

# Society of Indexers Regulations, November 2017

## 1. MEMBERSHIP AND SUBSCRIPTIONS

- 1.1 **SUBSCRIPTION – BASIC AMOUNT:** The basic annual subscription shall be as decided by a General Meeting of the Society.
- i Changes in subscriptions shall take effect from 1 January following a General Meeting.
- 1.2 **TAXATION:** Subscriptions detailed here are net of any taxes imposed by relevant authorities. Subscriptions will not be considered paid until the subscription and any relevant taxes have been received.
- 1.3 **SUBSCRIPTION – METHOD:** The annual subscription for each category or subcategory of member shall be a multiple of the basic annual subscription (increased by any applicable UK tax), taken to the higher £1 if not an exact multiple of £1, as set out in the table in subsection 1.5.
- 1.4 **FOUNDER MEMBER:** A Founder Member is a person who has been in continuous membership from the unincorporated Society’s first subscription year, 1957–58, and shall be treated as if he/she were an Honorary Life Member.
- 1.5 **SUBSCRIPTION MULTIPLES**

Category and subcategory	Publication entitlement	Multiple of basic subscription (based on location)	
		UK & Europe	Outside Europe
Personal – individual and 1-person companies	Yes	1.0	1.25
Personal – 2nd person at same address <sup>a</sup>	No	0.25	0.25
Personal – Honorary Life	Yes	0	0
Personal – aged 70 or over <sup>b</sup>	Yes	0.5	0.75
Personal – Life	Yes	15 <sup>c</sup>	20 <sup>c</sup>
Corporate members: 2–50 employees <sup>d</sup>	Yes	2.0	2.0

<sup>a</sup> Existing members only; category no longer available to new members. Discount to be phased out 2019–21

<sup>b</sup> Members claiming the over-70s discount are assumed to have retired from indexing

<sup>c</sup> Payable once only

<sup>d</sup> Existing members only; category no longer available to new members

- 1.6 **PUBLICATIONS ENTITLEMENT:** Publications entitlement relates to regularly produced publications of the Society such as journals and newsletters intended for all members. Corporate members (2–50 employees) are entitled to 2 copies.
- 1.7 **SUBSCRIPTION PAYMENTS:** All subscriptions are due in sterling. The member is responsible for any bank charges if payment is made in other currencies.
- i The Executive Board may agree to set a basic amount in other currencies and accept payment in those currencies in such manner as it shall decide from time to time.
- 1.8 **SUBSCRIPTION YEAR:** Subscriptions cover the calendar year and are due on 1 January.
- i A member joining between 1 January and 30 June inclusive shall pay the full subscription for that year and receive publications entitlement for that year, in accordance with Regulations 1.5 and 1.6
- ii A member joining between 1 July and 31 December inclusive may opt to pay the full subscription for that year and receive the publications entitlement for that year or to pay one half of the subscription for that year and receive the publications entitlement dated for the second half of that year only.
- 1.9 **RENEWALS:** A member who has not renewed the subscription within two months of the due date shall be deemed to have resigned.

- 1.10 REFUNDS: Subscriptions will not normally be refunded except where an excess amount has been paid in error.
- 1.11 RESIGNATION: A member giving notice of resignation to the Society's Office Secretary shall lose all rights of membership and any professional status from the effective date of resignation.
- 1.12 EXPULSION: The Executive Board may expel any member of any category for conduct deemed detrimental to the purpose, objectives, interests or character of the Society, in accordance with the provisions of the Society's disciplinary and appeals procedure.
- 1.13 ASSOCIATES: Each Associate must confirm in writing each year his/her ineligibility for membership under Article 12.
  - i Associates may attend non-business meetings and conferences, paying the normal fee for the event.
  - ii Any Associate who makes an annual donation to the Society at least equal to the relevant member's subscription may receive the appropriate publications entitlement.
- 1.14 CODE OF PROFESSIONAL CONDUCT: All members shall confirm annually their agreement to abide by the Society's Code of Professional Conduct and to uphold the objects of the Society.
- 1.15 CONTACT DETAILS: Members and Associates shall be responsible for informing the Society's Office of any change in their address, telephone number and address for electronic communication.

## **2. HONORARY PRESIDENT**

- 2.1 APPOINTMENT: The Honorary President, who shall be distinguished in his/her field and supportive of the aims and objectives of the Society, shall be appointed by the Executive Board.
- 2.2 PERIOD OF OFFICE: The Honorary President shall be appointed for a period of five years and shall be eligible for re-appointment for a further five years but shall then retire and be ineligible for re-appointment as Honorary President.
- 2.3 RESPONSIBILITIES: The Honorary President shall be expected to act as an ambassador to promote the interests of the Society.
- 2.4 VOTING RIGHTS: The position of Honorary President shall confer no voting rights.
- 2.5 EXECUTIVE BOARD MEETINGS: The Honorary President shall be entitled to receive all Executive Board papers and may attend Executive Board meetings but shall have no voting rights.

## **3. PROFESSIONAL STATUS AND QUALIFICATIONS**

- 3.1 STUDENT MEMBERSHIP: Members undergoing indexing training through the Society's training course shall be designated 'Student Members of the Society of Indexers' and entitled to use this designation on their business stationery and websites.
- 3.2 ACCREDITATION: Accreditation shall be awarded to personal members who have taken and passed the Society's training course.
- 3.3 PROFESSIONAL MEMBERSHIP
  - i Personal members with any of the following qualifications
    - a) Accreditation
    - b) BIPT (Book Indexing Personal Tutorials)
    - c) RRC (Rapid Results College)
 shall be designated 'Professional Members of the Society of Indexers', provided they are able to demonstrate that they are actively working as indexers, or have gained Accreditation in the last two years.

- ii Personal members without a qualification specified in 3.3i who had an entry in the Society's Directory prior to 1996, have regularly taken an entry since that date, and are able to demonstrate that they are actively working as indexers shall also be designated 'Professional Members of the Society of Indexers'.
- iii The Executive Board shall maintain a list of Professional Members, who shall be known as such for so long as they remain members, unless a Disciplinary Panel has recommended that their status be downgraded.
- iv Professional Members shall be entitled to use the postnominal MSocInd and to display the Society's logo for Professional Members on their business stationery and websites in accordance with the Agreement on the Use of the Society of Indexers Logos.
- v Employees of corporate members who have passed the Society's Training Course shall only be entitled to the designation 'Professional Member of the Society of Indexers' and the use of postnominals and logos upon taking out personal membership of the Society and acquiring recognition as Accredited Indexers, which must be done within one year of leaving the company.

#### 3.4 ADVANCED PROFESSIONAL MEMBERSHIP

- i Professional Members with at least two years' current commercial experience and at least three years' Society membership shall be entitled to apply for the designation 'Advanced Professional Member of the Society of Indexers'.
- ii The Executive Board shall maintain a list of members who have attained Advanced status, who shall be known as Advanced Professional Members for so long as they remain members, unless a Disciplinary Panel has recommended that their status be downgraded.
- iii Advanced Professional Members shall be entitled to use the postnominal MSocInd(Adv) and to display the Society's Logo for Advanced Professional Members on their business stationery and websites in accordance with the Agreement on the Use of the Society of Indexers Logos.

#### 3.5 FELLOWSHIP

- i Fellowship shall be awarded to experienced personal members who have been assessed as having advanced competence in indexing.
- ii The Executive Board shall maintain a list of such members, who shall be designated 'Fellows of the Society of Indexers' for so long as they remain members, unless a Disciplinary Panel has recommended that their status be downgraded.
- iii Fellows shall be entitled to use the postnominal FSocInd and to display the Society's logo for Fellows on their business stationery and websites in accordance with the Agreement on the Use of the Society of Indexers Logos.

3.6 PROCEDURES: The method of qualification and the standards required for Accreditation, Professional Membership, Advanced Professional Membership and Fellowship shall be determined by the Professional Development Board and ratified by the Executive Board and shall be published on the Society's website.

3.7 LAPSED MEMBERS: Lapsed members who subsequently rejoin the Society shall be eligible to have their qualifications (Accreditation/Fellowship) and professional status reinstated, provided that no more than three years have elapsed since their resignation from the Society.

#### 3.8 DIRECTORY

- i Professional Members, Advanced Professional Members and Fellows shall be eligible for an entry in the Society's Directory provided they are able to demonstrate that they are actively working as indexers, or have gained Accreditation in the last two years.
- ii Any queries relating to eligibility for an entry in the Society's Directory shall be determined by the Professional Development Board and shall be ratified by the Executive Board.

### 4. EXECUTIVE BOARD

4.1 MEMBERSHIP: Members of the Society who are currently undertaking the Society's training course shall

not be eligible for election or appointment to the Executive Board.

- 4.2 **CHAIR AND VICE-CHAIR:** The Chair and Vice-Chair shall normally be elected to serve for a period of three years and may be re-elected to serve for an additional three years.
- i In the absence of the Chair, the Vice-Chair shall fulfil the responsibilities of the Chair.
- 4.3 **DELEGATION:** The Executive Board may appoint and dismiss individuals, and appoint or dissolve such committees, working parties or other groups as are deemed necessary.
- 4.4 **PAYMENTS:** The Executive Board shall determine the amount of any fees and honoraria to be paid to individuals appointed according to Regulation 4.3 and shall review the amount for each position annually.
- 4.5 **EMPLOYEES:** The Executive Board shall engage and dismiss individuals or organizations employed by or paid by the Society.
- 4.6 **CONTRACTS:** The Executive Board shall enter into contracts with individuals or organizations.
- i The Secretary (or such other person as the Executive Board may decide) shall sign contracts with employees and any other individuals or organizations on behalf of the Executive Board, such contracts having been first agreed by the Executive Board and being subject to the laws of England.
- 4.7 **MEETINGS:** The Executive Board shall meet at least four times a year.
- i Virtual meetings held in accordance with Regulation 4.11 shall have the same status as face-to-face meetings.
- 4.8 **PROCEDURE:** The agenda and information on matters to be discussed shall be circulated to all members in advance of each meeting of the Executive Board.
- 4.9 **MINUTES:** The Secretary shall be responsible for keeping minutes of all meetings of the Executive Board but a Minuting Secretary may be appointed for this purpose.
- 4.10 **BUSINESS BETWEEN MEETINGS:**
- i The Chair may take executive action on urgent matters occurring between Executive Board meetings, after consulting the Directors. The normal quorum shall apply, as set out in Article 52.
- ii All decisions made between meetings shall be recorded in the minute book.
- 4.11 **VIRTUAL MEETINGS:** Meetings held using telephone or electronic technology shall be termed virtual meetings.
- i The normal quorum will apply, as set out in Article 52.
- ii Decisions made during any virtual meeting shall be recorded in the minute book and those minutes confirmed at the next meeting.
- 4.12 **INFORMATION:** The Executive Board shall ensure that the membership is informed of its discussions and decisions save as set out in section 4.13.
- i Minutes of all Executive Board meetings (subject to the provisions of section 4.13) shall be posted in the members' area of the Society's website but shall not be circulated or published outside the Society.
- ii Any member of the Society without internet access may apply to the Secretary for a copy of the minutes of any Executive Board meeting on the condition that they will not be circulated or published, and subject also to the provisions of section 4.13.
- 4.13 **CONFIDENTIALITY:** The Executive Board may decide that certain of its discussions are to be kept confidential to protect personal privacy and such decisions are binding on all members of the Executive Board.
- i When so agreed, details of such discussions will be disclosed only to individuals who are members of the Executive Board at the time.
- 4.14 **ATTENDANCE:** The Executive Board may invite any members or other persons to attend for part or all of particular meetings but without the power to vote.

- 4.15 INTERPRETATION: In all matters concerning the interpretation of the Regulations, or any question not provided for therein, the decision of the Executive Board shall be final.

## 5. COMMITTEES AND OTHER GROUPS

### 5.1 RELATIONS WITH EXECUTIVE BOARD

- i Each committee, working party or other group shall be responsible to the Executive Board through a specified Director.
- ii That Director may be a member of the committee, working party or other group, and may also, but need not, be its chair.
- iii If that Director is unable to attend a particular meeting of the Executive Board, he/she should make every effort to appoint an alternate representative with observer status for that meeting.
- iv The Chair and Secretary shall be *ex officio* members of every committee, working party or other group established by the Executive Board.

### 5.2 COMMITTEE MEMBERSHIP

- i All committee, working party or other group members must be full members of the Society, except that non-members may be appointed with the prior and specific agreement of the Executive Board but may not vote.
- ii As far as is practicable, a majority of committee members should not also be Directors.
- iii The Executive Board may decide that a particular committee, working party or other group shall be formed from Directors only.
- iv Each committee, working party or other group shall elect its own chair.
- v Each committee, working party or other group may co-opt members of the Society but may not change its liaison Director.
- vi Committees may include corresponding members.

- 5.3 TERMS OF OFFICE: No member of a committee, working party or other group shall normally serve for more than six consecutive years without taking a period out of office of at least two years.

- 5.4 COMMITTEE INFORMATION: The Executive Board shall communicate at least once a year to all members of the Society the titles, chairs' names and main activities of all committees, working parties and other groups.

- i The annual report of the Executive Board should normally include contributions on behalf of every committee or other group.

- 5.5 COMMITTEE MEETINGS: The chair of each committee, working party or other group, or the secretary if one is appointed, shall be responsible for the calling of meetings and advising committee members and the Chair and Secretary of all such meetings.

- 5.6 MINUTES: Minutes of each committee meeting must be kept, with copies sent to the Secretary before the following committee meeting, and such minutes must be reviewed and agreed at the subsequent meeting of that committee.

- 5.7 QUORUMS: The quorum for committee meetings should normally be half the number of the complete committee and, in the case of an uneven number, the nearest whole number above half, provided that at least three members are present.

- i Corresponding/non-attending members shall not be taken into account for computing the quorum for attendance at meetings, but shall be for any virtual committee meetings held using telephone or electronic technology.
- ii Questions arising at any meeting shall be decided by a majority of those present and voting but in the case of an equality of votes, the chair of that meeting shall have an additional casting vote.

## 6. LOCAL AND SPECIAL INTEREST GROUPS

- 6.1 ESTABLISHMENT: The Executive Board shall authorize the establishment of Local and Special Interest Groups of the Society.

- i The term ‘Special Interest’ shall be widely interpreted to cover any aspect of indexing.
  - ii The Executive Board shall approve the formation, aims and name of each Group and may disestablish a group if it considers the objectives of the Society are not being served.
- 6.2 MEMBERSHIP: Group membership shall be offered to all members within the Group’s locality or area of interest but all Group activities shall be open to all members.
- i Membership of Special Interest Groups may be offered to members of other indexing societies.
  - ii Non-members may attend Local Group meetings at the specific invitation of the chair of the local group.
  - iii Members of the Society for Editors and Proofreaders (SfEP) may attend Local Group meetings and Society members may attend SfEP Local Group meetings in accordance with the reciprocal arrangements between the two societies.
- 6.3 GROUPS CO-ORDINATOR: The Executive Board shall appoint a Groups Co-ordinator for such term as the Directors think fit to liaise between the Executive Board and Group Chairs and to offer advice and facilitate communication among Group Chairs.
- 6.4 GROUP CHAIRS: Each Group shall elect a chair, who shall be responsible for all activities of that Group and for liaison with the Groups Co-ordinator.
- i A Group Chair shall be elected for a period of three years and shall then be eligible for re-election provided that his/her re-election does not normally result in him/her holding office for more than six consecutive years.
- 6.5 FINANCE: Groups are expected to be self-financing, with Group members covering normal running expenses of the Group.
- i In exceptional circumstances, requests for funding shall be presented to the Executive Board through the Groups Co-ordinator.
  - ii Any Groups with bank accounts shall ensure that records of Group finances are maintained and accounts are presented annually to a meeting of the Group and if requested to the Groups Co-ordinator or the Executive Board.
- 6.6 MEETINGS: Groups need not meet regularly if their needs are better served by other means of communication.
- 6.7 INFORMATION: Each Group Chair shall be responsible for publicizing the Group’s activities to Society members and for keeping the Executive Board informed via the Groups Co-ordinator.
- 6.8 SOCIETY ACTIVITIES: A Group may be asked to act as a local contact and help with the organization of Society activities.
- 6.9 ADHERENCE TO SOCIETY POLICY: Each Group Chair shall ensure that publicity, public statements and liaison with other organizations or non-members is in line with the current policy and practice of the Society and shall consult the Groups Co-ordinator, in advance, in any case of doubt.
- 6.10 RECORDS: Reports of Group activities shall be made to the Groups Co-ordinator and copies of each publication produced by a Group shall be lodged at the Society’s Office.

## **7. FINANCE**

- 7.1 FINANCIAL YEAR: The financial year of the Society shall be the calendar year.
- 7.2 SOCIETY ACCOUNTS: The Executive Board shall have the power to open accounts with any bank or building society in the name of the Society and all cheques shall be signed in accordance with Regulation 7.8.
- 7.3 GUARANTEES: The Executive Board shall have the power on behalf of the Society to enter into guarantees and indemnities, limited or unlimited.
- i Such guarantees and indemnities shall be signed on behalf of the Executive Board by those Directors nominated in the appropriate resolution.

- 7.4 **REPORTS:** The current state of the Society’s finances shall be reported at each Executive Board meeting.
- 7.5 **AUTHORIZATION:** The Executive Board shall set limits within which specified individuals may expend funds on behalf of the Society.
- 7.6 **PERSONAL FINANCIAL LIABILITY:** No member may enter into any financial commitment binding on the Society without the authorization of the Executive Board.
  - i Members, personally or collectively, exceeding without due cause an authority previously agreed by the Executive Board, render themselves liable to meet the excess cost personally if the Executive Board so decides.
  - ii Directors and employees shall be indemnified from Society funds against personal liability in carrying out the work of the Society in accordance with the Executive Board’s instructions.
- 7.7 **EXPENSES:** The Executive Board shall approve guidelines authorizing the payment of out-of-pocket expenses incurred by individuals in the course of performing duties on behalf of the Society.
  - i These guidelines shall be reviewed from time to time.
- 7.8 **CHEQUE SIGNING:** There shall be at least three authorized signatories for each account in the name of the Society, including any account operated by a group, committee or working party.
  - i One such signatory may be a person employed or paid by the Society.
  - ii Any cheque drawn on such an account shall be signed by two of these authorized signatories. Exceptionally, any one of these may sign cheques drawn for amounts not exceeding a limit determined by the Executive Board and reviewed from time to time.
- 7.9 **PETTY CASH:** The Executive Board may authorize a petty cash float to any individual undertaking Society business and shall specify the conditions of its use and the method of accounting for receipts and payments.
- 7.10 **CREDIT CARDS:** Company credit cards may be held by Executive Board members and by Society employees, as authorized by the Executive Board, with individual limits to be reviewed from time to time by the Executive Board, as necessary.

## **8. GENERAL MEETINGS**

- 8.1 **PLACE AND DATE OF ANNUAL GENERAL MEETING:** The Executive Board shall, as far as practicable, arrange for the Annual General Meeting to take place during a conference of the Society.
- 8.2 **NOTICE OF ANNUAL GENERAL MEETING:** A preliminary notice giving the date, time and place of the Annual General Meeting, the matters to be considered, a call for nominations and invitations for further resolutions shall be given in writing or by electronic communication to all full members at least sixty clear days prior to the meeting.
- 8.3 **RESOLUTIONS:** Resolutions to be put to the Annual General Meeting, signed by a proposer and seconder, who shall both be full personal members, must reach the Society’s Office at least twenty-eight clear days prior to the meeting.
- 8.4 **EXTRAORDINARY GENERAL MEETINGS:** The business to be transacted at the meeting must be stated in the notice convening the meeting and no other business may be transacted at the meeting.
- 8.5 **PROXY VOTING:** An Instrument of Proxy shall be in the following form, or as near thereto as circumstances permit:

‘Society of Indexers

I/we [name] of [address] being a member/members of the above-named Society, hereby appoint the Chairman of the meeting/[name of member] of [member’s address]\* as my/our\* proxy to vote for me/us\* on my/our\* behalf as they see fit/ in favour of the resolution/against the resolution\* at the general meeting of the Society to be held on the ..... day of [month] 20... , and at any adjournment thereof.

Signed this ..... day of [month] 20 ... .

\*Strike out whichever is not desired.\*

- 8.6 MINUTES: The Secretary shall be responsible for keeping minutes of all General Meetings.
- 8.7 ADVICE OF DECISIONS: Members may be advised of the results of elections, resolutions passed, and other information about general meetings, by inclusion with, or as part of, any regular mailing, unless the Executive Board decides that the nature of the information is such that it must be communicated separately and immediately.
- i Such information shall normally be communicated by electronic means.

## **9. ELECTIONS TO EXECUTIVE BOARD**

- 9.1 NOMINATIONS: All nominations for Executive Board members shall be notified to the Secretary in writing not less than twenty-eight clear days before the Annual General Meeting, signed by the proposer and seconder and by the person nominated confirming that member's willingness to stand for election.
- i All three must be full personal members.
- 9.2 CANDIDATES' STATEMENTS: All nominations shall be accompanied by statements provided by candidates or by their nominating or seconding members, not exceeding 100 words for each candidate.
- i Candidates' statements shall be communicated in writing or by electronic communication to all full members not less than twenty-one days prior to the Annual General Meeting.
- ii Candidates' statements must appear unchanged but may be accompanied by additional notes if the Executive Board decides they misrepresent facts.
- 9.3 NO CANDIDATES: Only if no candidate is nominated for any particular vacancy in accordance with Regulation 9.1 shall it be permissible for a candidate to be proposed, seconded and elected by the full members present at the Annual General Meeting.
- 9.4 VOTING – ELECTIONS:
- i No ballot is necessary where the number of candidates does not exceed the number of vacancies.
- ii The ballot papers should draw attention to the Articles and Regulations dealing with Elections but need not reproduce the wording of those sections.
- iii The ballot papers should contain clear instructions on the date and method of returning the completed papers.
- iv Ballot papers must be received in the Society's Office not less than five working days before the Annual General Meeting.
- v A tie in votes shall be resolved by a second round of voting among those full members present at the Annual General Meeting and eligible to vote.
- 9.5 SCRUTINEERS: The Executive Board shall appoint two scrutineers from the membership who shall not be Directors nor have a personal interest in the ballots concerned but shall be entitled to vote.

## **10. AWARDS AND HONOURS**

- 10.1 AWARDS: The Society may, either alone or in conjunction with another relevant organization, make awards for excellence in indexing and may honour individuals for special services to the Society or the furthering of its objectives and the Executive Board may use Society funds for these purposes.

## **11. OTHER ORGANIZATIONS**

- 11.1 RELATIONS WITH OTHER ORGANIZATIONS: The Executive Board may enter into formal agreement with other indexing and related societies and organizations, which may include reciprocal benefits.
- i All such agreements shall be approved by the Executive Board and recorded in the minutes.
- 11.2 LIAISON
- i The Chair's responsibilities shall include liaison with other indexing and related societies.

- ii In addition, the Executive Board may appoint a representative to ICRIS (the International Committee of Representatives of Indexing Societies), who need not be a member of the Executive Board.
- 11.3 MEMBERSHIP: The Executive Board may decide the Society be linked to or become a member of other organizations with objectives similar or related to those of the Society.

## **12. COMPLAINTS AND DISCIPLINARY PROCEDURES**

- 12.1 DISCIPLINARY AND GRIEVANCE PROCEDURE FOR EMPLOYEES: The Executive Board shall be responsible for drawing up disciplinary and grievance procedures for Society employees, which shall be reviewed from time to time.
- 12.2 COMPLAINTS: The Executive Board shall be responsible for handling any complaints relating to the activities of the Society or to the professional conduct of any of its members and shall be responsible for drawing up a disciplinary and appeals procedure, which shall be reviewed from time to time.

## **13. DISTRIBUTION**

- 13.1 The Memorandum, Articles and Regulations shall be made available in electronic format and all members informed of how they may be accessed.
  - i Printed copies may be supplied to members without access to the electronic versions.

### **End of Regulations**