

SCHEDULE.

BYE-LAWS.

PATRON.

1. The Chartered Society at a General Meeting shall have power to appoint a Patron.

HONORARY OFFICERS.

2. The Council shall have power to elect or appoint a President, Vice-Presidents, a Chairman and Vice-Chairman of the Council, Honorary Treasurers and Secretaries, and other Honorary Officers. They shall be appointed by, and shall hold office at the will of, the Council.

MEMBERSHIP.

3. Each person whose name is entered on the Roll of Masseurs or Masseuses kept by the Incorporated Society or who holds the Institute's certificate in massage shall thereupon become and be a Member of the Chartered Society.

4. Any person, who is an Associate of the Institute, shall become and be a Member of the Chartered Society after passing such oral and practical test as may be prescribed by the Council, and any person holding a Certificate of Massage other than that of the Incorporated Society or of the Institute shall become and be a Member of the Chartered Society after passing such further test, if any, as the Council shall determine.

5. Any person elected a Member of the Council who shall not be a member of the Chartered Society shall thereon become and be a Member of the Chartered Society.

6. Any persons, to a total number not exceeding 25, whom the Council may deem it advisable in the interests of the Chartered Society to elect Members thereof shall thereupon become and be Members of the Chartered Society.

FIRST ANNUAL MEETING.

7. The first Annual Meeting of the Chartered Society after the coming into operation of these Bye-Laws shall be held at such time, being not more than eight weeks from the date of these Presents, and at such place in the United Kingdom as the Chairman of the Council shall appoint.

ANNUAL GENERAL MEETING.

8. A General Meeting of the Chartered Society shall be held once at least in the year 1920, and in every subsequent year at such time in March or April and at such place in the United Kingdom as the Council shall appoint.

9. It shall be the business of the Annual General Meeting to receive and consider the Report of the Council, and the Balance Sheet with the Auditors' Report, and to elect Members of the Council in the place of those elected Members retiring by rotation, and to discuss matters of a scientific or professional character which in the opinion of the Chairman are of importance in the interests of the Members. The quorum for a General Meeting shall be 20 Members.

NOTICE OF RESOLUTIONS.

10. The date and place of every Annual General Meeting shall be announced in the Chartered Society's Journal at least one calendar month before the date fixed for such meeting, and a Resolution shall not be proposed at any Annual General Meeting unless the full text of such Resolution shall have been sent to the Secretary at least 21 days previous to the date of the Meeting to be inserted upon the Agenda of the said Meeting, of which at least 14 clear days' notice shall be given.

SPECIAL GENERAL MEETINGS.

11. A Special General Meeting of the Chartered Society or a Special Meeting of the Council may at any time be summoned by the order of the Chairman of the Council or by order of the Council.

12. A Special General Meeting of the Chartered Society shall be summoned by the Chairman of the Council upon a requisition in writing signed by at least one hundred Members of the Chartered Society. The requisition shall state the purpose for which the Meeting is to be held and the full text of the Resolutions proposed to be passed.

13. The notice convening a Special General Meeting shall specify the object of the Meeting, and no business except that so specified shall be considered.

14. Every Special General Meeting of the Chartered Society, or Special Meeting of the Council, shall be held at such time and place as the Chairman, in the case of a Meeting summoned by the order of the Chairman of the Council, or as the Council, in the case of a Meeting summoned by the Council, shall appoint.

NOTICE OF MEETINGS.

15. Notice of every joint Meeting of the Chartered Society and Council shall be given to every Member entitled to be present and vote at such Meeting. Such notice shall be given in such manner as shall be prescribed by the rules to be made by the Council as hereinafter provided.

16. The accidental omission to give any such notice shall not invalidate any Resolution passed at such Meeting.

THE COUNCIL.

17. The Council, which is the Governing Body of the Chartered Society, shall consist of the following :—

- (a) Honorary Members (subject to the limitation hereinafter mentioned).
- (b) Elected Members.
- (c) Co-opted Members.
- (d) One Member of each Local Board selected by each Local Board.

(a) The Honorary Members shall be six in number, four of whom shall be appointed by and from amongst the Founders of the Incorporated Society, and two by and from amongst the Founders of the Institute. They shall hold office for a term of not exceeding ten years, and any vacancies occurring shall not be filled up.

(b) The elected Members of the Council shall be 16 in number, and shall be elected by the Members of the Chartered Society upon the Register of Masseurs and Masseuses in proportion to the number of Members upon these Registers respectively, but so that there shall be one Member of Council at least elected by the Members upon the smaller Register. Exclusive of the Member or Members of the Council elected by the Members upon the Register of Masseurs, the remaining elected Members of the Council shall be elected by the Members upon the Register of Masseuses. Provided always that one-half of the total elected Members shall be Members of the Chartered Society other than Teachers or Officials in recognised Schools preparing for any of the Chartered Society's Examinations, and the other half of whom shall be Teachers or Officials in recognised Schools preparing for any of the Chartered Society's Examinations.

(c) The co-opted Members shall be eight in number, three-quarters at least of whom shall be Medical men or Medical women experienced or interested in Massage, Medical Gymnastics, Electrotherapeutics, or kindred subjects. In co-opting Members the Council shall have regard to the localities in which the co-opted Members live, so as to afford due representation to interests other than metropolitan.

(d) A Member of the Council selected to represent a Local Board shall hold office for a period of one year from appointment and shall be eligible for re-appointment.

18. One-quarter of the elected Members, and one-quarter of the co-opted Members of the Council, shall retire at the Annual General Meeting in the year 1921 ; one quarter at the Annual Meeting in the year 1922 ; one-quarter at the Annual Meeting in the year 1923 ; and the remaining quarter at the Annual Meeting in the year 1924. The Members to retire at the Annual General Meetings in 1921, 1922, and 1923 respectively shall retire in alphabetical order, or otherwise, as the Council may determine. Members elected or co-opted, as the case may be, in the year 1921, or any subsequent year, shall retire at the Annual General Meeting held in the fourth following year. Retiring Members shall be eligible for re-election.

19. The Voting to fill vacancies at the Annual General Meeting amongst the elected Members of the Council shall be by means of *signed* Voting-Papers and a voting-paper shall be sent to each Member of the Corporation in accordance with Rules as to nomination and mode of election to be framed by the Council.

CASUAL VACANCIES.

20. A casual vacancy among the elected or co-opted Members of the Council or a vacancy which shall not be filled up at any election, shall be filled up by the Council at their next Meeting. A person elected to fill a vacancy shall hold office so long as the person in whose place such person was elected would have held the same.

The continuing Members of the Council may act notwithstanding any vacancy in their Body.

CESSATION OF MEMBERSHIP OF THE COUNCIL.

21. A Member of the Council shall *ipso facto* cease to be a Member thereof:—

- (a) If by notice in writing to the Secretary he resign his office.
- (b) If he become bankrupt or suspend payment or compound with his creditors.
- (c) If he be found lunatic or become of unsound mind.
- (d) If by Resolution of the Council passed by a majority of at least two-thirds of the whole number of the Members of the Council he be requested to resign.

An elected Member of the Council shall *ipso facto* cease to be a Member thereof if he cease to be a Member of the Chartered Society.

MEETINGS AND PROCEDURE OF COUNCIL.

22. The Council may regulate their meetings and proceedings as they think fit, and may determine the quorum necessary for the transaction of business. Until otherwise determined, eight Members of the Council shall form a quorum.

ACTS TO BE VALID NOTWITHSTANDING DEFECTIVE APPOINTMENT.

23. All acts done in good faith at any Meeting of the Chartered Society, or of the Council, or of a Committee of the Council, or by any person acting as a Member of the Council or such Committees, shall be valid, notwithstanding that it shall afterwards be discovered that by reason of some mistake or accident any persons present thereat were not qualified to vote, or that there was some irregularity in the proceedings, or in the appointment of such person acting as aforesaid.

TRAVELLING EXPENSES.

24. The Council may at its discretion authorize the payment of travelling and hotel expenses to Members of the Council and of Committees.

RECOGNITION OF SCHOOLS.

25. The Council shall make and keep a List of Schools recognised by them as places of Instruction in Massage, Medical Gymnastics, Electrotherapeutics, or kindred forms of treatment.

26. In deciding upon the claims of a place of Instruction to be a Recognised School the Council shall have regard *inter alia* to the following matters:—

- (a) The general character of the Institution.
- (b) The adequacy in numbers and efficiency of the Teaching Staff.
- (c) The sufficient provision of Class Rooms, and of appliances necessary for instruction in the subjects taught, and of facilities for adequate clinical experience.
- (d) The hygienic and sanitary condition of the premises in which instruction is given.

27. Before proceeding to remove a place of instruction from the list of recognised schools, the Council shall inform the Authorities of any such school in writing of the grounds upon which they propose to take action, and shall give them full opportunities of being heard in defence.

EXAMINERS.

28. The Council may make Standing Orders and Regulations as to the terms of appointment, tenure, and remuneration of Examiners, and in order to maintain uniformity of standard in the various Examinations shall, so far as practicable arrange

for written papers to be set by an Examining Board for the United Kingdom, and for the Examiners in practical subjects to be interchanged between various parts of the Country.

APPOINTMENT AND REMUNERATION OF EXAMINERS AND INSPECTORS OF SCHOOLS.

29. It is to be no valid objection to the appointment and remuneration of a person as an Examiner or as an Inspector of Schools that he or she is a Member of the Council.

EXAMINATIONS.

30. The Council may make Rules and Regulations laying down the length of curricula, the prescribed courses of study, conditions of admission to Examinations and the subjects of Examination, whether written, oral, or practical, in Massage, Medical Gymnastics, Electrotherapeutics, and kindred forms of treatment, and the dates when and the places where such Examinations shall be held.

31. No Candidate shall be required to pay a fee exceeding Three Guineas for entrance to any part of any of the Chartered Society's Examinations. Similar fees may be charged to referred candidates.

DIPLOMAS.

32. The Council may issue Diplomas of Fellowship of the Chartered Society to Members of the Chartered Society who already hold the Teachers' Certificate of the Society or who may pass such higher Examinations as may be prescribed by the Council.

LOCAL BOARDS.

33. When a Local Board is appointed by the Council, it shall consist, as to two-thirds of its membership, of persons nominated by the recognised Schools in the area embraced by the Board, and, as to one-third, of Members of the Chartered Society resident in the area. Of the two-thirds above-mentioned, half shall be Teachers or Officials in the Recognised Schools of the area and half shall be Medical men or Medical women interested in Massage, Medical Gymnastics, or kindred forms of treatment, and resident within the area.

34. A Local Board may, with or without financial assistance from the Council, establish Club Rooms and a Bureau of Information for the benefit of Registered Members of the Chartered Society resident in its area and, as far as practicable, effect shall be given by the Council to any request from a Local Board for the holding of Examinations within its area, on the Council being satisfied that the expenses of such examinations will be met by the fees paid by the candidates or otherwise,

and, in case such examinations shall be held, the said Local Board shall give assistance in the conduct thereof and may recommend Examiners at such examinations, or generally, for appointment by the Council.

REGISTERS.

35. The Council shall keep a Register of such persons as are in the judgment of the Council fit and proper persons to practise as Masseurs and Masseuses respectively, who have already received Certificates of Proficiency from the Incorporated Society or from the Institute or who may receive certificates of proficiency to be granted in accordance with the regulations for the time being prescribed by the Council, and who have paid the prescribed fee for registration hereinafter mentioned, which shall also entitle them to such privileges as shall from time to time be granted by the Council. Similar Registers shall be kept of persons qualified to practise Medical Gymnastics, Electrotherapeutics, and, if thought desirable, of persons qualified to practise kindred forms of treatment.

36. No person shall be entitled to receive a Certificate of Proficiency until he or she shall have paid the Chartered Society's prescribed fee of 3 guineas for registration as a Member of the Society. Such registered Members shall have the following privileges:—

- (a) To use the term "Registered Member of the Chartered Society," or the distinctive letters C.S.M.M.G.
- (b) To apply to the Society's Registry for work.
- (c) To attend lectures, demonstrations, and discussions arranged by the Chartered Society.
- (d) To attend Conferences arranged by the Chartered Society (at Conference fees).
- (e) To become members of Clubs (at Club fees), which include the use of libraries.
- (f) To wear the Badge of the Chartered Society (which will be presented).
- (g) To benefit through the Members' Fund.

37. A Member of the Chartered Society under these Presents who was before the date of these Presents a Member of either the Incorporated Society or of the Institute shall pay a Registration Fee of two guineas for registration as such Member. A fee of two guineas and a half is payable by all present Certificate-holders, and three guineas shall be payable by all others whose names are placed on the Massage Register. Any additional qualification may be registered on payment of a registration fee not exceeding ten shillings and sixpence.

THE SECRETARY.

38. The Council shall appoint a Secretary of the Chartered Society, who shall hold office at the will of the Council and be

directly responsible to the Council, and shall perform such duties as may be allotted to the Secretary by the Council.

POWER TO APPOINT SUBSTITUTES.

39. The Council may when necessary appoint a temporary substitute for the Secretary, who shall, during the term of his appointment, be deemed to be and have all the powers of the Secretary.

MINUTES.

40. The Council shall cause proper Minutes of the meetings and proceedings of the Chartered Society, and of the Council, and all Committees of the Council, to be duly kept and entered in books provided for the purpose.

41. The minutes of any meeting, if purporting to be signed by the Chairman of such meeting or by the Chairman of the next succeeding meeting, shall be receivable as *prima facie* evidence of the matters stated in such Minutes.

RULES FOR REGULATING PROCEEDINGS.

42. It shall be lawful for the Council from time to time to make, and to rescind, and alter, Rules, Regulations, and Standing Orders, for regulating the procedure of the Chartered Society, and of any Local Board, and the government of the Members thereof, and for the calling of and procedure at Meetings and elections, for the service of Notices, and for all other matters affecting the Chartered Society: provided always that no such Rule, Regulation, or Standing Order shall be contrary to the provisions of the Charter or the Bye-Laws.

An existing Rule, Regulation, or Standing Order, shall not be rescinded or altered, and a new Rule, Regulation, or Standing Order shall not be made, except by a Resolution of the Council passed by a majority of two-thirds of the Members present and voting at a Meeting of the Council and confirmed at the next Meeting of the Council, and with respect to matters relating exclusively to the Blind, the Council will, before coming to any decision, refer such matters to a Standing Committee for the Blind for consideration and report, such Committee to consist of six Members to be appointed by the Council, three of whom shall be Members of the Council and the remainder shall be selected by the Council from nominations submitted to the Council by the Association of Certificated Blind Masseurs.

CESSATION OF MEMBERSHIP OF THE CHARTERED SOCIETY.

43. Any person whose name is removed from the Register of Masseurs or Masseuses shall thereupon cease to be a Member of the Chartered Society.

44. Any person who becomes a Member of the Chartered Society under Bye-Law 5 shall cease to be a Member of the Chartered Society if and when such person ceases to be a Member of the Council.

45. Any person who becomes a Member of the Chartered Society under the provisions of Bye-Law 4 or Bye-Law 6 shall cease to be a Member of the Chartered Society if such person resigns his membership or is removed from the Register of Members of the Chartered Society.

CONSTRUCTION OF BYE-LAWS.

46. In case any question shall arise as to the construction or operation of any Bye-Law, or Rule, Regulation, or Standing Order, the question shall be decided by the Council. Expressions used in the Charter shall have the same meaning in these Bye-Laws.