



ARTICLES OF ASSOCIATION

OF

THE SOCIETY OF AUTHORS

Approved 21.10.2014

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THE COMPANIES ACT 2006
COMPANY LIMITED BY SHARES
ARTICLES OF ASSOCIATION
OF
THE SOCIETY OF AUTHORS
("Society")

1. Definitions and interpretation

1.1 In the Articles, unless the context requires otherwise:

Act means the Companies Act 2006;

Articles means the Society's articles of association for the time being in force;

Bye-Laws means such bye-laws (and standing orders appended thereto) as are in force pursuant to article 3 from time to time;

Chair means the chair of the Management Committee;

Companies Acts means the Companies Acts as defined in section 2 of the Act;

Council means the council established pursuant to the Bye-Laws as constituted from time to time;

electronic form has the meaning given to it in section 1168 of the Act;

electronic means has the meaning given to it in section 1168 of the Act;

eligible means entitled to vote on the relevant matter at a meeting of the Shareholders or of the Management Committee (as the case may be);

hard copy has the meaning given to it in section 1168 of the Act;

holder in relation to Shares means the person or persons whose name or names is or are entered in the Society's register of Shareholders as the holder or holders of them;

Management Committee means the board of directors of the Society as constituted from time to time;

member of the Management Committee means a director of the Society and includes any person occupying that position, by whatever name called;

Member means a person who is a full subscription member of the Society;

ordinary resolution has the meaning given to it in section 282 of the Act and is a resolution passed by the Shareholders by a simple majority;

Shareholder means a person who is the holder of one or more Shares;

Shares means ordinary shares of £1 each of the Society;

special resolution has the meaning given to it in section 283 of the Act and is a resolution passed by the Shareholders by a majority of not less than 75%;

transmittee means a person entitled to a Share by reason of the death or bankruptcy of a Shareholder or otherwise by operation of law; **working day** means a day which is not a Saturday, Sunday, Christmas Day, Good Friday or bank holiday; **writing** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

1.2 The model articles of association prescribed by The Companies (Model Articles) Regulations 2008 do not apply in relation to the Articles.

1.3 The Articles may only be amended by a special resolution.

2. **Objects**

2.1 The objects of the Society are to protect the rights and further the interests of authors (and their assignees and representatives) of every kind of works and publications (in whatever format) including literary, dramatic, artistic, scientific, technical, educational and musical works and publications.

2.2 The Society may do any things in furtherance of or ancillary to its objects.

3. **Bye-Laws etc**

3.1 The Management Committee may from time to time propose such bye-laws and standing orders for the conduct of meetings as it considers necessary, expedient or convenient for the Society provided they are not inconsistent with, and do not repeal anything contained in, the Articles and are not in breach of any statutory provision.

3.2 Such bye-laws and standing orders shall only be adopted and come into force as the Bye-Laws on being approved by an ordinary resolution.

3.3 The Management Committee may from time to time adopt such rules as it considers necessary, expedient or convenient in relation to membership of the Society and for the conduct of elections, holding of meetings and recording of decisions, provided they are not inconsistent with, and do not repeal anything contained in, the Articles or the Bye-Laws.

4. Authority of Management Committee

Subject to the Articles, the members of the Management Committee are responsible for the management of the Society for which purpose they may exercise all the powers of the Society.

5. Composition and term of office of Management Committee

5.1 The Management Committee shall have at least eight but not more than fourteen members.

5.2 Subject to article 13.1 in respect of the Chair, the term of office of each member of the Management Committee shall be three years and for the purposes of this article 5 a 'year' shall mean the period from immediately after an annual general meeting of Members to the end of the next following annual general meeting of Members.

6. Delegation by Management Committee

6.1 Subject to the Articles, the members of the Management Committee may delegate any of the powers which are conferred on them under the Articles as they think fit.

6.2 If the members of the Management Committee so specify, any such delegation may authorise further delegation of their powers by any person to whom they are delegated.

6.3 The members of the Management Committee may revoke any delegation in whole or part or alter its terms and conditions.

7. Committees of Management Committee

7.1 Committees to which the members of the Management Committee delegate any of their powers are to follow procedures which are based (as far as is

applicable) on those provisions of the Articles which govern the taking of decisions by members of the Management Committee.

- 7.2 The members of the Management Committee may make rules of procedure for all or any of its committees, which prevail over those derived from the Articles if they are not consistent with them.

8. Decision-making by Management Committee

The general rule about decision-making by the Management Committee is that any decision of the members of the Management Committee is to be either a majority decision at a meeting of its members or a decision taken in accordance with article 9.

9. Written resolutions of Management Committee

A decision of the Management Committee may be taken by a resolution in writing, in one or more copies, being signed and/or approved by email sent to the Chair or the Chief Executive by a majority of the members of the Management Committee.

10. Meetings of Management Committee

- 10.1 At least four meetings of the Management Committee shall be held in each calendar year.

- 10.2 Any four members of the Management Committee may call a meeting of it by giving notice of the meeting to the other members of the Management Committee or by authorising the Chief Executive to give such notice.

- 10.3 Notice of a meeting of the Management Committee must be given to each member of the Management Committee, but need not be in writing.

11. Participation in meetings of Management Committee

- 11.1 Members of the Management Committee participate in a meeting of it, or part of such meeting, when:

- (a) the meeting has been called and takes place in accordance with the Articles; and

(b) they can each communicate with the other members of the Management Committee as to any information or opinions they have on any particular item of the business of the meeting.

11.2 In determining whether members of the Management Committee are participating in a meeting of it, it is irrelevant where any member of the Management Committee is or how its members communicate with each other.

11.3 If all the members of the Management Committee participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any one of them is.

11.4 The members of the Management Committee may not appoint alternates to represent them at its meetings.

11.5 The Management Committee may by majority vote, and shall if so required under the Bye-Laws, permit persons who are not members of it to attend and speak at its meetings but such persons shall not have the voting and other rights of members of the Management Committee at such meetings or otherwise.

12. Quorum for meetings of Management Committee

12.1 At a meeting of the Management Committee, unless a quorum of members of the Management Committee is participating, no proposal is to be voted on, except a proposal to call another meeting.

12.2 Subject to article 12.3, the quorum for meetings of the Management Committee is three members of the Management Committee.

12.3 If the total number of members of the Management Committee in office for the time being is less than the quorum required, the members of the Management Committee may not take any decision other than a decision to appoint further members.

13. Chair of Management Committee

13.1 The Chair shall be appointed as provided for in the Bye-Laws and will automatically be a member of the Management Committee without the need for separate election or re-election while serving as Chair. He or she may be removed from such office as provided in the Bye-Laws.

13.2 If the Chair is not participating in a meeting of the Management Committee within ten minutes of the time at which it was to start, the participating members of the Management Committee may appoint one of themselves to chair it.

14. Casting vote at meetings of Management Committee

14.1 If the numbers of votes for and against a proposal at a meeting of the Management Committee are equal, the Chair or other member of the Management Committee chairing the meeting has a casting vote.

14.2 Article 14.1 shall not apply in respect of a particular meeting (or part of a meeting) if, in accordance with the Articles, the Chair or other member of the Management Committee chairing the meeting is not eligible to vote for the purpose of that meeting or part.

15. Contracts with members of Management Committee

15.1 A member of the Management Committee who is, whether directly or indirectly, interested in an existing or proposed contract, transaction or arrangement with the Society (an Arrangement) must declare to the other members of the Management Committee the nature and extent of his or her direct or indirect interest.

15.2 If the interest has been so declared:

- (a) the interested member of the Management Committee shall not, save as he or she may otherwise agree, be accountable to the Society for any benefit which he or she (or a person connected with him or her (as defined in section 252 of the Act)) derives from the Arrangement; and
- (b) no Arrangement shall be liable to be avoided on the grounds of any such benefit nor shall the receipt of any such benefit constitute a breach of duty under section 176 of the Act.

16. Conflicts of interest of Management Committee

The members of the Management Committee may authorise any matter or situation proposed to them by a member of the Management Committee which would, if not authorised, involve him or her breaching his or her duty

under section 175 of the Act to avoid conflicts of interest, but such member of the Management Committee may not participate in that decision-making process for quorum and voting purposes.

17. Records of decisions of Management Committee

17.1 The Society shall keep a written record of every decision taken by the Management Committee for at least ten years.

17.2 If decisions of the Management Committee are taken by electronic means, they shall be recorded in permanent form in such manner that they may be read with the naked eye.

18. Rules for Management Committee

Subject to the Articles, the Management Committee may make any rules which it thinks fit about how it manages its meetings, how it takes decisions and how such rules are to be recorded.

19. Procedure for appointment to Management Committee

Any person who is willing to act as a member of the Management Committee, and is permitted by law to do so, may be so appointed, subject to and in accordance with the Bye-Laws.

20. Retiring members of Management Committee

Retiring members of the Management Committee shall be eligible for re-appointment for one additional term of three years but thereafter not be eligible for re-appointment until at least one year has elapsed after their retirement and for this purpose a 'year' shall have the meaning set out in article 5.2.

21. Termination of appointment to Management Committee

A person shall cease to be a member of the Management Committee on:

21.1 his or her term of office coming to an end pursuant to article 5.2;

21.2 ceasing to hold such office by virtue of any provision of the Act or being prohibited from holding such office under the law relating to trade unions or otherwise;

21.3 a special resolution being passed to the effect that the appointment be terminated;

21.4 resigning from such office and notifying the Society.

22. Management Committee remuneration

The members of the Management Committee shall not be entitled to remuneration for their services to the Society unless otherwise determined by an ordinary resolution.

23. Management Committee expenses

The Society may pay any reasonable expenses which the members of the Management Committee properly incur in such capacity in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Society.

24. Indemnity for Management Committee

24.1 Subject to article 24.2, but without prejudice to any indemnity to which a current or former member of the Management Committee is otherwise entitled:

- (a) each current or former member of the Management Committee may be indemnified out of the Society's assets against all costs, charges, losses, expenses and liabilities incurred by him or her as a current or former member of the Management Committee in the actual or purported execution and/or discharge of his or her duties including:
 - i) any liability incurred by him or her in defending any civil or criminal proceedings, in which:
 - judgment is given in his or her favour;
 - in which he or she is acquitted; or
 - the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part;

- ii) in connection with any application in which the court grants him or her relief from liability for negligence, default, breach of duty or breach of trust in relation to the Society's affairs; and
- (b) the Society may provide him or her with funds to meet expenditure incurred or to be incurred in connection with any proceedings or application referred to in article 24.1(a) and otherwise may take any action to enable him or her to avoid incurring such expenditure.

24.2 This article 24 does not authorise any indemnity which would be prohibited or rendered void by the Companies Acts or by any other law.

25. Insurance for Management Committee

The Management Committee may decide to purchase and maintain insurance, at the expense of the Society, for the benefit of the members of the Management Committee in respect of any relevant loss or liability which has been or may be incurred by them in connection with their duties or powers in relation to the Society.

26. The Chief Executive

The Management Committee may appoint any person, who may also be the Secretary of the Society but not a member of the Management Committee, as the Chief Executive of the Society at such remuneration and on such terms as it determines.

The following Articles 27 to 49 deal with matters relating to the 72 Shares registered in the names of and held on trust by nominees, who may only act in accordance with decisions made by the Society's full subscription members. Accordingly, references to general meetings below are to meetings of the registered holders of Shares and not of Members (whose meetings will be held pursuant to the Bye-Laws).

27. Shareholders' reserve power

27.1 The Shareholders may, by ordinary resolution, direct the members of the Management Committee to take, or refrain from taking, any specified action.

27.2 No resolution of the Shareholders shall invalidate anything which the members of the Management Committee have done before it was passed.

28. Liability of Shareholders

The liability of each Shareholder is limited to any amount unpaid in respect of the Share or Shares of which he or she is the holder.

29. Share certificates

Each Shareholder is entitled, free of charge, to a certificate in respect of the Share or Shares which he or she holds. If a certificate has been lost, stolen or destroyed the Shareholder is entitled to be issued with a replacement certificate.

30. Transfer on ceasing to be a Shareholder

If a Shareholder is to cease to hold Shares for any reason and the Bye-Laws so provide he or she shall transfer the Share or Shares held by him or her for no consideration to such other person or persons as the Bye-Laws stipulate and the Management Committee may authorise any person to execute one or more instruments of transfer to that effect should he or she not do so.

31. Share transfers

31.1 Shares may be transferred by means of an instrument of transfer in any usual form and no fee is to be charged for registering any instrument of transfer or other document relating to or affecting the title to a Share.

31.2 The members of the Management Committee may refuse to register the transfer of a Share unless it is pursuant to the Articles and/or the Bye-Laws.

32. Transmission of Shares

A transmittee does not have the right to attend or vote at a general meeting of Shareholders, or agree to a proposed written resolution, in respect of a Share or Shares to which he or she is entitled by reason of the holder's death or otherwise and is bound by article 29 as to the transfer of such Share or Shares.

33. No dividends

No dividends in respect of Shares may be declared or paid.

34. Allotment of Shares

34.1 Shares may only be allotted pursuant to an ordinary resolution giving authority therefor.

34.2 The pre-emption rights under sections 561 and 562 of the Act are excluded in accordance with section 567 of the Act.

35. Meetings of the Shareholders

35.1 The Society shall hold an annual general meeting of Shareholders in each calendar year and no later than 15 months after the previous annual general meeting.

35.2 All general meetings of Shareholders shall be called upon at least 14 clear days' notice but a general meeting may be called upon shorter notice if it is so agreed by Shareholders having the right to attend and vote at the relevant meeting together holding not less than 90% in nominal value of Shares.

35.3 Each notice convening a general meeting of Shareholders of the Society shall comply with the provisions of the Act:

- (a) as to the provision of information regarding the time, date and place of the meeting and the nature of the business to be dealt with at the meeting; and
- (b) as to the giving of information to Shareholders regarding their rights to appoint proxies.

35.4 Each notice of, or other communication relating to, any general meeting which any Shareholder is entitled to receive shall be sent to each of the members of the Management Committee and to the auditors (if any) for the time being of the Society.

36 Power to require calling of meeting of Shareholders

The Management Committee shall call a general meeting of Shareholders if the Society has received requests that it do so from the President or two other Shareholders.

37 Requests for resolutions or meetings of Shareholders

Requests by the Shareholders for resolutions or general meetings shall be in writing (but may be in hard copy form or in electronic form), state the general nature of the business to be dealt with at the meeting and include the text of any resolution which is to be moved at the meeting.

38 Resolutions of Shareholders

Any Shareholder may by written request to the Society propose resolutions to be voted upon at any general meeting of Shareholders provided that such resolutions may be properly moved at the general meeting and that the written request has been given to the Society at least 30 days before the date of the meeting.

39 Attendance and speaking at meetings of Shareholders

39.1 The members of the Management Committee may make whatever arrangements they consider appropriate to enable those attending a general meeting of Shareholders to exercise their rights to speak or vote at it.

39.2 The chair of a general meeting of Shareholders may permit persons who are not otherwise entitled to exercise the rights of Shareholders in relation to general meetings to attend and speak at a general meeting of Shareholders but they may not vote on any resolution.

40. Quorum for meetings of Shareholders

40.1 No business other than the appointment of the chair of the meeting is to be transacted at a general meeting of Shareholders if the persons attending it do not constitute a quorum.

40.2 Two Shareholders, each of whom is entitled to vote on the business to be transacted and is present at the general meeting of Shareholders, constitute a quorum.

41. Chairing meetings of Shareholders

41.1 The President shall chair general meetings of Shareholders, if present and willing to do so, provided that he or she is a Shareholder.

41.2 If the President is unable or unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start, the meeting shall appoint a Shareholder who is present at it to chair the meeting and the appointment of the chair of the meeting shall be the first business of the meeting.

42. Adjournment of meetings of Shareholders

- 42.1 If the persons attending a general meeting of Shareholders within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a general meeting of Shareholders a quorum ceases to be present, the chair of the meeting shall adjourn it.
- 42.2 The chair of the meeting may adjourn a general meeting of Shareholders at which a quorum is present if:
- (a) the meeting of Shareholders consents to an adjournment; or
 - (b) it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
- 42.3 The chair of the meeting shall adjourn a general meeting of Shareholders if directed to do so by the meeting.
- 42.4 When adjourning a general meeting of Shareholders, the chair of meeting shall:
- (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Management Committee; and
 - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- 42.5 If the continuation of an adjourned meeting of Shareholders is to take place more than 14 days after it was adjourned, the Society must give at least 7 clear days' notice of it:
- (a) to the persons to whom notice of the Society's general meetings of Shareholders is required to be given; and
 - (b) containing the information which such notice is required to contain.
- 42.6 No business may be transacted at an adjourned general meeting of Shareholders which could not properly have been transacted at the meeting if the adjournment had not taken place.

43. Voting at meetings of Shareholders

Resolutions put to the vote of general meetings of Shareholders are to be decided in such manner as the chair of the meeting directs.

44. Errors and disputes as to voting of Shareholders

No objection may be raised to the qualification of any person voting at a general meeting of Shareholders except at the meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at a meeting is valid. Any such objection must be referred to the chair of the meeting of Shareholders, whose decision is final.

45. Content of proxy notices by Shareholders

45.1 Proxies may only validly be appointed by a notice which:

- (a) states the name and address of the Shareholder appointing the proxy;
- (b) identifies the person appointed to be that Shareholder's proxy, who may be the chairman of the meeting, and the general meeting in relation to which that person is appointed;
- (c) is signed by or on behalf of the Shareholder appointing the proxy or is authenticated in such manner as the members of the Management Committee may determine; and
- (d) is delivered to the Society in accordance with the Articles not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate;

and a proxy notice which is not delivered in such manner shall be invalid, unless the Management Committee, at its discretion, accepts the notice at any time before the meeting.

45.2 The Society may require proxy notices to be delivered in a particular form and may specify different forms for different purposes.

45.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

45.4 Unless a proxy notice indicates otherwise, it is to be treated as:

- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
- (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

46. Delivery of proxy notices by Shareholders

46.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting of Shareholders remains so entitled in respect of that meeting or any adjournment of it even though a valid proxy notice has been delivered to the Society by or on behalf of that person.

46.2 An appointment under a proxy notice may be revoked by delivering to Society a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

46.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting of Shareholders to which it relates.

46.4 If a proxy notice is not executed by the person appointing the proxy, it is to be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf.

47. Amendments to resolutions of Shareholders

47.1 An ordinary resolution to be proposed at a general meeting of Shareholders may be amended by ordinary resolution if the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.

47.2 A special resolution to be proposed at a general meeting of Shareholders may be amended by ordinary resolution if the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

48. Written resolutions of Shareholders

- 48.1 A written resolution of the Society passed in accordance with articles 48.2 to 48.8 shall have effect as if passed by the Society in general meeting of Shareholders.
- 48.2 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible Shareholders.
- 48.3 A written resolution is passed as a special resolution if it is passed by Shareholders representing 75% or more of the total voting rights of eligible Shareholders. A written resolution is not a special resolution unless it states that it is proposed as a special resolution.
- 48.4 In relation to a resolution proposed as a written resolution of the Society the eligible Shareholders are the Shareholders who would have been entitled to vote on the resolution on its circulation date.
- 48.5 A resolution removing a member of the Management Committee or the Society's auditors before the expiration of his, her or their term of office may not be passed as a written resolution.
- 48.6 A copy of each written resolution shall be sent to all of the Shareholders together with a statement informing them how to signify their agreement to it and the date by which it must be passed if it is not to lapse. Communications in relation to written resolutions shall be sent to the Society's auditors when so required by the Companies Acts.
- 48.7 A Shareholder signifies his or her agreement to a proposed written resolution when the Society receives from him or her an authenticated document identifying the resolution to which it relates and indicating his or her agreement to it.
- 48.8 A written resolution shall be passed when the required majority of eligible Shareholders has signified agreement to it.

48.9 A proposed written resolution shall lapse if it is not passed within 28 days from its circulation date.

49. Means of communication with Shareholders

49.1 Subject to the Articles, anything sent or supplied by or to the Society under the Articles may be sent or supplied in any way in which the Act provides for documents or information which are authorised or required by any provision of the Act to be sent or supplied by or to the Society.

49.2 Subject to the Act, a document or information to be given to or by any person pursuant to the Articles shall be in writing and sent or supplied, in hard copy form or electronic form to an address for the time being notified for that purpose to the person giving it.

49.3 A document or information may only be given in electronic form if the recipient has agreed (specifically or generally) that it may be sent in electronic form and that agreement has not been revoked.

49.4 Any document or other information shall be deemed served on or delivered to the intended recipient:

- (a) if properly addressed and sent by prepaid first class post 48 hours after it was posted;
- (b) if properly addressed and delivered by hand, when it was given or left at the appropriate address; or
- (c) if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied;

For the purposes of this article 49, no account shall be taken of any part of a day which is not a working day.

49.5 In proving that any document or other information was properly addressed, it shall be sufficient to show that the notice, document or other information was delivered to an address permitted for the purpose by the Act.

49.6 Subject to the Articles, any document to be sent or supplied to a member of the Management Committee in connection with the taking of decisions by the Management Committee may also be sent or supplied by the means by which

he or she has asked to be sent or supplied with such documents for the time being.

50. Dissolution of the Society

If the Society is dissolved, its assets remaining after provision has been made for all of its liabilities shall be applied, in such manner as the members of the Management Committee decide with the approval in writing of the Council, by the transfer of them to one or more other bodies established for purposes which is or are the same as, within or similar to the objects of the Society and prohibits or prohibit the distribution of its or their assets among its or their members to an extent at least as great as is effected hereby.



THE BYE-LAWS

OF

THE SOCIETY OF AUTHORS

Approved
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THE BYE-LAWS
OF THE
SOCIETY OF AUTHORS

These Bye-Laws set out regulations adopted by the Society pursuant to article 3 of its articles of association on being approved by the Members and may only be varied pursuant to the Members passing an ordinary resolution to that effect.

1. Definitions

In these Bye-Laws:

Articles means the Society's articles of association for the time being in force;

Council means the council referred to in section 22 as established from time to time;

Management Committee means the board of directors of the Society;

Member means a person who is a full subscription member of the Society;

ordinary resolution means a resolution passed by the Members by a simple majority;

special resolution means a resolution passed by the Members by a majority of not less than 75%;

writing means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

2. Holding of shares by nominees

The Society is a company limited by shares and its shares are held by and registered in the names of three Nominees, being the President, the Treasurer and a member of the Council (the Official Nominee) designated by the President. The Nominees are obliged under a Trust Deed only to act in accordance with resolutions passed by the Members from time to time so that the Members have full power to control how the rights attaching to the Society's shares are exercised. These Bye-Laws set out how relevant decisions are to be made by the Members.

3. Alteration of Bye-Laws

These Bye-Laws may only be amended by an ordinary resolution.

4. Members

Membership is open to professional writers, illustrators and literary translators in accordance with criteria and procedures set by the Management Committee from time to time. Membership is subject to election at the discretion of the Management Committee. Only Members are entitled to vote in postal ballots and at general meetings.

5. Associates

5.1 Persons who do not wish to be Members or do not meet the appropriate criteria may apply to be Associates.

5.2 Associateship is subject to election at the discretion of the Management Committee.

5.3 Associates are entitled to the same benefits as Members but are not eligible to vote nor to stand for or serve on the Council, the Management Committee or other committees.

6. Subscriptions

Subscriptions are fixed by the Management Committee from time to time and Membership and Associateship are conditional on the payment of them.

7. Removal

Should it appear that any Member's or Associate's continuance would prejudicially affect the Society, the Management Committee may, if it thinks fit, remove him or her from such position.

8. Election of Members of the Management Committee

The members of the Management Committee shall be elected or re-elected according to how Members vote. To be entitled to stand they must have been Members for at least three months prior to nomination.

8.1 The annual process for the appointment, election or re-election of members of the Management Committee shall be as follows as according to the procedure set out in the Rules made by the Management Committee from time to time:

8.1.1 any Member may suggest one or more Members as suitable for consideration by the Management Committee as a member of it;

8.1.2 two Members may nominate a Member to be proposed for membership of the Management Committee by written notice to the Society;

8.2 If there are more candidates than places available on the Management Committee, taking into account those members of it retiring as of the next annual general meeting, election or re-election by ballot will take place. The Management Committee may indicate its preferred candidates up to the number of vacancies by an indication on the ballot paper or other document circulated to Members as part of the election process.

9. Annual general meetings of Members

The Society shall hold an annual general meeting of the Members in each calendar year and no later than 15 months after the previous annual general meeting.

10. Calling of general meetings

The Management Committee may call a general meeting upon passing a resolution to such effect and shall call a general meeting if the Society has received requests that it do so from 35 or more Members and the meeting shall take place at a date not earlier than one month or later than three months from the date of such resolution or last effective request. Requests by Members for general meetings shall be in writing, and state the general nature of the business to be dealt with at the meeting.

11. Notices of general meetings

11.1 All general meetings shall be called upon at least one month's notice.

11.2 Each notice convening a general meeting shall include information as to:

11.2.1 the time, date and place of the meeting;

11.2.2 the general nature of the business to be dealt with at the meeting; and

11.2.3 the rights of Members to appoint proxies.

12. Resolutions

12.1 Resolutions may be proposed by the Management Committee.

12.2 Ten or more Members may by request to the Society propose resolutions to be discussed at any general meeting and voted upon as provided in section 13 provided that such resolutions may be properly moved at the general meeting and that the request has been given to the Society at least one month before the date of the meeting. Such requests shall be in writing and include the text of any resolution which is to be moved.

13. Voting on resolutions

Resolutions shall be put to Members and voted on by them in postal ballots or at general meetings at the option of the Management Committee.

14. Quorum for general meetings

Seven Members, each of whom is entitled to vote on the business to be transacted and is present at the general meeting, constitute a quorum. No business other than the appointment of the chair of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

15. Chairing of general meetings

The Chair of the Management Committee shall chair general meetings, if present and willing to do so. If he or she is unable or unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start, the meeting shall appoint another member of the Management Committee to chair the meeting and the appointment of the chair of the meeting shall be the first business of the meeting.

16. Conduct of general meetings

The chair of the meeting shall have the rights and powers in relation to the conduct of general meetings which are set out in the Standing Orders (see Appendix).

17. Proxy notices for general meetings

17.1 The Society may require proxy notices to be delivered in a particular form and by a particular time and may specify different forms for different purposes. Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

17.2 Proxies may only validly be appointed by a notice which:

- states the name and address of the Member appointing the proxy;
- identifies the person appointed to be that Member's proxy, who may be the chair of the meeting, and the general meeting in relation to which that person is appointed;
- is signed by or on behalf of the Member appointing the proxy or is authenticated in such manner as the members of the Management Committee may determine; and
- is delivered to the Society not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate;

and a proxy notice which is not delivered in such manner shall be invalid, unless the Management Committee, at its discretion, accepts the notice at any time before the meeting.

17.3 Unless a proxy notice indicates otherwise, it is to be treated as:

- allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
- appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

17.4 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it even though a valid proxy notice has been delivered to the Society by or on behalf of that person.

17.5 An appointment under a proxy notice may be revoked by delivering to the Society a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

17.6 If a proxy notice is not executed by the person appointing the proxy, it is to be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

18. Errors and disputes as to voting

No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered and every vote not disallowed at a meeting is valid. Any such objection must be referred to the chair of the meeting, whose decision is final.

19. Communication with Members

19.1 A document or information to be given to or by any person in respect of a general meeting or postal vote or ballot pursuant to these Bye-Laws shall be in writing and sent to an address for the time being notified for that purpose to the person giving it provided that it may be given by the Society to a Member in electronic form or by means of the Society's website if the Member has agreed (specifically or generally) that it may be supplied in that manner.

19.2 Any document or other information or notice shall be deemed served on or delivered to the intended recipient:

- (a) if properly addressed and sent by prepaid first class post 48 hours after it was posted;
- (b) if properly addressed and delivered by hand, when it was given or left at the appropriate address; or
- (c) if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied;

20. Chair of the Management Committee

The Chair of the Management Committee shall be elected to take office as from the meeting of it next after the annual general meeting of Members. The term of the Chair shall be two years. The outgoing Chair of the Management Committee may be re-elected for one more term. After two terms of office the outgoing Chair is not eligible for re-election until at least six years have passed.

The Chair of the Management Committee shall be appointed from its members by the Management Committee and may be removed by them from such office at any time.

21. Meetings of Management Committee

The following may attend and speak at meetings of the Management Committee but shall not have the right to vote at them:

- chairs of special interest groups whose members constitute 5% or more of the total number of Members;
- the Treasurer;
- the Chief Executive;
- any other persons invited by the Management Committee at its sole discretion.

The Management Committee, at its sole discretion, may invite other persons as observers of its meetings with no right to speak or vote.

22. Council

- 22.1. The role of the Council is to represent the aims of the Society and to give any requisite approval pursuant to article 50 of the Society's Articles of Association in relation to its dissolution.
- 22.2. The Council shall comprise the persons who are appointed its members by the Management Committee but the appointment of each of them shall be conditional upon ratification by the Members at the next following annual general meeting.
- 22.3. Members of the Council shall be appointed for ten year terms but may be re-appointed one or more times.
- 22.4. The Council shall have no more than 60 members.
- 22.5. At least one meeting of the Council shall be held in each calendar year and each meeting of the Council shall be convened and held at such time and place as is determined by the Management Committee.
- 22.6. A meeting of the Council shall be promptly convened by the Management Committee on the written requisition of the President or of at least five members of the Council.
- 22.7. The President shall chair meetings of the Council.
- 22.8. Five members of the Council shall constitute a quorum for its meetings.

23. President

The President shall be elected by the Council from among its members, for such term not exceeding five years (renewable once) as the Council shall determine, and may be removed from office by it at any time by a simple majority resolution of the Council.

24. Treasurer

The Treasurer shall be appointed by the Management Committee for one or more terms of five years and may be removed by it from such office. He or she shall be a qualified accountant and need not be a Member.

Appendix

The Standing Orders

1. Application: These Standing Orders apply to all general meetings of the Society's full subscription members ("Members"). They may only be rescinded or altered by the Members passing a resolution to that effect.
2. Guiding Principles: The Society's procedures shall be fair and contribute to open, transparent, informed and democratic decision making.
3. Chair - Powers and Duties
 - 3.1. Deference shall at all times be paid to the authority of the Chair. The Chair shall decide on all conduct of business and points of order, competence and relevance. This includes discretion to rule on all questions of procedure where no express provision is made under the Standing Orders.
 - 3.2. It is the duty of the Chair to preserve order and to ensure that all Members obtain a fair hearing.
 - 3.3. The Chair must vacate the chair, and signify he or she has done so, before entering any debate. The Management Committee will appoint one of its members or, failing that a Member of its choice, to chair the meeting during this time.
4. Business: Except in the case of business brought before the meeting which is certified by the Chair, in his or her discretion, as urgent, no business will be transacted at a Meeting other than that specified on the agenda.
5. Order of Business: The business of a Meeting shall be conducted in the order set out in the agenda, unless otherwise suggested or agreed by the Chair.
6. Resolutions: The following resolutions may be made without prior notice but must be duly proposed and seconded and put to the Meeting without debate:
 - 6.1. That any of the Standing Orders should be suspended.
 - 6.2. That any subject on the agenda should be given precedence.
 - 6.3. That any business should be adjourned.
 - 6.4. That the Meeting should proceed to the next business on the agenda.
 - 6.5. That the question be now put, provided that the Chair shall have discretion not to accept such resolution if he or she considers that the question has been insufficiently discussed.
7. Right Of Audience: Members may attend the meeting, speak and vote on any resolution. Associates may attend the meeting but not vote. It will be at the discretion of the Chair to allow a non-Member to speak at a meeting.
8. Procedure, Number and Duration of Speeches
 - 8.1. The Chair may ask for indication at or near the beginning of debate of those wishing to speak for or against a resolution. The Chair has sole discretion to decide the number and order of speakers and for how long they may speak and may indicate at any stage how many speakers he or she intends to take.
 - 8.2. Any person wishing to speak shall seek permission from the Chair by raising his or her hand or any reasonable method prescribed by the Chair.
 - 8.3. Unless otherwise decided by the Chair, a Member moving a resolution or amendment may not speak for more than five minutes. All other speakers taking part in any discussion may not speak for more than three minutes.
 - 8.4. All Members shall be expected to stand (where possible) when speaking and address the Chair. Any Member speaking must briefly identify themselves by name and, if provided, use a microphone. The speaker should stay in their position in the hall when speaking and not approach the Chair. At the discretion of the Chair, speakers may address the Meeting from the platform.

- 8.5. When the Chair speaks any speaker shall resume his or her seat and remain seated until called upon by the Chair.
- 8.6. No Member shall speak more than once on each resolution proposed except in the following cases:
 - 8.6.1. a Member may speak to a point of order.
 - 8.6.2. a Member may give an explanation or speak again if asked by the Chair to do so.
- 8.7. Members shall confine their remarks to the question before the Meeting unless explaining any matter at the request of the Chair.
- 8.8. No Member shall speak before another speaker has finished speaking except with the permission of the Chair.
9. Obstructive or Offensive Conduct
 - 9.1. Speakers should not be interrupted except on a very clear point of order. Members may not interrupt merely because they do not like what was said.
 - 9.2. A Member must not behave in an improper or disorderly manner. Members may make points of principle and state disagreement but personal attacks on other Members are unacceptable.
 - 9.3. The Chair will rule on any instances of interruptions by Members or of continual irrelevance, tedious repetition, unbecoming language or any breach of the Standing Orders on the part of a Member.
 - 9.4. The Chair may direct a Member to discontinue speaking, seek an apology, order a short adjournment, ask the Member to leave the meeting or adjourn the meeting. The Chair's ruling will be final.
10. Resolutions and Amendments: The first proposition on any particular subject shall be known as the Original Resolution, and all succeeding propositions on that subject shall be called Amendments. Every Original Resolution or Amendment must be moved and seconded by members actually present at the meeting before they can be discussed.
11. Amendments
 - 11.1. An Amendment must require either the deletion of part of the Original Resolution or the addition of certain words to the Original Resolution or the substitution of certain new wording for certain words in the Original Resolution. All additions to, omissions from, or variations upon an Original Resolution will be considered as an Amendment to it and will be disposed of accordingly.
 - 11.2. An Amendment may not fundamentally alter the purpose of the Original Resolution. It may be reasonable for the Chair to ask the proposer of the Amendment to explain his or her purpose if it is not immediately clear.
 - 11.3. Amendments will be taken and voted on in turn of receipt except where one clearly renders invalid any other. In that case the Chair may exercise discretion on the order of debate and subsequently on whether one has fallen.
 - 11.4. The Chair has the power to conjoin Amendments which are not inconsistent with each other.
 - 11.5. When an Amendment has been moved and seconded it shall forthwith be discussed exclusively and, until it has been put to the Meeting, no other Amendment shall be accepted by the Chair.
 - 11.6. If an Amendment is carried the amended resolution shall replace the Original Resolution and itself become the substantive resolution for consideration whereupon any further Amendment relating to any portion of the substantive resolution may be moved, provided it is consistent with the business and has not been covered by an Amendment or Original Resolution which has been previously rejected.
 - 11.7. If an Amendment is lost a further Amendment to the Original Resolution may be moved but no delegate may move or second more than one Amendment to an Original Resolution.

12. Substantive Resolutions: After the vote on each succeeding Amendment has been taken, the surviving proposition shall be put to the vote as the main question, and if carried shall then become a resolution of the meeting.
13. Points of Order
 - 13.1. The Chair may call to order a member who is in breach of the Standing Orders.
 - 13.2. A Member may draw to the attention of the Chair a breach of the Standing Orders and must state briefly the nature of the alleged breach.
 - 13.3. A point of order takes precedence over all other business until determined.
 - 13.4. The Chair will rule on the point of order.
 - 13.5. A member who is addressing the meeting when a question of order is raised will resume his or her seat until the question of order has been decided by the Chair.
14. Voting
 - 14.1. For the purposes of voting on any resolution two Members shall have the right of requiring the Chair to appoint tellers to count the votes cast, but if no such request be made it shall be left to the Chair's discretion either to take a vote by show of hands, or to nominate tellers to count the votes.
 - 14.2. The Chair if she or he thinks fit, may submit any question to a postal vote or ballot.
 - 14.3. A declaration by the Chair of the numbers cast for or against each resolution shall be final, but one-third (not being in any case less than forty) of the members present may require the Chair to submit the resolution to a postal vote or ballot, in which case he or she shall arrange with the Management Committee to take such postal vote or ballot within 30 days after the meeting.
 - 14.4. The Chair may vote on any issue as an ordinary member. If, having done so, the voting is level; he or she may exercise an additional casting vote to decide the issue.
15. Timing: Members will be told in advance how long has been allocated for the meeting. If further time appears necessary at the meeting itself, a Member may propose a suspension of the Standing Orders to allow this to take place. If there is disagreement on this issue, a majority vote of those present shall decide. The time shall not be extended more than twice at a meeting.
16. Adjournment of meetings
 - 16.1. The Chair may adjourn a general meeting at which a quorum is present if:
 - 16.1.1. the meeting consents to an adjournment; or
 - 16.1.2. it appears to the Chair that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.
 - 16.2. If adjourning a general meeting, the Chair shall:
 - 16.2.1. either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Management Committee; and
 - 16.2.2. have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
 - 16.3. If the continuation of an adjourned meeting is to take place more than 28 days after it was adjourned, the Society shall give at least 7 clear days' notice of it to the Members.
17. Minutes
 - 17.1. Minutes shall be kept of all meetings and be an accurate record of all resolutions of the meeting.
 - 17.2. The minutes shall not be a verbatim record of the meeting but sufficient to set out issues with a brief summary of arguments raised and the decisions taken.

18. Defects in Procedures: The proceedings of the Society shall not be invalidated by:
 - 18.1. Want of service of a notice of meeting on any Member.
 - 18.2. Any defect in the election or qualification of any Member.
 - 18.3. Any person voting or taking part in the consideration or discussion of any question when he or she is not entitled to do so.
 - 18.4. Any other procedural defect.



THE SOCIETY OF AUTHORS

RULES OF THE MANAGEMENT COMMITTEE

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THE SOCIETY OF AUTHORS

RULES OF THE MANAGEMENT COMMITTEE

INTRODUCTION

These Rules are made by the Management Committee pursuant to Article 3.3 of the Society's Articles of Association under which The Management Committee may from time to time adopt such rules as it considers necessary, expedient or convenient in relation to membership of the Society and as to the conduct of elections, holding of meetings and recording of decisions, provided they are not inconsistent with, and do not repeal anything contained in, the Articles of Association or Bye-Laws.

MEMBERSHIP

1. Criteria for Members

Membership is open to writers, illustrators and translators, spoken word artists and others ("authors"):

- who have had a full-length work traditionally published (not at the author's expense and not only as print-on-demand/ebook), broadcast, or performed commercially;
- who have published or broadcast or performed in any format, an equivalent body of recognised professional literary work (e.g. articles, short stories, poems, items in other media);
- who have self-published or have had a work published on a print-on-demand/ebook only basis and have sold over 300 copies of a single title in print form or 500 copies in ebook form within a 12-month period.
- who are the owners/administrators of a deceased author's estate;

2. Criteria for Associates

Persons who do not satisfy the requirements above can apply to be an Associate if they:

- are a student on a course of at least one academic year's duration that will help them develop a career as an author ("a Student"). Student membership is only available for a maximum of 5 years.
- are actively working to develop a career as an author (an "Emerging Author"). This can be evidenced by a person showing that they meet one or a combination of the following requirements: that they
 - have been offered a contract to have a work, published, broadcast or performed in any format or

- have had work published, broadcast or performed in any format, but do not yet meet the 'equivalent body of work' criteria for full membership, or
- have received an agreement from a UK agent, or
- have self-published, or published only as print-on-demand or e-book, but do not yet meet the sales criteria for full membership.
- are undertaking or have undertaken a course or courses that will help develop a career as an author.

ELECTIONS

3. The Returning Officer

3.1. A Returning Officer is to be appointed by the Management Committee to oversee the conduct of each election in respect of its members. He or she is required to act with impartiality and to take all reasonable steps to ensure that the election is carried out in accordance with these Rules and the Bye-Laws.

3.2. The Returning Officer may appoint persons to act on his or her behalf for specific purposes, such as oversight of the vote count and announcement of the result, but has overall responsibility for:

- publication of the notice of the election;
- the nomination process for candidates;
- sending out and receiving ballot papers;
- counting the votes;
- declaring the results.

4. Communications

4.1. The Returning Officer shall ensure that the appropriate communication with the Members is made in respect of the election.

4.2. Communications sent by electronic means, posted on the Society's website or delivered by hand to the relevant address are to be deemed received 24 hours later. Communications sent by post (which may be sent with the Author) are to be deemed received two clear days after being sent by first class post or three clear days after being sent by second class or overseas post.

4.3. Communications shall be sent to each Member's registered postal address, except where he or she has indicated, either specifically or generally, that he or she is willing to receive communications by email or in some other electronic form.

4.4. Communications by Members to the Society or Returning Officer in accordance with these Rules must be sent in such form and to such address as the Society or Returning Officer require.

5. Vacancies

The Management Committee shall determine the number of vacancies arising at each AGM, exercising its discretion in the interests of the Society.

6. Eligibility

6.1. No candidate may:

- be an employee of the Society;
- have previously served on the Management Committee for two consecutive terms of office unless a period of one year has elapsed.

6.2. All nominees must declare their willingness, if elected, to fulfil the role and commitments of a member of the Management Committee and declare that they are not disqualified to act as a director.

7. Notice of elections

7.1. The notice of an election is to include such matters as the Returning Officer sees fit taking into account the requirements of the Bye-Laws.

7.2. The notice of an election will state the number of vacancies arising, and any skills or experience the Management Committee deems particularly useful or important. It may also indicate the candidates nominated by the Management Committee.

7.3. The Returning Officer will not publish any statement, or part of a statement, which he or she knows to contain inaccurate or untruthful information, which he or she believes to be potentially libellous or which he or she believes could subject the Society to any form of legal action.

8. Nominations

8.1. Any Member may suggest one or more Members as suitable for consideration by the Management Committee as a member of it by notifying the Chief Executive at any time.

8.2. Nominations for candidates for election to the Management Committee must be received by the Society by 30 June and are to include:

- the name and address of the candidate;
- the candidate's Society membership number;
- the candidate's signature indicating that he or she is willing, and eligible, to stand for election;
- the names and signatures of two nominating Members;
- a statement of up to 500 words and, at his or her option, a photograph of him or her.

8.3. At its July meeting the Management Committee will decide whether it wishes to indicate a preference for any of the candidates. The Management Committee may indicate a preference for any number of candidates up to the number of vacancies.

- 8.4. If the Returning Officer (acting in good faith) holds that a nomination is invalid, the candidate's nomination will be withdrawn from the election.
- 8.5. All the nominations will be announced together (usually on the website and in the Autumn edition of *The Author*) and if there are more nominations than places an election will take place. Election papers will usually be sent out with the Autumn edition of *The Author*. The Management Committee may indicate its preferred candidates up to the number of vacancies by a star or other indication on the ballot paper or other document circulated to Members as part of the election process.

9. Objections

If any Member objects to a candidate's nomination, he or she must notify the Returning Officer within 10 days after the date of the publication of the candidates' details, explaining the reason for the objection. The Returning Officer shall deal with the objection as soon as practicable and reply to that Member, preferably before voting opens, and within ten days at most. The Returning Officer's decision on whether to uphold any objection is final.

10. Ballot papers

- 10.1. The ballot papers shall take such form as the Returning Officer shall decide.
- 10.2. Ballot papers will be accompanied by instructions to assist Members to complete them and which make clear the consequences of improperly completed ballot papers (that a vote may not be counted).
- 10.3. Ballot papers sent by post may be included within a publication circulated to Members.

11. Voting and vote counting

- 11.1. The voting system used by the Society in ballots in respect of elections to the Management Committee shall be the 'first past the post' system whereby the candidates receiving the highest numbers of votes (corresponding to the number of vacancies arising) are deemed to be elected.
- 11.2. The decision of the Returning Officer on the validity of a vote, or any question arising in respect to a vote, will be final. The Returning Officer will not count any ballot paper he or she considers has not been properly completed in accordance with the instructions provided.
- 11.3. The Returning Officer (or another person authorised to act on behalf of him or her) shall count the votes and announce the results of the ballot. The count is to be final and may not be appealed or disputed, but if the Returning Officer considers it appropriate he or she may arrange a re-count or seek independent verification of the result.

12. Trade Union law

The Society shall comply with trade union law as to elections, namely:

- the involvement of an independent scrutineer;
- candidates being able to have an election address distributed;
- all those entitled to vote having equal voting rights;
- voting being by the submission of ballot paper;
- voting being, so far as is reasonably practicable, in secret;
- every elector being allowed to vote without interference or constraint;
- every elector being sent a ballot paper by post and being given sufficient time to return it by post;
- every elector being, so far as is reasonably practicable, allowed to vote without having to meet any direct cost;
- the names of all candidates being printed on each ballot paper or on a separate accompanying notice;
- each ballot paper being marked with a different serial number;
- each ballot paper specifying the address to which and the date by which it is to be returned.

REPORTING

13. Use of Website

The Management Committee's agendas, papers, minutes and decisions will be made available on the Society's website though with appropriate redaction in respect of matters which are confidential or need it for commercial, legal or personal privacy reasons.

FINANCE SUB-COMMITTEE (FSC)

14. Members of the FSC

The ex-officio members of the FSC will be the Chair, who will chair its meetings, and the Treasurer. They will appoint at least one other person to be a member of the FSC.

15. Remit of the FSC

The FSC will have oversight of all issues relating to the Society's finances and make salary and other recommendations to the Management Committee, to which it will be answerable.