

**fMINERALOGICAL SOCIETY of the United Kingdom and Ireland**  
(Instituted 3 February 1876)

**Revised Edition November 2024**

**BYE-LAWS\***

**Society website:** [www.minersoc.org](http://www.minersoc.org)

**OBJECT**

To advance the education of the public in general (and particularly amongst scientists) on the subject of mineralogy and all related disciplines and to promote research for the public benefit in all aspects of that subject and to publish the useful results.

**MISSION STATEMENT**

1. To support the study, promotion and application of mineralogy and all related disciplines in society, and to share that information with the wider public. The Society aims to be a voice which promotes diversity, equality and inclusivity in our science.

2. We achieve this by activities that include:

(a) Being involved in the publication of books, journals and other material.

(b) Supporting a range of special interest groups which represent the breadth of our science.

(c) Running conferences and other forms of discussion.

(d) Supporting our members at every stage of their careers, including students and early career scientists.

(e) Recognizing those in our community who have excelled.

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 for Membership shall be required to complete an application form (in paper or online) available from the Society's website or office. Elections, at which applications are approved, are held in April and November each year.

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 must agree to abide by

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*\* (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, 11 November 2021, 10 November 2022, 9 November 2023, 7 November 2024).*

the Society's code of conduct and by the Society's 'Equality, Diversity and Inclusivity (EDI)' statement. Members may choose to become 'Fellows' if they have the necessary qualifications as outlined on the Society's website (<https://www.minersoc.org/membership-categories.html>).

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 website and by direct contact with members.

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). All members shall be entitled to vote on any question relating to the management or business of the Society, and to serve on the Council of the Society.

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 1<sup>st</sup> day 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 will be entitled to any of the privileges of membership until they have paid their first annual subscription.

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 twenty 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 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 (in person or by electronic means) 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 of the UNITED KINGDOM and Ireland or the 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 (in person or by electronic means) 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*, *Clay Minerals* and *Geo-Bio Interfaces*, a Publications Manager, a Public Relations Officer, an EDI officer, an Awards Committee Chair, 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.

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, EDI Officer, Chair of the Awards Committee and the Principal Editors of *Mineralogical Magazine*, *Clay Minerals* and *Geo-Bio Interfaces* 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 Annual General Meeting (AGM) at which those people are elected. The names of all those elected to serve for the following year will be announced on the Society's website and the members informed by means of the Society newsletter, the *E-Bulletin*.

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, Publications Manager, EDI officer and Chair of the Awards Committee shall each be elected for a period of three years, with an option to extend their term of office by a further three-year period. The ordinary members of the Council shall each be elected for a term of three years, and none shall be eligible for immediate re-election as an ordinary member upon expiry of the term. The Editors of *Mineralogical Magazine*, *Clay Minerals* and *Geo-Bio Interfaces* 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 (<https://www.minersoc.org/membership-policies.html>).

18. Nominations to fill vacancies on Council will be sought from Fellows and Members of the Society (forms for nominations will be available from the website (<https://www.minersoc.org/personnel.html>) or the Society's office).

19. 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 months after 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.

20. 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 (as outlined in paragraph 29 below), and shall notify the Members of the Society of this change as soon as possible.

21. 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.

22. 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 ballot paper to be completed electronically (or by paper means if requested) for Candidates duly nominated in accordance with the provisions of these Bye-Laws. The ballot paper will note the Office or other position on the Council for which each Candidate has been nominated.

23. No Fellow or member may vote for more than one Candidate for any one Office. Those who wish, may write in the name of an additional candidate, this name to be considered by the committee as a possible co-optee.

24. Voting will close by no later than 1<sup>st</sup> September. No indication of the Voter's identity may appear on the actual 'ballot'. No Fellow/Member is allowed to complete more than one ballot.

25. At the next Meeting of the Finance and Officers Committee, the Chair and two delegated scrutineers shall confirm the counting of the votes.

26. A record of the number of votes cast for each candidate will be recorded in the minutes. In the event of an equal number of votes for two or more candidates, the decision of the Chair, who shall have the casting vote, shall be final.

27. 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.

28. 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.

29. 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.

30. 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 and made available to the members through publication on the Society's website (<https://www.minersoc.org/annual-reports.html>).

#### **PROPERTY AND TRUSTEES**

31. 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 35(e)(i). (All the members of Council are Charity Trustees within the meaning of the Charities Act 2011.)

32(a) Any Member of the Society appointed as 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.

32(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.

33. 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.

34(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 or organization who/which they are satisfied, after enquiry, is a proper and competent person to act in that capacity.

Advisers must be authorised and regulated by the Financial Conduct Authority (FCA) and all Financial Advisers must hold a QCF Level 4.

34(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.

34(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.

34(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.

34(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.

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

36. 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:

37(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

37(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*, *Clay Minerals* and *Geo-Bio Interfaces* 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.

38. 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 (in person or by electronic means) 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**

39. 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 near the end of the year) 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**

40. The *Mineralogical Magazine* is issued six times annually, *Clay Minerals* is issued four times annually, and *Geo-Bio Interfaces* is published continually. 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**

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

42. 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 each year.

#### **PROFESSIONAL CONDUCT AND DISCIPLINARY PROCEDURE**

43. 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 Membership/Fellowship status.

#### **ALTERATION OF THE BYE-LAWS**

44. 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 (in person or by electronic means) and voting. No alteration shall be made to Bye-Laws 1, 34, 37 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**

45. 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 economic geology and its application in cross disciplinary sciences, including but not limited to the fields of geochemistry, energy and climate change:

- (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 research 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 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 Chair, 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.

7. The Committee shall have the power, by agreement of those voting and present (in person or by electronic means), to co-opt for a specified period of time up to four additional Members.

Where possible, the committee members are expected to fill the following roles between them: Public Relations Officer/Outreach Officer, Social Media/Website/Newsletter editor, Student/Early Career Representative, Field trips officer, Awards and Grants Officer, EDI Officer. (Ordinary Committee members may fulfil more than one of these roles.) Post-holders may be required to meet with equivalent post-holders in other special interest groups, e.g. to form an EDI committee.

All Committee members must be Members of the Society.

8. The Chair, Secretary, Treasurer, and for the Clay Minerals Group, the Principal Editor of *Clay Minerals*, shall be deemed to be the Officers of each Group. The Chair 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.

9. The Officers and other 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.

10. 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 every member of each of the committees shall be three consecutive years. All Officers, however, become eligible for immediate nomination as ordinary members of the Committee upon completion of their terms as Officers.

11. Each Group shall hold an Annual General meeting every year. Two months before this meeting, vacancies arising on the committee will be advertised to all Society members via the Society *E-Bulletin* and via Group-specific channels (e.g. social media, newsletters). Nominees should be approved by a majority of the committee. Each committee, with and through its EDI Officer, will endeavour, to the greatest extent possible, to ensure equality of opportunity to serve on that committee for all relevant scientists, diversity of committee membership, and inclusivity in terms of all those who are elected to serve.

12. 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.

13. In the event of an election by Ballot being required, the Secretary of the Group shall issue to every member of that Group, by email or paper mail, one month before the annual general meeting, an invitation to vote for those candidates who have been nominated or who have offered to serve the committee. The ballot will contain the names of all those who have offered to serve and the post for which they are being considered. Those who wish, may write in the name of an additional candidate, this name to be considered by the committee as a possible co-

optee. The ballot, if completed online, will be anonymous. Ballots completed in paper form, should be returned to the Secretary by no later than one week prior to the AGM.

14. As soon as may be convenient after the opening of the Annual General Meeting of the Group, the Chair of the meeting shall report the voting results and the new committee shall be declared elected to be constituted in accordance with the provisions of these paragraphs.

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

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

17. Meetings of the Committee shall be summoned by the Group Secretary at the order of the Chair, 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 Chair, the Secretary, or the Treasurer of the Group.

18. 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**

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

20. 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.

21. 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**

22. 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**

23. 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 Committee' means the Committee of any one of the five Groups as defined above, and 'the Annual General Meeting' means the Annual General Meeting of any one of the five Groups as defined above.

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

**AIMS**

24. The aims of the joint Groups shall be:

**THE METAMORPHIC STUDIES GROUP**, 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.

**THE GEOCHEMISTRY GROUP**, 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 of London.

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 2006 and 15 June 2006 respectively and adopted at a Special Meeting of the Geochemistry Group held on 28 March 2007.

**THE VOLCANIC & MAGMATIC STUDIES GROUP**, 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.

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.

The Committee of the Group (see terms below) will also constitute the UK National Committee of the International Association of Volcanology and Chemistry of the Earth's Interior (IAVCEI), and the Chair 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).

#### **MEMBERSHIP**

25. Membership and attendance at committee meetings of joint special interest groups is open to all Fellows of the Geological Society of London and to Members and Fellows of the Mineralogical Society and others who are approved by the Committee of the Group in question.

#### **MANAGEMENT**

26. The affairs of the joint Groups shall be managed by their respective Committees. The Committees shall each consist of ten elected Members, one of whom shall be the Chair, one a Secretary and one a Treasurer, and, *ex officio*, one member of the Council of the Geological Society of London, appointed by its Council, and the General Secretary of the Mineralogical Society.

Where possible, the committee members are expected to fill the following roles between them: Public Relations Officer/Outreach Officer, Social Media/Website/Newsletter editor, Student/Early Career Representative, Field trips officer, Awards and Grants Officer, EDI Officer. (Ordinary Committee members may fulfil more than one of these roles.) Post-holders may be required to meet with equivalent post-holders in other special interest groups, e.g. to form an EDI committee.

27. The Committee shall have the power by agreement of those voting and present (in person or by electronic means) to co-opt for a specified period of time up to four additional members.

All committee members must be Members or Fellows of either the Geological Society of London or of the Mineralogical Society.

28. The Chair, the Secretary and the Treasurer shall be deemed the Officers of the Group.

29. The Chair of each group or their nominee, who must be a Member of the Mineralogical Society, should sit on the Mineralogical Society Council of London

30. The Treasurer must be a Fellow or Member of the Mineralogical Society.

31. One individual, who must be a Fellow, and selected by the Geological Society of London (and agreed by the Chairs of the Geochemistry, Metamorphic Studies and Volcanic & Magmatic Studies Groups), will represent all three joint SIGs at the Science Committee of the Geological Society of London.

32. Each Group shall hold an Annual General meeting every year. Two months before this meeting, vacancies arising on the committee will be advertised to all Society members via the Society *E-Bulletin* and via Group-specific channels (e.g. social media, newsletters). Nominees should be approved by a majority of the committee. Each committee, with and through its EDI Officer, will endeavour, to the greatest extent possible, ensure equality of opportunity to serve on that committee for all relevant scientists, diversity of committee membership, and inclusivity in terms of all those who are elected to serve.

33. 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.

34. In the event of an election by Ballot being required, the Secretary of the Group shall issue to every member of that Group, by email or paper mail, one month before the annual general meeting, an invitation to vote for those candidates who have been nominated or who have offered to serve the committee. The ballot will contain the names of all those who have offered to serve and the post for which they are being considered. Those who wish, may write in the name of an additional candidate, this name to be considered by the committee as a possible co-optee. The ballots will be anonymous.

35. As soon as may be convenient after the opening of the Annual General Meeting of the Group, the Chair of the meeting shall report the voting results and the new committee shall be declared elected to be constituted in accordance with the provisions of these paragraphs.

36. 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 any member of each of the committees shall be three consecutive years. All Officers, however, become eligible for immediate nomination as ordinary members of the Committee upon completion of their term as Officers.

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

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

## **ANNUAL GENERAL MEETING**

39. The AGM shall be held annually, as close to the same time each year as possible.

40. 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**

41. The financial affairs of the Groups will be the responsibility of the respective Treasurers who will, where necessary, consult and be advised by the Treasurers of the Geological Society of London and the Mineralogical Society.

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

43. The financial affairs of the Groups will be administered, audited and reported by the Mineralogical Society as the responsible parent body.

#### **GENERAL**

44. The Groups shall not take any action which may conflict with either the terms of the Charter and Bye-Laws of the Geological Society of London or the Bye-Laws of the Mineralogical Society.

45. All publicity will describe the Groups as Joint Special Interest Groups of the Geological Society of London and the Mineralogical Society

#### **ALTERATIONS TO CONSTITUTION**

46. 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.

*Published by the Mineralogical Society,  
12 Baylis Mews, Amyand Park Road, Twickenham, Middlesex TW1 3HQ, UK*

*Registered Charity Number 233706  
Website: [www.minersoc.org](http://www.minersoc.org)*