, or of an honorarium in lieu thereof, to any Member of the Society not being a member of the Council in return for services rendered to the Society

38(b) the payment of a modest annual honorarium, of an amount to be determined by the Council to each of the Principal Editors of the *Mineralogical Magazine* and *Clay Minerals*, being members of the Council, provided that no such Principal Editor shall be present at any meeting of the Council while his/her own appointment or remuneration is under discussion, and that he or she shall not vote thereon.

39. In the event of a dissolution of the Society, its property and effects (whether funded or otherwise) shall be disposed of by gift to such other charitable Societies or Institutions or in such other manner as may be decided by the vote of a majority of at least three-fourths of those present and voting at a General Meeting of the Society summoned with notice of the proposed disposal, provided that no individual Fellow/Member shall benefit thereby, and that such gift or other disposal shall be for the benefit of Mineralogy or its allied sciences.

MEETINGS

40. General Meetings of the Society shall be summoned from time to time as may be deemed necessary by the Council, or on the request of any four Fellows or Members of the Society. One of these meetings in each year (usually in or near December) shall be termed the Anniversary Meeting, which shall be the Annual General Meeting of the Society. Any meeting of the Society summoned for the purpose of considering special matters relating to the business of the Society shall be termed a Special General Meeting, and the summons thereto shall contain the resolution or other matter to be considered, and shall be issued to the Fellows and Members not less than four weeks before the date fixed for the Meeting.

PUBLICATIONS

41. The *Mineralogical Magazine* is issued six times annually and *Clay Minerals* is issued four times annually. Members or Fellows paying a supplementary fee will have printed copies of the journals sent to them. All other members shall be entitled to access, via the internet, to the material published in the journals. Access to the journals will be withheld from any Fellows/Members in arrears with their subscription for the current year (unless exempt from annual payments). The Society publishes books/monographs from time to time and Members/Fellows may purchase single copies for their personal use at a cost below that fixed for non-members.

AUDITORS AND BALANCE SHEET

42. The Council shall appoint annually a practising firm of Accountants to audit the accounts of the Society.

43. The Society's Accounts shall be drawn up by the Society's Finance Manager and submitted to the Auditors. These Accounts are deemed to comprise the Balance Sheet and the Income and Expenditure Accounts, not only of the Society but also of the various Special Interest Groups of the Society which have been, or may from time to time be, authorised by Council. The audited Accounts, after approval by the Treasurer, are submitted to the Council for adoption. The final accounts shall be published on the Society website as early as possible in every year.

PROFESSIONAL CONDUCT AND DISCIPLINARY PROCEDURE

44. Professional conduct is governed by a Code of Professional Conduct (the Code) published by the Council of the Society. Alleged breaches of the Code are investigated according to the Disciplinary Procedure adopted by the Council and may in cases of extreme misconduct lead to exclusion of the Member and a loss of Fellowship status.

ALTERATION OF THE BYE-LAWS

45. Alterations to the Bye-Laws will be presented at an Anniversary Meeting or at a Special General Meeting duly summoned for the purpose of considering the proposed alterations. If a vote on any matter is necessary, then it shall be decided by a majority consisting of three-fourths of the Fellows and Members present and voting. No alteration shall be made to Bye-Laws 1, 37, 39 or this Bye-Law without the approval in writing of the Charity Commission for England and Wales. Proposed changes to the Bye-Laws need initial approval by Council, and should be posted on the Society's website before the Anniversary Meeting or the Special General Meeting summoned for the purpose of their consideration

OBLIGATION

46. Fellows, and Members by payment of their first Annual subscription, signify their acceptance of any Bye-Laws approved by the Society.

CONSTITUTIONS OF THE SPECIAL INTEREST GROUPS OF THE MINERALOGICAL SOCIETY

1. The names of the Groups shall be the *Clay Minerals Group*, the *Applied Mineralogy Group*, the *Mineral Physics Group*, the *Environmental Mineralogy Group* and the *Geomicrobiology Network* of the Mineralogical Society, and the *Metamorphic Studies Group*, the *Geochemistry Group* and the *Volcanic & Magmatic Studies Group* jointly of the Geological and Mineralogical Societies.

AIMS

2. The aims of the Groups shall be:

CLAY MINERALS GROUP, to further the study of clay minerals and allied substances:

- (a) by stimulating an interest in clay mineralogy;
- (b) by facilitating the exchange of information between Members of the Group and, in general, all those interested in clay minerals;
- (c) by providing facilities for reading and discussion of papers on the methods and results of research on clay minerals and allied topics, also the publication of the journal *Clay Minerals*;
- (d) by encouraging the practical applications of clay mineral research;
- (e) by such other means as the Group and its Committee may from time to time think opportune subject to the approval of the Council of the Society.

APPLIED MINERALOGY GROUP, to further the study of industrial and ore minerals, including coals:

- (a) by stimulating an interest in applied mineralogy;
- (b) by facilitating the exchange of information on applied mineralogy;
- (c) by arranging for the presentation and discussion of papers on these subjects;
- (d) by encouraging the practical applications of the subjects;
- (e) by such other means as the Group and its Committee may from time to time think opportune, subject to the approval of the Council of the Society.

MINERAL PHYSICS GROUP, to advance the understanding of the fundamental physical and chemical processes that determine the properties of minerals:

- (a) by stimulating interest in mineral physics;
- (b) by facilitating the exchange of information between members of the Group and with other mineral physicists;
- (c) by arranging the presentation and discussion of papers on methods and results of research in mineral physics and by arranging seminars, discussion groups and reviews on aspects of the subject;
- (d) by encouraging the practical application of mineral physics;
- (e) by such other means as the group and its committee may from time to time think opportune, subject to the approval of the Council of the Mineralogical Society.

ENVIRONMENTAL MINERALOGY GROUP, aims to support excellence in mineralogical research that contributes to our fundamental understanding of environmental science, in particular to support research that integrates mineralogy with life sciences and geochemistry in an environmental context, and especially to promote the application of mineralogy to environmental health and human environments:

- (a) by stimulating an interest in environmental mineralogy;

- (b) by facilitating the exchange of information among Group members, other mineralogists and the wider scientific community;
- (c) by arranging for the presentation and discussion of papers on this subject;
- (d) by publishing papers and books on this subject;
- (e) by encouraging the understanding of the practical applications of this subject.

GEOMICROBIOLOGY NETWORK, aims to support cross-disciplinary activities in this interfacial research area:

- (a) by stimulating an interest in geomicrobiology, offering a supportive forum to the community of geo and bioscientists studying all aspects of microbe–mineral interactions in natural and engineered environments;
- (b) by facilitating the exchange of information among network members, other mineralogists and geobiologists and the wider scientific community including representatives of other geological and biological societies;
- (c) by arranging for the presentation and discussion of papers on this subject at conferences;
- (d) by publishing papers and books on this subject; and
- (e) by encouraging the understanding of the practical applications of this subject with key stakeholders.

MEMBERSHIP

3. All Members of the Society are eligible for membership of the Groups.
4. Members of the Society may become members of the Groups without additional payment, by written application to the Secretary of the appropriate Group.

TERMINATION OF MEMBERSHIP

5. Membership of any Group may be ended by written notice to the Secretary of that Group.

MANAGEMENT

6. The activities of each Group shall be managed by a Committee consisting of a Chairman, a Secretary, a Treasurer, and, for the Clay Minerals Group, the Principal Editor of *Clay Minerals*, and six ordinary members who shall be elected annually, and, *ex officio*, the General Secretary of the Mineralogical Society, and one other member of the Council of the Society, appointed by the Council. All members of the Committee must be Members of the Society normally resident in Great Britain or Ireland during their period of office.
7. The Chairman, Secretary, Treasurer, and for the Clay Minerals Group, the Principal Editor of *Clay Minerals*, shall be deemed to be the Officers of each Group, and the Chairman and Secretary shall be the official representatives of that Group in all matters pertaining to relations with the parent Society. The Chairman of each Group, or his/her nominee, together with the Principal Editor of *Clay Minerals*, shall be *ex officio* a Member of the Council of the Society.
8. The Officers and ordinary members of the Committee of each Group shall be elected annually at the Annual General Meeting of that Group and shall hold office from the end of that Annual General Meeting to the end of the next Annual General Meeting.
9. One ordinary member of the Committee shall retire annually at the Annual General Meeting, and shall not be eligible for re-election as such until the next Annual General Meeting. The maximum term of office of the Chairman of each Group shall be three consecutive years and of the Secretary and Treasurer six consecutive years. All Officers, however, become eligible for immediate nomination as ordinary members of the Committee upon completion of their term as Officers.

10. At or before the end of June each year the Committee of each Group shall prepare a list of Members nominated by the Committee as Officers and as ordinary members of Committee for the ensuing year, this list to be sent by the Secretary to every member of that Group at his/her last known address not later than the next ensuing 31 July.

11. Additional nominations may be made by members of each Group, not being members of the Committee, subject to the following conditions:

11(a) All such nominations must be received by the Secretary of the Group not later than the next ensuing 1 September.

11(b) Every Candidate, whether proposed as an Officer or ordinary member of Committee, must be proposed by not less than six members of that Group, not being members of the Committee, who must all sign the Candidate's Nomination Form, which must be accompanied by a statement signed by the Candidate that he or she accepts nomination.

11(c) No member of a Group may propose more than one Candidate.

11(d) No Candidate may be nominated for more than one position on the Committee of a Group.

11(e) No Member of a Group whose name has been entered on the list of Candidates nominated by the Committee for ordinary membership of Committee may accept nomination under this paragraph for any other position on the Committee.

12. If through death or for any other reason a vacancy should be created on the list circulated by the Committee, the Committee shall have the power to fill the vacancy thus created and shall notify members of this change as soon as possible.

13 If not more than nine Candidates (ten including an Editor) are nominated for the positions set out in paragraph 7, the Candidates shall be declared duly elected at the next ensuing Annual General Meeting.

14. If more Candidates are nominated for any position on the Committee of a Group than there are vacancies, then an election by Ballot shall be held.

15. In the event of an election by Ballot being required, the Secretary of the Group shall issue to every member of that Group at his or her last known address not later than the next ensuing 30 September, a voting paper containing the names of all Candidates duly nominated in accordance with the provisions of these paragraphs, which list shall show the office or other position on the Committee for which each Candidate has been nominated.

16. No vote may be cast for any Candidate whose name is not entered on the voting list, and no member may vote for more than nine Candidates in all (ten including an Editor).

17. Every member voting shall place his/her voting paper when duly completed in an envelope, which shall be closed and placed in another envelope for return to the Scrutineers of the Ballot. The outer envelope must also be closed, must be inscribed *Voting Paper*, and must bear the name of the member voting, but no indication of the Voter's identity may appear on the voting paper or on the inner envelope. Members voting may return their voting papers enclosed in the manner prescribed to the Secretary of the Group beforehand by post or other means or may deliver them to him at the commencement of the Annual General Meeting of the Group.

18. As soon as may be convenient after the opening of the Annual General Meeting of the Group the Chairman of the meeting shall appoint from amongst the members present two members, not being members of the Committee, or Candidates for election to the Committee, to act as Scrutineers of the Ballot, to whom the outer envelopes containing the voting papers received by the Secretary of the Group shall be forthwith delivered unopened, and when this has been done the Ballot shall be declared closed.

19. Upon completion of their examination of the voting papers the Scrutineers shall present to the Chairman of the meeting a list showing the result of the Ballot, and if the list be in accordance with the provisions of these paragraphs, the Chairman shall disclose the number of votes cast for each Candidate and shall declare the new Committee to have been duly elected and to be constituted in accordance with the provisions of these paragraphs.

20. If, however, any difficulty should arise in constituting the new Committee in conformity with the provision of these paragraphs from the list returned by the Scrutineers owing to an equality of votes or otherwise, the decision of the Chairman, who shall have a casting vote, shall be final.

21. The Committee shall have the power to appoint Officers, and to co-opt ordinary members of the Committee to fill vacancies caused by death or resignation during the interval between two Annual General Meetings of the Group.

22. Meetings of the Committee shall be summoned by the Group Secretary at the order of the Chairman, or of not fewer than three members of the Committee; at such a meeting, four shall be a quorum, of whom one shall be either the Chairman, the Secretary, or the Treasurer of the Group.

23. A report on the work, progress, and finances of each Group shall be submitted at each Annual General Meeting of the Group for transmission to the Society.

MEETINGS

24. The Annual General Meeting of each Group shall be held either in November or as near thereto as may be convenient.

25. Further meetings may be held at the discretion of each Committee or on the requisition of any ten members of the Group. Such meetings may be either Special General Meetings (for the transaction of business affecting the constitution or management of any Group) or Ordinary Meetings.

26. Members shall be notified of the place and date of each Annual or Special General Meeting of the Group not less than three weeks in advance.

ALTERATIONS TO CONSTITUTION

27. Alterations to the Constitution may be made only with the approval of the Group concerned (expressed by majority decision at an Annual or Special General Meeting) and of the Council of the Society; and shall not become effective until they have received such approval.

TERMINOLOGY

28. In the above text 'the Society' means the Mineralogical Society of Great Britain and Ireland, 'the Groups' mean the Clay Minerals Group, the Applied Mineralogy Group, the Mineral Physics Group, the Environmental Mineralogy Group and the Geomicrobiology Network of the Mineralogical Society, 'the Group' or 'a Group' means any one of the above five Groups, 'the Committee' means the Committee of any one of the five Groups as above defined, and 'the Annual General Meeting' means the Annual General Meeting of any one of the five Groups as above defined.

CONSTITUTIONS OF THE JOINT SPECIAL INTEREST GROUPS OF THE MINERALOGICAL SOCIETY WITH THE GEOLOGICAL SOCIETY

29. CONSTITUTION OF THE METAMORPHIC STUDIES GROUP.

The Metamorphic Studies Group was formed on 5 March 1981

This constitution replaces all previous versions and was approved by the Councils of the Geological Society of London and the Mineralogical Society on 28 June 2008 and 15 June 2006 respectively and adopted at a Special Meeting of the Metamorphic Studies Group held on 4 April 2007

NAME

(1) The name of the Group shall be the Joint Geological Society and Mineralogical Society Metamorphic Studies Group, to be known as the Metamorphic Studies Group.

AIMS

(2) The purpose of the Group shall be to promote the study of all aspects of metamorphism and metamorphic geology by:

- (a) the holding of meetings and visits for the exchange of information and the study in depth of certain aspects of the science;
- (b) publication, normally in the more appropriate of the two parent Societies' journals;

(c) encouraging research and teaching;

(d) such other means as the Committee of the Group may think desirable.

MEMBERSHIP

(3) Membership and attendance at meetings is open to all Fellows of the Geological Society and to Members and Fellows of the Mineralogical Society and others with a special interest in metamorphism and metamorphic geology who are approved by the Committee of the Group.

COMMITTEE

(4) The affairs of the Group shall be managed by a Committee.

(5) The Committee shall consist of ten elected Members, one of whom shall be the Chair, one the Honorary Secretary and one the Honorary Treasurer, and *ex officio*, one of the Council of the Geological Society, appointed by its Council, and the General Secretary of the Mineralogical Society.

(6) The Committee shall have the power by agreement of those voting and present to co-opt for a specified period of time up to three non-voting Members.

(7) The Chair, the Honorary Secretary and the Honorary Treasurer shall be deemed the Officers of the Group and shall be the official representatives of the Group in all matters pertaining to relations with the parent Societies.

(8) One of the officers or their nominee, who must be a Member of the Mineralogical Society, should sit on the Mineralogical Society Council; this person is expected to be the chair or secretary of the Group or their appointed representative.

(9) The Honorary Treasurer must be a Fellow, or Member of the Mineralogical Society.

(10) One Officer of the Group or their nominee who must be Fellows of the Geological Society shall represent the Group on the Science Committee of the Geological Society.

(11) The Officers and ordinary members of the Committee will be elected by vote at the Annual General Meeting of the Group and shall hold office from the end of the Annual General Meeting to the end of the next Annual General Meeting. Each Candidate for election shall be nominated by not less than two members of the Group. Nominations should reach the Honorary Secretary by the day previous to the Annual General Meeting. No candidate shall be nominated for more than one position on the Committee.

(12) The Chairman shall not normally serve for more than three years in that capacity.

(13) The Honorary Secretary and Treasurer shall not serve for more than three years in those capacities.

(14) Ordinary members of the Committee may serve for not more than three consecutive years but shall be eligible for re-election after a period of one year. At least one ordinary member of the Committee shall retire annually at the Annual General Meeting. Officers become eligible for immediate nomination as ordinary members of the Committee upon completion of their term as Officers.

(15) The quorum for a meeting shall be five members, one of whom shall be an Officer of the Group.

(16) Meetings of the Committee shall be summoned by the Secretary at the order of the Chairman, or not fewer than three members of the Committee

ANNUAL GENERAL MEETING

(17) The Annual General Meeting shall normally be held in the period mid-February to mid-March.

(18) Reports on the work, progress and finances of the group shall be submitted in accordance with the annual reporting requirements of the Geological and Mineralogical Societies for their Annual Financial Statements and Reports

FINANCE

(19) The financial affairs of the Group will be the responsibility of the Honorary Secretary who will, where necessary, consult and be advised by the Treasurers of the Geological Society and the Mineralogical Society.

(20) The Group shall incur no financial obligation chargeable to the Geological Society or the Mineralogical Society, unless such obligations have been authorised in advance by their respective Councils.

(21) The financial affairs of the Group will be administered, audited and reported by the Mineralogical Society as the responsible parent body.

GENERAL

(22) The Group shall not take any action which may conflict with either the terms of the Charter and Bye-Laws of the Geological Society or the Bye-Laws of the Mineralogical Society.

(23) All publicity will describe the Group as the Joint Specialist Group of the Geological Society and the Mineralogical Society

ALTERATIONS TO CONSTITUTION

(24) Alterations to the Constitution may be made only with the approval of the Group (expressed by majority decision at an Annual General Meeting) and of the Councils of both Societies; and shall not become effective until they have received such approval.

30. CONSTITUTION OF THE GEOCHEMISTRY GROUP

The Geochemistry Group was formed on 1 January 1970

This constitution replaces all previous versions and was approved by the Councils of the Geological Society of London and the Mineralogical Society on 28 June 200 and 15 June 2006 respectively and adopted at a Special Meeting of the Geochemistry Group held on 28 March 2007.

NAME

(1) The name of the Group shall be the Joint Mineralogical Society and Geological Society Geochemistry Group to be known as the Geochemistry Group.

AIMS

(2) The purpose of the Group shall be to advance the knowledge of the chemistry and the chemical processes in the Earth and of cosmochemistry:

- (a) by stimulating a wider interest in geochemistry and cosmochemistry;
- (b) by facilitating the exchange of information between members of the group and with other geochemists;
- (c) by arranging the presentation and discussion of papers on the methods and results of research in geochemistry and by arranging seminars, discussion groups, and reviews on aspects of the subject;
- (d) by encouraging the practical application of geochemistry;
- (e) by such other means as the Group and its Committee may from time to time think opportune, subject to the approval of the Councils of the Mineralogical Society and Geological Society.

MEMBERSHIP

(3) Membership and attendance at meetings is open to all Fellows of the Geological Society and to , Fellows and Members of the Mineralogical Society and others with a special interest in Geochemistry who are approved by the Committee of the Group.

COMMITTEE

(4) The affairs of the Group shall be managed by a Committee.

(5) The Committee shall consist of up to ten elected members, one of whom shall be Chair, one the Honorary Secretary and one the Honorary Treasurer, and *ex officio*, one member of the Council of the Geological Society, appointed by its Council, and the General Secretary of the Mineralogical Society. .

(6) The Committee shall have the power by agreement of those present and voting to co-opt for a specified period of time up to three non-voting members.

(7) The Chair, the Honorary Secretary and the Honorary Treasurer shall be deemed the Officers of the Group, and shall be the official representatives of the Group in all matters pertaining to its relations with the parent Societies.

(8) One of the officers or their nominee, who must be a Member of the Mineralogical Society, should sit on the Mineralogical Society Council; this person is expected to be the chair or secretary of the Group or their appointed representative.

(9) The Honorary Treasurer must be a Fellow or Member of the Mineralogical Society

(10) Two Officers of the Group or their nominees who must be Fellows of the Geological Society shall represent the Group on the Science Committee of the Geological Society.

(11) The Officers and ordinary members of the Committee of the Group shall be elected annually at the Annual General Meeting of the group and shall hold office from the end of that Annual General Meeting to the end of the next Annual General Meeting. Each candidate for election shall be nominated and seconded by members of the committee or members of the Group. Nominations should reach the Honorary Secretary by the day previous to the Annual General Meeting. No candidate may be nominated for more than one position on the Committee.

(12) The Chair shall not serve for more than three years in that capacity.

(13) The Honorary Secretary and the Honorary Treasurer shall serve for not more than six years in those capacities.

(14) Ordinary Members of the Committee may not serve for more than three consecutive years but shall be eligible for re-election after a period of one year. At least one ordinary member of the Committee shall retire annually at the Annual General Meeting. Officers become eligible for immediate nomination as ordinary members of the Committee upon completion of their term as Officers.

(15) The quorum for a meeting shall be four members, one of whom shall be an Officer of the Group.

(16) Meetings of the Committee shall be summoned by the Secretary at the order of the Chairman or not fewer than three members of the Committee

ANNUAL GENERAL MEETING

(17) The Annual General Meeting of the Group shall be held either in mid-February to mid-March or as near thereto as may be convenient.

(18) Reports on the work, progress and finances of the group shall be submitted in accordance with the annual reporting requirements of the Geological and Mineralogical Societies for their Annual Financial Statements and Reports

(19) The financial affairs of the group will be the responsibility of the Honorary Treasurer, who will, where necessary, consult and be advised by the Treasurers of the Mineralogical Society and the Geological Society.

(20) The Group shall incur no financial obligation chargeable to the Mineralogical Society or the Geological Society, unless such obligations have been authorised in advance by their respective Councils.

(21) The financial affairs of the Group will be administered, audited and reported by the Mineralogical Society as the responsible parent body.

GENERAL

(22) The Group shall not take any action which may conflict with either the terms of the Charter and Bye-Laws of the Geological Society or the Bye-Laws of the Mineralogical Society.

(23) All publicity will describe the Group as a Joint Specialist Group of the Mineralogical Society and the Geological Society.

ALTERATIONS TO THE CONSTITUTION

(24) Alterations to the Constitution may be made only with the approval of the Group (expressed by majority decision at an Annual General Meeting) and of the Councils of both Societies; and shall not become effective until they have received such approval.

31. CONSTITUTION OF THE VOLCANIC & MAGMATIC STUDIES GROUP

The Volcanic & Magmatic Studies Group was formed on 7 January 1997

This constitution replaces all previous versions and was approved by the Councils of the Geological Society of London and the Mineralogical Society on 28 June 2006 and 15 June 2006, respectively, and adopted at a Special Meeting of the Volcanic & Magmatic Studies Group held on 4 January 2007.

NAME

(1) The name of the Group shall be the Joint Geological Society and Mineralogical Society Volcanic & Magmatic Studies Group, to be known as the Volcanic & Magmatic Studies Group.

AIMS

(2) The purpose of the group shall be to promote and advance the study of physical volcanology, igneous geochemistry and petrology, volcano geophysics and related subjects by:

- (a) stimulating a wider interest in volcanology and magmatic processes;
- (b) facilitating the exchange of information between members of the Group and with others working in similar fields of interest;
- (c) the convening of meetings, workshops, seminars and field visits on themes of interest to Group members;
- (d) publication;
- (e) encouragement of research, teaching and practical application.

MEMBERSHIP

(3) Membership is open to all Fellows of the Geological Society and to Fellows and Members, of the Mineralogical Society and others with a special interest in Volcanic & Magmatic Studies who are approved by the Committee of the Group.

COMMITTEE

(4) The affairs of the Group shall be managed by a Committee.

(5) The Committee shall consist of ten elected members, one of whom shall be the Chairperson, one the Honorary Secretary and one the Honorary Treasurer. and, *ex officio*, one member of the Council of the Geological Society, appointed by its Council and the General Secretary of the Mineralogical Society.

(6) The Committee shall have the power by agreement of those present and voting to co-opt for a specified period up to three non-voting members.

(7) The Chair, the Honorary Secretary and Honorary Treasurer shall be deemed the Officers of the Group and shall be the official representatives of the group in all matters pertaining to relations with the parent Societies.

(8) One of the officers or their nominee, who must be a Member of the Mineralogical Society, should sit on the Mineralogical Society Council; this person is expected to be the chair or secretary of the Group or their appointed representative.

(9) The Honorary Treasurer must be a Fellow or Ordinary Member of the Mineralogical Society.

(10) One Officer of the Group or their nominee who must be Fellows of the Geological Society shall represent the Group on the Science Committee of the Geological Society.

(11) The Committee of the Group will also constitute the UK National Committee of the International Association of Volcanology and Chemistry of the Earth's Interior (IAVCEI), and the Chairperson shall take

on the roles of both UK National Correspondent to IAVCEI and IAVCEI representative on the UK National Committee of the International Union of Geodesy and Geophysics (IUGG).

(12) The officers and ordinary members of the Committee shall be elected by vote at an Annual General Meeting and shall hold office from the end of that Annual General Meeting to the end of the next Annual General Meeting. Each candidate for election shall be nominated and seconded by members of the Group. Nominations should reach the Honorary Secretary by the day previous to the Annual General Meeting. No candidate may be nominated for more than one position on the Committee of the group.

(13) The Chair shall serve for not more than three years in that capacity. The Honorary Secretary and Treasurer shall serve for not more than six years.

(14) Ordinary members of the Committee may not serve for more than three consecutive years but shall be eligible for re-election after a period of one year. At least one ordinary member of the Committee shall normally retire at the Annual General Meeting. Officers become eligible for immediate nomination as ordinary members of the committee upon completion of their term as Officers.

(15) The quorum for a meeting shall be four members, one of whom shall be an Officer of the Group.

(16) Meetings of the Committee shall be summoned by the Secretary at the order of the Chair, or of not fewer than three members of the Committee.

ANNUAL GENERAL MEETING

(17) The Annual General Meeting of the group shall normally be held in January or as near to as may be convenient.

(18) Reports on the work, progress and finances of the group shall be submitted in accordance with the annual reporting requirements of the Geological and Mineralogical Societies for their Annual Financial Statements and Reports

FINANCE

(19) The financial affairs of the Group will be the responsibility of the Honorary Treasurer, who will, where necessary consult and be advised by the Treasurers of the Geological Society and the Mineralogical Society.

(20) The Group shall incur no financial obligation chargeable to the Geological Society or Mineralogical Society unless such obligation has been authorised in advance by their respective Councils.

(21) The financial affairs of the group will be administered, audited and reported by the Mineralogical Society as the responsible parent body.

GENERAL

(22) The Group shall not take any action which may conflict with either the terms of the Charter and Bye-Laws of the Geological Society or the Bye-Laws of the Mineralogical Society.

(23) All publicity will describe the Group as a Joint Specialist group of the Geological Society and the Mineralogical Society.

ALTERATIONS TO THE CONSTITUTION

(24) Alterations to the Constitution may be made only with the approval of the Group (expressed by majority decision at an Annual General Meeting), and of the Councils of both Societies; and shall not become effective until they have received such approval.

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