

Royal Cornwall Geological Society (CIO) Bye-laws

1. OFFICERS

a) Lawful Direction of the Meetings: the President is required to keep order; check irregularities in the proceedings of the meetings: to state every question in putting it to the vote, according to the true intent of the proposer and seconder: to declare truly to the meeting how every question has been decided; to ensure that minutes are taken of the proceedings during their progress and when the minutes of the former meeting have been confirmed as a true record to sign them.

b) The officers of the Society shall act in accordance with the lawful directions of the trustees and the Society.

c) The President shall chair all Society meetings.

d) The Secretary shall be elected at the Annual General Meeting, attend all meetings of the trustees, send out calling notices for meetings, take minutes of such meetings. They shall receive correspondence which shall be forwarded or scanned and forwarded to each trustee and reply as decided by the trustees again with copies being circulated to the trustees. They shall present reports to the trustees, Annual General and Special General Meetings. Calling notices and other communications shall be equally valid whether forwarded electronically or on paper. Hard copies of agendas, minutes, discussion papers, official correspondence, bills, receipts and commissioned reports shall be kept at the appropriate archives.

e) The Treasurer shall be elected at the Annual General Meeting. They shall keep the accounts in compliance with the Society, Charity Commission and national regulations ruling at the time and advise the trustees on budgets, investments etc.

2. OTHER APPOINTMENTS

a) The Membership Secretary shall be appointed by the trustees. They may or not be a trustee. They shall maintain an up-to-date register of members according to the Data Protection Act 1998 and subsequent amendments, pass on all monies received to the Treasurer.

b) The Membership Secretary shall provide membership lists on request of the President, Treasurer and Secretary and report as required to the trustees.

c) The Webmaster shall be appointed by the trustees and shall maintain and keep up to date information and links on the Society's website, ensure all passwords are stored securely and confidentially on behalf of the Society and report as required to the trustees.

d) Other positions. An Events' secretary, Editor, Librarian, Curator, Shop Manager, and any other appointments that might be required to be appointed if needed by the trustees. These posts may be held by trustees but shall not in themselves entitle a person to be a trustee. They will report as required to the trustees.

3. CATEGORIES OF MEMBERSHIP

a) Honorary membership may be conferred out of esteem for advancing the cause or study of geology or of the Society. Their election to be confirmed at the Annual General Meeting.

- b) The mode of election shall be the same as for admission of ordinary members. The Membership Secretary shall send to each honorary member on election a letter of confirmation and if not already a member of the Society, a copy of the Society's constitution and bye-laws, a copy of the latest Transactions and the programme of meetings.
- c) Honorary members are elected for Life and shall be exempt from payment of any subscription.
- d) Life membership is open to a member who pays a set multiple of the ordinary subscription.
- e) Joint or family membership shall be available for two or more members living at one address.

4. WEBSITE

- a) The website shall inform the public of dates and venue of meetings and field trips.
- b) It should serve as a link with other likeminded societies.
- c) It shall include the constitution of the Society, application Forms and nomination Forms which can be downloaded.

5. TRANSACTIONS

- a) Every paper communicated to and published by the Society shall be deemed the property of the Society, which shall hold the copyright thereof.
- b) Papers read or submitted to the Society may be published after refereeing, under the title of "Transactions of the Royal Geological Society of Cornwall."
- c) The consideration of papers to be selected for publication and the form in which they shall be published may be referred to the trustees for a final decision.

6. PUBLICATIONS

- a) One copy of the Transactions shall be available to all members listed at the time of publication.
- b) The prices of back copies of the Transactions and other publications shall be fixed by the trustees.

7. AWARDS

- a) The 'William Bolitho' Gold (or silver gilt) Medal may be awarded annually "to such member(s) of the Society, whether Honorary, Life, Ordinary or Associate, whose attainments, labours and discoveries in geological science shall in the opinion of the trustees of the Society best deserve recognition". The medal may be awarded more than once to the same individual.
- b) The 'William Bolitho' Silver Medal may be awarded annually to a member(s) under the age of 25 who has presented the best and most original paper of geological interest to the Society.
- c) The 'Hosking' Bronze Medal may be awarded annually to a person under the age of 21 who has presented the best paper with an interest in geology or other related subject.

d) The Society's Certificate of Merit may be awarded annually to a person(s) under the age of 17 who has presented the best paper with an interest in geology or other related subject.

e) All papers submitted for an award shall be assessed by a judging panel nominated by the trustees and if found suitable the trustees shall propose the granting of the award to be made at the Annual General Meeting.

f) The trustees reserve the right not to make an award if the papers submitted are of insufficient merit.