



# **CHARTER AND BY-LAWS**

**OF THE**

**ROYAL METEOROLOGICAL SOCIETY**

*(Established 1850 Incorporated by Royal Charter 1866)*

**June 2021**

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## ROYAL CHARTER

VICTORIA, by the Grace of God, of the United Kingdom of Great Britain and Ireland Queen, Defender of the Faith, TO ALL TO WHOM these Presents shall come Greeting.

WHEREAS James Glaisher, Fellow of the Royal Society, Samuel Charles Whitbread, Fellow of the Royal Society, John Lee, Doctor of Laws, Fellow of the Royal Society, and others of our loving subjects, did, in the year one thousand eight hundred and fifty, establish a Society by the name of "The British Meteorological Society" for the advancement of Meteorological Science, and the same Society is now called or known by the name of "The Meteorological Society":

AND WHEREAS it has been represented to us that the same Society has, since its establishment, sedulously pursued its proposed object by collecting, registering, digesting, and from time to time publishing its Transactions, which have contributed to the progress of Meteorological knowledge:

AND WHEREAS distinguished individuals in foreign countries, as well as British subjects, have availed themselves of facilities offered by the same Society for communicating important discoveries greatly extending Meteorological knowledge, and the great and general interest now felt in the Science of Meteorology has been greatly promoted and fostered by this Society:

AND WHEREAS the same Society has, in aid of its objects, collected a large and valuable library of scientific works and charts, to which fresh accessions are constantly being made; and the said Society has hitherto been supported by donations and annual and other subscriptions and contributions to its funds, and has therefrom purchased and is possessed of a considerable amount of stock in the public funds:

AND WHEREAS in order to secure the property of the said Society, to extend its operations, and to give it a more permanent establishment among the scientific institutions of our Kingdom, we have been besought to grant to Charles Brooke, Master of Arts, Fellow of the Royal Society, the present President of the said Society, and to those who now are or shall hereafter become members of the said Society, our Royal Charter of Incorporation for the purposes aforesaid:

NOW KNOW YE that We, being desirous of encouraging a design so laudable and salutary, of our especial grace, certain knowledge, and mere motion have willed, granted, and declared, and DO by these Presents, for us, our heirs and successors, will, grant, and declare that the said Charles Brooke, and such other of our loving subjects as are now members of said Society, or shall from time to time be elected Fellows thereof, according to such regulations or by-laws as shall be hereafter framed or enacted, and their successors, shall for ever hereafter be by virtue of these Presents one body politic and corporate, by the name of "The Meteorological Society", and for the purposes aforesaid, and by the name aforesaid, shall have perpetual succession and a common seal, with full power and authority to alter, vary, break, and renew the same, at their discretion, and by the same name to sue and be sued, implead and be impleaded, answer and be answered unto and in every Court of us, our heirs, and successors, and be for ever able and capable in the law to purchase, receive, possess, hold, and enjoy to them and their successors any goods and chattels whatsoever; and also to be able and capable in the law (notwithstanding the Statutes of Mortmain), to take, purchase, hold, and enjoy them and their

successors, a hall or house and any such messuages, lands, tenements, or hereditaments whatsoever as may be necessary or expedient for carrying out the purposes of the Society, the yearly value of which, including the site of the said hall or house, shall not exceed in the whole the sum of one thousand pounds, computing the same respectively at the time of the purchase or acquisition thereof, and to act in all the concerns of the said body politic and corporate as effectually, to all intents and purposes, as any other of our liege subjects, or any other body politic or corporate in our said Kingdom, not being under any disability, might do in their respective concerns.

AND WE DO hereby grant our special licence and authority unto all and every person and persons, bodies politic and corporate (otherwise competent), to grant, sell, alien, and convey in Mortmain unto and to the use of the said body politic and corporate, and their successors, any messuages, lands, tenements, or hereditaments not exceeding such annual value as aforesaid.

And our will and pleasure is, and We further grant and declare, that there shall be a General Meeting or General Meetings of the Fellows of the said Society to be held from time to time as hereinafter mentioned: and that there shall be a Council to direct and manage the concerns of the said body politic and corporate, and that the General Meetings and the Council shall have the entire direction and management of the same in the manner and subject to the regulations hereinafter mentioned.

AND WE DO hereby also will, grant, and declare that there shall be a President, Vice-Presidents, a Treasurer, and Secretaries of the said body politic and corporate, and that the Council shall consist of the President, Vice-Presidents, Treasurer, Trustees, Secretaries, and not more than twelve nor less than eight other Fellows of the said Society.

AND WE DO hereby further will and declare that the said Charles Brooke shall be the first President of the said body politic and corporate, and the other persons now being the Vice-Presidents, Treasurer, Trustees, Secretaries, and Members of the Council, shall be the first Members of the Council, and shall continue such until the election of Officers shall be made in pursuance of these Presents.

AND WE DO hereby further will and declare that it shall be lawful for the Fellows of the said body politic and corporate hereby established to hold a General Meeting once in the year, or oftener, for the purposes herein mentioned, namely, - that the President, Vice-Presidents, the Treasurer, the Secretaries, and other Members of the Council shall be chosen at such General Meeting, and that the General Meetings shall from time to time make and establish such by-laws, and vary and alter or revoke the same as they shall deem to be useful and necessary for the regulation of the said body politic and corporate, for the admission of Fellows and of Honorary and Foreign Members, and for the fixing the number of the Vice- Presidents and Officers, and for the management of the proceedings, and the estates, goods, and business of the said body politic and corporate, so that such by-laws be not repugnant to these Presents, or to the laws and statutes of this our realm; and shall and may also enter into any resolution and make any regulation respecting the affairs of the said body politic and corporate that may be necessary and proper.

AND WE DO further will and declare that the General Meetings shall take place at such time as may be fixed by the said Council, and that the present regulations of the said Society, so far as they are not inconsistent with these Presents, shall continue in force until the same shall be altered by a General Meeting.

AND WE further will, grant and declare that the Council shall have the sole management of the income and funds of the said body politic and corporate, and the appointment of Librarian, Curator, and such other Officers, Attendants, and Servants as the Council shall think necessary or useful, as also the entire management and superintendence of all other affairs of the said Society, and shall and may, but not inconsistently with, or contrary to, the provisions of this our Charter or any existing by-law or laws and statutes of this our Realm, do all such acts and deeds as shall appear to them necessary for carrying into effect the objects and views of the said body politic and corporate.

PROVIDED ALWAYS and We do will and declare that the Council shall from time to time render to a General Meeting a full account of their proceedings, and that every Fellow of the Society, may at all reasonable times to be fixed by the said Council, see and examine the accounts of the receipts and payments of the said body politic and corporate.

AND WE further will, grant, and declare that the whole property of the said body politic and corporate shall be vested, and We do hereby vest the same solely and absolutely in the Fellows thereof, and that they shall have full power and authority to sell, alienate, charge, and otherwise dispose of the same as they shall think proper; but that no sale, mortgage, incumbrance, or other disposition of any messuages, lands, tenements, or hereditaments belonging to the said body politic and corporate, shall be made except with the approbation and concurrence of a General Meeting.

AND WE lastly declare it to be our Royal will and pleasure that no resolution or by-law shall, on any account or pretence whatsoever, be made by the said body politic and corporate, in opposition to the general scope, true intent, and meaning of this our Charter, or the laws or statutes of our Realm: And that if any such rule or by-law shall be made, the same shall be absolutely null and void to all intents, effects, constructions, and purposes whatsoever.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourself, at Our Palace at Westminster, this Twenty-seventh day of January, in the year of Our Lord one thousand eight hundred and sixty-six, in the Twenty-ninth year of Our Reign.

BY HER MAJESTY'S COMMAND.

CARDEW.

# **PERMISSION TO ADOPT THE PREFIX**

**“ROYAL”**

WHITEHALL, 22 September 1883.

SIR,

I am directed by the Secretary of State to acquaint you, with reference to your letter of the 3rd ult., addressed to Lord Dalhousie, that Her Majesty has been graciously pleased to grant the request of the Meteorological Society to adopt the prefix “Royal”.

I am, Sir,

Your obedient servant,

GODFREY LUSHINGTON.

J.K. LAUGHTON, ESQ., M.A., &C.

# **FOREWORD TO THE BY-LAWS**

The Royal Charter states that The Society was established ‘for the advancement of Meteorological Science’. Today The Society seeks to pursue this aim in conjunction with related sciences and through applications of meteorology contributing to social and economic well-being. The Following By-Laws provide instruction to The Society on how it will conduct its business in delivering this challenging aim.

## **DEFINITIONS AND SPECIAL PROVISIONS**

- 1 In these By-Laws “The Society” means the Royal Meteorological Society incorporated by Royal Charter dated 27 January 1866.
- 2 “The Charter” means the Royal Charter of The Society dated 27 January 1866 and any supplemental or other Charter for the time being in force and affecting The Society.
- 3 Footnotes appearing in these By-Laws are not part of the By-Laws but are guidance for their interpretation or management.

## **MEMBERSHIP**

- 4 The Society shall consist of Honorary Fellows, Fellows, Associate Fellows (that shall hereafter be known as Members) and Corporate Members<sup>1</sup>.
- 5 The members of the several classes referred to in The Charter and such other persons as shall be admitted in accordance with these By-Laws, and none other, shall be members of The Society (either as Honorary Fellows, Fellows, Members or Corporate Members, as the case may be) and be entered on the Register as such.
- 6 The rights and privileges of every member of any class shall be personal to the individual member and shall not be transferable or transmissible by a member’s own act nor by operation of law.
- 7 Each Corporate Member, as defined under By-Law 15, shall nominate one person who shall act for the Corporate Member in all dealings and correspondence with The Society.
- 8 No Honorary Fellow, Member or Corporate Member shall by reason of being a member of The Society be entitled to any rights or privileges other than those which, by these By-Laws, attach to the specific class of members of The Society to which the member belongs and wherever the term Fellow is used without qualification it shall be taken to exclude Corporate Members.
- 9 The Society may admit such other persons as may be hereafter qualified and elected in that behalf as Honorary Fellows, Fellows, or Members, respectively, and such persons shall sign a form indicating that the member agrees to be governed by The Charter and By-Laws of The Society and gives a commitment to advance the objects of The Society. The form to be used shall be specified in The Society’s Standing Orders.

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<sup>1</sup> Where the Charter refers to Fellows this will be interpreted as all types of membership.

- 10 The Society may admit such Corporate Bodies as may be qualified and elected in that behalf as Corporate Members, and representatives of the Corporate Members nominated under By-Law 7 shall sign a form indicating agreement to be governed by The Charter and By-Laws of The Society and gives a commitment to advance the objects of The Society. The form to be used shall be specified in The Society's Standing Orders.
- 11 On matters related to appellations:
- a An Honorary Fellow shall be entitled to use, after the Honorary Fellow's name, the abbreviation HonFRMetS, and a Fellow the abbreviation FRMetS as decided on by Council in accordance with the appropriate professional qualification and competence.
  - b A Member or Fellow may, if accredited for the time being in accordance with By-Law 31 but not otherwise, use the style or title "Registered Meteorologist" and use after their name "RMet" or "Chartered Meteorologist" and use after that their name "CMet" or a title that The Society awards under licence, as described in By-Law 31 (f).
  - c No member shall by virtue of membership of The Society adopt, or use, any description or abbreviated title otherwise than in accordance with the provisions of this By-Law.

## HONORARY FELLOWS

- 12 An Honorary Fellow shall be:
- a A person who is distinguished by their work in Meteorology or related sciences.
  - b A distinguished person whom The Society desires to honour for services rendered to The Society or whose association therewith is of benefit to The Society.

Honorary Fellows shall be elected by the Council and every such election shall be announced at the next General Meeting of The Society. The election of new Honorary Fellows shall only be admissible if the then number of Honorary Fellows does not exceed 1% of the membership at the time of appointment. Notwithstanding this, the Society will always have a minimum of twenty places for Honorary Fellows. In addition the Patron of the Society shall, on taking up office, normally be elected as an Honorary Fellow.

Honorary Fellows shall enjoy the rights of Fellows and hereafter, unless explicitly stated otherwise, references to Fellows shall be deemed to include Honorary Fellows. Honorary Fellows shall not be required to sign a form as is required by By-Law 23 for other members.

## FELLOWS

- 13 Every candidate for election or transfer to the class of Fellow shall be at least 21 years of age and shall satisfy the criteria in The Society's regulations<sup>2</sup>.

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<sup>2</sup> Application for Fellowship is open to anyone, based in the UK or overseas, who (a) has a formal academic qualification involving meteorology, or a vocational qualification in meteorology, or long involvement in a variety of meteorological activities at a professional level or as an amateur enthusiast and (b) makes substantial contributions to promoting meteorology as a science, profession or interest.

## **MEMBERS**

- 14 Anyone having an interest in meteorology shall be eligible as a candidate for election to the class of Member. Members over the age of 18 years shall have the same voting rights as Fellows and shall be eligible to serve on Committees of Council and on Council but not to chair such committees or to hold an Office of The Society. Wherever in these By-laws reference is made to voting, proposing resolutions, nominations, or committee membership, or requests for signature, it shall be taken to exclude any Member under the age of 18 years.

## **CORPORATE MEMBERS**

- 15 Any College or University, or any Department of a College or University, any Local or County Council, Research Institute, Company or other Corporate Body having an interest in Meteorology shall be eligible as a candidate for election to the class of Corporate Member.

## **ELECTION, TRANSFER, RETIREMENT AND EXPULSION OF MEMBERS**

- 17 Election or transfer to Fellowship of The Society shall be awarded by the Fellowship Committee, through delegated responsibility by the Council.
- 18 Joining the Society as a Member shall be an administrative process carried out by persons employed to conduct the business of the Society.
- 19 All nominations for Honorary Fellowship shall be considered by the Awards Committee. That Committee's recommendations shall then be submitted to Council for its consideration and decision.
- 20 A candidate for election or transfer to any class of membership except that of Honorary Fellow shall apply on an appropriate Form of Application provided by The Society (examples of which are in the Standing Orders).
- 21 A candidate for election or transfer to Fellowship shall be proposed by two people who know the candidate personally, at least one of whom is a Fellow.
- 22 Notwithstanding the provisions of these By-Laws the Council may, in exceptional circumstances and by a two-thirds majority of those present, elect or transfer candidates to any class of membership.
- 23 Every member who is elected shall be informed and sent a copy of form, as specified in Standing Orders, and of The Charter and By-Laws of The Society. No election or transfer shall become effective until the entrance fee and the first annual subscription payable on such election shall have been paid and the relevant form signed by the candidate or organisation in the case of a Corporate Member. The Council shall have the power in exceptional cases of extending the period of such payment and subscription respectively.
- 24 Where in their opinion it is desirable to do so, the Council may in any particular case or class of case, including those arising under reciprocal arrangements entered into with a kindred society, reduce or remit the annual subscription or the arrears of annual subscriptions of any member.

- 25 Any member may resign from The Society by giving notice in writing to the Chief Executive at the office of The Society.
- 26 The Council may reject an application for membership or suspend from membership for a period deemed appropriate or expel from membership any person who:
- a. Is found guilty in a court of law of an offence involving fraud or dishonesty;
  - b. Is committed to prison following conviction for any other offence;
  - c. Is held by the Council to have failed to observe the Charter, By-Laws or Standing Orders of the Society;
  - d. Is held by the Council to have failed to observe the Code of Conduct in place from time to time;
  - e. Engages in any activity that in the opinion of the Council is inconsistent with membership of the Society;
  - f. Is held by the Council to have acted in a way that is detrimental to the welfare or reputation of the Society;
  - g. Is held by the Council to have been guilty of any act or default discreditable to the profession of meteorology;
  - h. Has been admitted as a member as a result of false representation;
  - i. Is the subject of a country or State at war with the United Kingdom.
- 27 Any action taken by the Council against a member or person applying for membership under the provisions of By-Law 26 shall follow an investigation conducted in accordance with regulations made under the provision of By-Laws 28 and 29, and shall be approved by a resolution of the Council.
- 28 The Council shall make regulations for investigating any complaint against a member or person applying for membership. A statement of such regulations shall be issued on the authority of the Council and any member shall be entitled to receive a copy on request. The regulations may be amended from time to time by the Council.
- 29 For the purpose of investigating complaints or applications for membership if required under the provisions of these By-Laws, the Council shall delegate responsibility to the Investigation Committee. The powers and functions of the Investigation Committee shall be subject to such regulations as the Council may prescribe. On completion of any investigation of a member the Committee shall submit a written report and recommendation to the Council. Any member of the Society may be called to give evidence before the Investigation Committee.

Unless otherwise determined by the Council, the resignation of a member shall not be accepted whilst a complaint against the member is being investigated by the Investigation Committee or is under consideration by the Council.

A decision as to expulsion or suspension or rejection of an application shall rest solely with the Council, by resolution in accordance with By-Law 26. The Council shall make

regulations to cover the investigation procedures, including an independent appeals procedure.

A member who is suspended or expelled or a person whose application has been rejected shall not use any letters or designations relating to the Society. The Council may determine by its sole discretion whether or not any statements concerning the expulsion or suspension of a member shall be issued in a Society publication or other announcements should be made in the public interest.

- 30 The Council may re-admit to membership any person whose membership is terminated, provided the Council is satisfied that the person is worthy of such re-admission and pays such amounts in entrance fees or arrears of fees and subscriptions as the Council may determine.

## **ACCREDITATION<sup>3</sup>**

- 31 On matters related to Accreditation:

- a A person may apply to the Society for accreditation in accordance with the provisions of this By-Law.
- b Where any such application is received from a person who is not already a member of The Society, it shall be deemed to include an application for membership.
- c The Council shall make such arrangements as it shall from time to time think fit for the purpose of assessing, by whatever means the Council shall consider appropriate, the education, training, qualifications, knowledge, skill and experience of any person applying for or seeking to maintain accreditation in accordance with this By-Law and for such purpose shall prepare and publish regulations (which may include a Code of Conduct to be observed by any person accredited in accordance with this By-Law) and may from time to time rescind, vary or add to such regulations<sup>4</sup> and Code of Conduct as it thinks fit.
- d When considering the professional qualifications of nationals from other European Union Member States, The Society will assess and take decisions on applications for registration in accordance with the relevant European Union Directives<sup>5</sup>.
- e The Council may confer the titles "Chartered Meteorologist" or "Registered Meteorologist" (or other qualifications under the appropriate licence) upon applicants who satisfy The Society by means of an assessment conducted in accordance with the relevant paragraphs of this By-Law 31 that they should be accredited. Council may withdraw the title from any who, when requested, do not provide a satisfactory record of Continuing Professional Development, as evidence that they are maintaining their knowledge, skill and experience at an appropriate level.

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<sup>3</sup> N.B. To ensure continued compliance with the appropriate EU Directives (currently 89/48/EEC and 92/51/EEC), By-Law 31 and the Regulations associated with it must not be changed without the new text being first approved by the Department for Business, Energy and Industrial Strategy.

<sup>4</sup> Applications are invited for accreditation from members of The Society working in meteorology and related fields. Candidates will be required to: hold an appropriate honours degree from a recognised EU university; have at least five years experience as a practicing professional meteorologist hydrologist or physical oceanographer; demonstrate that they possess an appropriate scientific background and level of fundamental meteorological knowledge; demonstrate a detailed professional knowledge of their own declared field(s) of speciality; demonstrate the ability to communicate clearly, accurately and succinctly in English; agree to abide by a code of professional conduct. Overseas applications will be welcomed, and will be treated on an equal footing with those from the UK, as far as is practicable. All proceedings will be conducted in English.

<sup>5</sup> See for example Article 52 of Directive 2005/36/EC on Professional Qualifications.

- f The Council alone shall have power to decide conclusively respecting each person applying for or wishing to maintain accreditation pursuant to this By-Law whether each has or has not satisfied such criteria as are set out in the regulations prepared and published by The Society pursuant to the relevant paragraphs of this By-Law.

## **ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS**

- 32 Entrance fees shall be paid by newly-elected members of The Society at a rate determined by Council from time to time.
- 33 Annual subscriptions shall be payable by members of The Society at rates determined by Council from time to time.
- 34 Any member who has been a Fellow or Member for at least 20 years (including time as a Foreign Member prior to 1983) and who is either 65 years of age or more or is over 60 and retired from full-time employment, is entitled on written application to the Chief Executive to pay 50% of the annual subscription with no curtailment of privileges. Such members may also receive The Society's journal publications at 50% of the rate for members.
- 35 The annual subscriptions shall be due on 1 January each year for the year commencing on that day.
- 36 Any member joining The Society during the period October to December shall only start paying a subscription with effect from January of the immediately following year.
- 37 Any member whose annual subscription remains unpaid after 31 March shall not, except by the discretion of the Council, be entitled to exercise any of the rights and privileges of membership.
- 38 Any member whose annual subscription remains unpaid for two years shall cease to be a member on 31 December of the second year and that member's name shall be removed from the Register unless by resolution the Council decide to the contrary.

## **OFFICERS**

- 39 There shall be a President, three Vice-Presidents together with a Vice-President for Scotland, a Treasurer, and a General Secretary.
- 40 The duties of the Officers of The Society shall be determined by Council and laid down in the Standing Orders.

## **CONSTITUTION AND ELECTION OF THE COUNCIL**

- 41 Only Fellows and Members over the age of 18 years shall be eligible for service as elected members of the Council. The Council shall consist of:
  - The President
  - The Vice-Presidents (which includes a Vice-President for Scotland)
  - The Treasurer
  - The General Secretary
  - Not more than twelve nor less than eight Members of Council

The Editor of Society News and the Permanent Representative of the United Kingdom with the World Meteorological Organisation, shall be ex-officio, non-voting members of the Council.

All of whose offices shall be honorary and without remuneration.

Council may at its discretion co-opt as a non-voting advisor any member of The Society whom it feels may materially assist it in the governance of The Society. All such co-options shall last for so long as the Council decides but shall in any case be subject to renewal at the first Council meeting following each Annual General Meeting of The Society.

All Officers and Members of Council shall be the Trustees of The Society.

Those elected to serve on the Council shall do so in a personal capacity and not as representatives of any institution, company, society or other body.

The President, if present, shall be the Chair of all meetings of the Council. In the absence of the President, one of the Vice-Presidents, or if none be present the Treasurer, General Secretary or one of the Member of the Council shall preside.

- 42 The President shall retire each year on 30 September and no person shall normally hold the office of President for more than two years in succession.
- 43 The Vice-Presidents shall retire each year on 30 September and no person shall normally hold office for more than three years in succession. The Vice-Presidents, except the Vice-President for Scotland, shall normally be chosen from those who have been members of Council. A President shall normally serve as a Vice-President the year before and the year immediately after being President.
- 44 The Treasurer and General Secretary shall retire each year on 30 September and no person shall normally hold the same office for more than five years in succession.
- 45 Subject to the direction of the Council it shall be the duty of the Officers to conduct the business of The Society, to attend all meetings of The Society and of the Council, to take minutes of the proceedings of these meetings and to read minutes and communications when requested to do so. Subject to the approval of the Council they shall also engage and be responsible for all persons employed to conduct the business of The Society. Nevertheless, the whole or part of these duties may be deputed to one or more paid servants of The Society under the direction and approval of the Council.
- 46 A Member of Council shall be elected to serve for three years. Chairs of Committees of Council may take up the role of Members of Council and this shall be determined by Council from time to time. No person who has previously held office as an elected member of Council in any capacity for three successive years shall normally hold office as a Member of Council unless at least one year shall have elapsed since that person's last period of office.

## **NOMINATION FOR ELECTION TO THE COUNCIL**

- 47 At the June Council meeting, early notice shall be given of vacancies arising on Council in the October of the following year. Council shall confirm the number of vacancies that will arise that year. With delegated powers from Council, the Nominations Committee shall then evaluate the balance of skills, knowledge, experience and diversity of Council,

and, in the light of this evaluation, shall prepare a description of the role and capabilities required for each particular vacancy on Council. Council shall circulate to each Fellow and Member by mid-September (usually with the September issue of The Society's journal *Weather*) the names of Members of Council due to retire on 30 September of the following year along with their affiliations and the role descriptions for each. Fellows and Members will be invited to send to the General Secretary at The Society's address by mid-October nominations for candidates to replace them. The nomination should include a statement that details the nominee's skills, experience and qualifications for the role. The nomination should include support in writing from two Fellows or Members. Each such nominator shall be debarred from nominating any other person for the same election.

Council will include their own nominations to fill vacancies for Members of Council.

The Nominations Committee shall then assess the nominations against the required skills and expertise for each role and draw up a provisional list to be approved at the February meeting of Council.

- 48 Council shall circulate to each Fellow and Member by mid-March (usually with the March issue of The Society's journal *Weather*) a list of duly qualified persons whom they nominate for the vacancies about to occur on Council.

Not later than 30 days after the issue of Council's list any five Fellows or Members but not more than five, may nominate any other duly qualified person to fill any vacancy for an Officer by delivering an appropriate written nomination to the General Secretary at the Society's address together with the written consent of the nominee to accept office if elected, but each such nominator shall be debarred from nominating any other person for the same election.

## BALLOT FOR ELECTION TO THE COUNCIL

- 49 If more than one candidate has been assessed by the Nominations Committee as duly qualified for a vacancy (whether the nomination is made by Council or by Fellows and Member under the provisions of By-Law 47), Council shall circulate to each Fellow and Member normally four weeks prior to the Annual General Meeting a ballot for election to Council. The ballot will contain the names of all persons duly qualified to fill the vacancies referred to in the By-Laws stating which persons are nominated by the Council and giving the names of the Fellows or Members by whom every person is nominated.

Voting will be done through an electronic ballot and ballot papers. The latter shall be returned to The General Secretary at the Society's main office by post or by hand. The ballot shall close not less than 3 days before the Annual General Meeting.

The General Secretary will be responsible for overseeing the counting of the votes and will report the outcome to the President. In turn, the President, or appointed deputy, will report the results of the ballot to The Society at the Annual General Meeting.

Candidates will be elected (subject to the terms of this By-Law) in order of the number of votes they receive, with the candidate obtaining the most votes being elected first.

In the event of the election to any vacancy being indeterminate owing to an equality of votes, the scrutineers shall submit the names of the candidates affected to the President of The Society, or deputy, who shall then determine the election with a casting vote.

The persons elected shall take office on the first day of October next following their election.

## VACANCIES

- 50 The members of Council whose terms of office would otherwise expire on 30 September in any year shall continue in office until others are elected in their place.

The office of a member of Council shall *ipso facto* be vacated if the incumbent ceases to be a member of The Society or if by notice in writing to The Society resigns from office. Officers and Members of the Council may be requested by Council to resign if they attend only two (or fewer) Council meetings in any one session.

Casual vacancies in the offices of President, Vice-President, Treasurer, General Secretary and Member of Council, may be filled by the Council and the name of the person selected shall be announced at the next General Meeting of The Society. The Council shall determine the period for which the person so chosen shall hold office provided that such period shall not be longer than that during which the vacating Member of Council would in the ordinary course have retained office, and any period of office so served shall not be taken into account in computing the period of office under the provisions of By-Laws 42 to 46 inclusive.

## PROCEEDINGS, POWERS AND DUTIES OF THE COUNCIL

- 51 The Council shall direct and manage the property and affairs of The Society in accordance with The Charter and By-Laws of The Society.
- 52 The Council shall meet as often as the business of The Society may require: and at every meeting of the Council seven shall constitute a quorum. The President or any two Officers or three members of the Council may convene a meeting of the Council.
- 53 At any meeting of the Council, each elected member of Council shall have one vote. In the event of equality, the Chair shall have a casting vote. The Chair may direct, or any two members present may demand, that the voting shall be by a secret ballot.
- 54 On the demand of any three members of Council present at any meeting of the Council, any resolution of the Council passed at such meeting shall be adjourned to the next meeting for consideration, and in such a case the resolution shall not become effective unless it be confirmed by a majority at the next meeting. Provided always that the consideration of such resolution shall not be further adjourned at such next meeting except by a resolution of the Council.
- 55 The Council may appoint Committees chosen from its own body or Committees consisting of members of Council, Fellows and Members and others, with such terms of reference and such powers as the Council may prescribe, including Journal Editors, normally for a maximum term of five years. The Committees shall report to the Council and their decisions shall be subject to confirmation by the Council, unless the Council shall otherwise determine.
- 56 The Council shall cause to be kept proper and sufficient accounts of the capital, funds, receipts and expenditure of The Society, so that the true financial state and condition of The Society may be at all times exhibited by such accounts.

- 57 The financial year of The Society shall end on 31 December in each year: and the accounts of The Society shall be made up each year to that date, and, after having been examined and found correct by an Auditor or Auditors, and approved by Council, shall be laid before the Annual General Meeting next following.
- 58 The Society accounts shall be audited annually by a person who complies with the relevant statutory requirements and any guidance about good practice for the auditing of the accounts of a charity<sup>6</sup>.
- 59 The Council shall pay to the servants of The Society such salaries, wages, or remuneration as the Council shall from time to time think proper, and the Council shall make such provision for and grant such pensions to the servants of The Society after their retirement from the service of The Society as they may think proper.
- 60 The Council shall arrange for the publication, in any manner which they may deem advisable, of such papers, documents and publications as may be considered by the Council to be likely to advance meteorological knowledge and the objects of The Society.
- 61 Council are responsible through the Honorary Librarian appointed by Council for The Society's collection of books, pamphlets, slides and other material which is held in the National Meteorological Library and Archives on permanent loan in accordance with The Society's agreement with the Met Office. The material can be consulted during office hours but is not available for loan.

## **SESSIONS AND MEETINGS**

- 62 The sessions of The Society shall begin on the first day of October each year. The meetings of The Society shall be held at such places and at such times as the Council may appoint.
- 63 The meetings of The Society shall be as follows:
- a Discussion Meetings for the reading and discussion of papers on meteorological and allied subjects and for lectures and discussions on those subjects and the dissemination of meteorological knowledge.
  - b The Annual General Meeting.
  - c Special General Meetings.
- Fellows and Members shall be competent to vote at the meetings specified. Subject to By-Law 37 or 69 each person voting shall have one vote.
- 64 In addition to the Discussion Meetings specified in By-Law 63a the Council may at their discretion arrange for other meetings to be held for the dissemination of meteorological knowledge by means of lectures or for the discussion of meteorological and allied subjects and the reading and discussion of papers thereon; and the Council shall determine the conditions of admission to such meetings and the manner in which they shall be conducted.

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<sup>6</sup> The current relevant statutory requirements are laid out in Charity Reporting and Accounting: The Essentials November 2016 (cc15d).

- 65 The Discussion Meetings of The Society shall be conducted as prescribed by the Council from time to time; and the Council shall determine the conditions of admission to such meetings.
- 66 The Annual General Meeting shall be held before 30 September annually. The business of the Annual General Meeting shall be to receive and consider the Report of the Council and the accounts of The Society for the past calendar year; to elect Auditors; to consider changes in the By-Laws proposed by Council; to elect Officers and Members of Council in accordance with By-Law 49; and (with the approval of the Council) to transact any other business of which notice in writing shall have been given to the Chief Executive at the office of The Society at least seven days before such meeting.
- 67 A Special General Meeting may be called at any time for any specific purpose relating to the direction and management of the affairs of The Society including proposals for revoking, altering or amending of any By-Laws of The Society and the Council shall at all times call such a meeting on requisition, in writing, of ten Fellows or Members, specifying the nature of the business to be transacted, and shall give at least fourteen days notice of such meeting, which shall be held not later than six weeks after receipt of the requisition.
- 68 A Special General Meeting for the purpose of revoking, altering and amending any By-Law of The Society may be called at any time by the Council.

## **PROCEEDINGS AT GENERAL MEETINGS**

- 69 Votes may be given at any Annual or Special General Meeting either personally or by proxy. On a show of hands every Fellow and Member present in person at such meeting shall have one vote. In case of a poll every Fellow and Member present in person or by proxy shall have one vote.
- 70 Only a Fellow or Member shall be appointed to vote as proxy at any meeting.
- 71 The instrument appointing a proxy shall be in writing to the Chief Executive at The Society under the hand of the Appointer or the Fellow's or Member's Attorney and shall as nearly as circumstances admit be in the form or to the effect following:

### **THE ROYAL METEOROLOGICAL SOCIETY**

I.....of.....being a Fellow/Member of the above Society hereby appoint..... of..... or failing that ....., of.....as my proxy at the (Annual General Meeting, Special General Meeting as the case may be) of The Society to be held on the.....day of.....20.. and at any poll held in connection therewith.

Signature.....

Date.....

- 72 The instrument appointing a proxy and the power of attorney (if any) under which it is signed shall be deposited at the office of The Society not less than forty-eight hours before the time for holding the meeting at which the person named in the proxy proposes to vote, but no instrument appointing a proxy shall be valid for other than the meeting specified on the form of proxy.
- 73 A vote given in accordance with the terms of an instrument appointing a proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy unless

previous intimation in writing of the death or revocation shall have been received at the office of The Society.

- 74 A poll may be demanded by the Chair of any Annual or Special General Meeting or by any three persons personally present and entitled to vote thereat and if so demanded shall be taken in such manner and at such time within twenty-eight days next after the meeting and at such place as the Chair of the Meeting directs and either immediately or after an interval or at an adjourned meeting, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The fact that a poll has been demanded shall not prevent the continuance of the meeting for the transaction of any business other than the question on which a poll has been demanded. A demand for a poll may be withdrawn. No notice need be given of a poll not taken immediately.
- 75 In the event of an equality of votes the Chair of the Meeting shall both on a show of hands and at a poll have both a personal and a casting vote.
- 76 The quorum at any Annual or Special General Meeting shall be twelve of those persons entitled to be present and to vote thereat and no business shall be transacted at any such meeting unless the quorum be present at the commencement of the business. If a quorum be not present within a quarter of an hour from the time appointed for holding the meeting, the meeting shall be dissolved.
- 77 Fourteen days notice at least shall be given of all Annual and Special General Meetings. The notice shall specify the general nature of the business to be transacted, and no other business shall be transacted at these meetings except such business (if any) at an Annual General Meeting of which notice shall have been given as provided in By-Law 66. The accidental omission to give notice of a meeting to any Fellow or Member shall not invalidate the meeting.
- 78 No report of the proceedings of any General Meeting of The Society shall be taken or published except with the consent of the Council previously obtained.

## **LOCAL CENTRES**

- 79 The Council may, at their discretion, upon the receipt of a request in writing to that effect from a sufficient number of Fellows and/or Members resident in any district, create a Local Centre as a branch of The Society in such district for the furtherance of the aims of The Society such as the holding of meetings for the reading of papers on and for discussion of meteorological and allied subjects. The Council shall have power to dissolve such Local Centre at any time after it has been formed.
- 80 Each Local Centre shall be constituted, and its affairs shall be carried on in accordance with rules and regulations to be laid down from time to time by the Council and it shall elect annually for its Chair a Fellow or Member of The Society.

## **SPECIAL INTEREST GROUPS**

- 81 The Council may at their discretion, upon receipt of a proposal in writing backed by a sufficient number of Fellows and/or Members, agree to the formation of a Special Interest Group as a branch of The Society for discussion of a particular aspect of meteorology, and Council shall have power to dissolve such a group at any time after it has been formed.

The activities of each Special Interest Group shall be carried out in accordance with rules and regulations to be laid down from time to time by Council and it shall elect annually for its Chair a Fellow or Member of The Society.

## **INVESTMENTS**

- 82 The monies of The Society which are not subject to any specific trust purpose, and which are not required to meet current expenditure, may be invested in any securities quoted in the official list of any recognised Stock Exchange or placed on deposit with a reputable organisation. Council may only delegate its powers to select and make investments to the extent permitted by the provisions of The Royal Charter and the relevant legislation governing responsibilities of Trustees and Charities<sup>7</sup>.
- 83 The Society's premises shall not be sold or disposed of except with the sanction of a General Meeting of The Society.

## **COPYRIGHT**

- 84 The Society will ensure that it has in place a policy relating to the Copyright of material it produces and/or publishes. This policy will be determined by Council.

## **INDEMNITY**

- 85 Each Council member shall be accountable in respect of personal acts only, and shall not be accountable for any acts done or authorised to which the Council member shall not have expressly assented. No member of the Council shall incur any personal liability in respect of any loss or damage incurred through any act, matter, or thing done, authorised or suffered by the Council member being done in good faith for the benefit of The Society, although in excess of the Council member's legal power.
- 86 If the Council so determine the members of the Council may be indemnified out of the funds and property of The Society from and against all costs, charges, damages and expenses whatsoever which they or any of them may sustain by reason of their respectively accepting office or acting in execution of the duties or powers imposed upon or given to them by the Charter or the By-Laws of The Society.

## **COMMON SEAL**

- 87 The Council shall provide and maintain a Common Seal of The Society and make rules for the safe custody and the use thereof and it shall never be used outside of the normal course of Society business except by the authority of the Council.

## **NOTICES**

- 88 Any notice may be served or any communication may be sent by the Council or by an Officer of The Society upon or to any member of any class either personally or by sending it prepaid through the post addressed to such person at the address as registered in the records of The Society.

Any notice or communication, if served or sent by post, shall be deemed to have been served or delivered on the second day following that on which it has been posted; and

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<sup>7</sup> Reference should be made to Part IV, Section 11(3) of the Trustees Act 2000.

in proving such service or sending it shall be sufficient to prove that the notice or communication was properly addressed and posted.

## **THE SOCIETY A “CHARITABLE INSTITUTION”**

- 89 Whereas, since the date of the establishment of The Society and of its incorporation by Royal Charter no payment of any dividend, gift, division or bonus in money has been made unto or between any members of The Society, and whereas The Society has hitherto been supported by donations and annual and other subscriptions and contributions and the income from investments arising therefrom, now it is hereby declared and enacted that The Society shall be supported wholly or in part by annual voluntary contributions and shall not make any dividend, gift, division or bonus in money unto or between any of its members.

## **REGULATIONS FOR ALL AWARDS**

- 90 All Prizes and Awards (hereafter known as Awards) shall be presented at a suitable function to be determined by Council, normally the Annual General Meeting of The Society. The regulations for each Award will be laid down by the Council in the Standing Orders of The Society.

## **BEQUESTS TO THE SOCIETY**

- 91 Every person wishing to bequeath to The Society any Money, Stock, Manuscripts, Books, Instruments or other personal property is requested to make use of the following Form of Bequest, viz:

“I bequeath to the Royal Meteorological Society,

(Here specify the sum of money, or stock, or the other personal property intended to be given)

“and I hereby declare that the receipt of the Treasurer of The Society shall be notice to my executors of the discharge of this legacy”.

- 92 It is recommended that any person wishing to convey or devise by will to The Society any Land or other real property, or any interest connected with Land, or Money to be laid out in Land, or the proceeds of the sale of Land should seek legal advice in the first instance.

## **TERMS OF REFERENCE FOR THE LEGACIES FUND**

- 93 A Legacies Fund has been formed to finance grants for activities in line with the charitable aims of The Society. The initial capital consists of the Margary Bequest of £5,000 received in 1961, with accrued interest. Any future legacies shall be added to this Fund (unless specifically requested otherwise by the legator) and also any monies received from the sale of archival books. Additionally, the money in the British Rainfall Organisation and the Hampton Brown Fund was transferred to the Fund in 1984.

- 94 Money from the Legacies Fund may be allocated for any of the following purposes to:

- a assist and encourage the measurement of rainfall and the study of its distribution in the British Isles - any awards made for this purpose would be called British Rainfall Organisation Grants.

- b provide bursaries to members to enable them to attend scientific conferences. Established scientists will not normally be considered: the aim is to encourage attendance at conferences by younger members and by those who have no access to funds through professional bodies.
- c provide bursaries for members to take part in educational courses.
- d provide grants for members to carry out small research projects, which may include field work and observational studies.
- e purchase equipment for use by members on field courses or within research projects.
- f maintain The Society's library and archives - any awards made for this purpose would be called Hampton Brown Grants.
- g fund scientific activities and equipment related to the study of meteorology in schools and other educational activities.
- h assist in the funding of existing and future Society awards.
- i fund scientists (particularly from overseas) invited to speak at Society Meetings whose expenses, on the advice of the Meetings Committee, are not adequately covered by their employers.

Requirements to allocate funds for purposes other than those listed above will be considered by Council in relation to possible benefits to meteorology and/or The Society.

- 95 In allocating awards from the Legacies Fund, The Society shall be guided by the following practises:
- a The amount of money to be allocated in a given year shall not normally exceed 10% of the Fund Balance shown in the Accounts for the previous year.
  - b Requirements to transfer amounts exceeding that stated in (a) above to or from the Fund must be submitted to Council who will determine the action to be taken in the light of prevailing financial circumstances.
  - c When appropriate, an administration fee of 1% of the Fund Balance at the end of a given year may be transferred to the General Fund for the following year.
- 96 The availability of money for the purposes stated in By-Law 94 shall be advertised at least twice a year.

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