

BYELAWS

1. The Council shall meet on the third Thursday of each month, except August, or on such other day as the Council may from time to time decide. Such further meetings of the Council shall be held as may be notified by the Secretary upon direction of the President or any seven members of the Council under his or their hands.
2. The Secretary shall send by post notice of each meeting to every member of the Council at least four days before the time of meeting. Every such notice shall contain an agenda on which the last item shall be Questions. This item shall be dealt with after all other business has been transacted.
3. If an amendment or amendments is or are proposed to any resolution, such amendment or amendments shall first be put to the vote in the order in which they are proposed, if more than one, and if an amendment is carried it shall then be put as a substantive resolution. If the amendment or amendments is or are negative the original resolution shall be put to the vote.
4. All resolutions passed at meetings of the Council shall take effect on such date or dates as the Council shall decide. No resolution relating to the making, altering or abrogating of any regulation or byelaw shall be discussed by the Council until the expiration of one month or after such notice of motion shall have been given.
5. When a division has taken place the Secretary shall, on the request of any member, enter on the minutes the names and numbers of the majority and minority and of those declining to vote.
6. The minutes of each meeting of the Council shall be entered in a book kept by the Secretary for that purpose and, if correct, be confirmed by the signature of the Chairman.
7. The minutes of meetings shall contain such motions and amendments as have been proposed and adopted or negatived with the names of proposers and seconders, but without any comments or protests annexed.
8. The election of officers shall be by voting.
9. Members and associates of the Society may, when permitted by the Council, be present at its meetings, but shall not take part in the proceedings.
10. If, in the intervals between the meetings of the Council, a member of the Council sends a notice of motion, in writing, to the Secretary, such notice shall not appear upon the Agenda without the sanction of the President, or in his absence, of the Vice-President, and unless the notice shall have been received seven clear days before the time of meeting.

11. The seal of the Society shall consist of a hand in a circle divided into six parts elaborated, and with the legend, "The Seal of the Pharmaceutical Society of Northern Ireland, MCMXXV".

12. The seal shall be kept in a box which shall be locked with two different locks. The key of one lock shall be in the custody of the President or Vice-President and the key of the other in the custody of the Secretary. The box shall be kept in a safe on the premises of the Society.

13. The seal shall not be impressed on any deed, instrument or certificate, unless in pursuance of a resolution of the Council entered in the minute.

14. The Secretary shall attend at the office of the Society at such times as may be appointed by the Council. He shall attend, and take a record of the proceedings, at all meetings of the Council and Committees, and at the Annual Meetings of the Society and shall make a report of all matters that may come under his notice for the information of the Council and Committees. He shall be responsible for the safe custody of all the books, documents and other property of the Society. He shall consult, and act upon the instructions of, the President or Vice-President, on any business requiring attention between the various meetings. He shall have authority over the clerks and all servants of the Society, whose wages he shall pay. He shall receive such a sum in advance, as the Council may consider sufficient to pay the current expenses of his office. In the unavoidable absence of the Secretary the Council shall nominate a person to act on his behalf.

15. The Treasurer shall be elected from among the members of the Council.

16. It shall be the duty of the Treasurer to maintain an account in a Northern Ireland bank and to ensure that all monies are lodged as soon as possible after their receipt. He shall see that an account is kept of all monies received and pay all accounts as ordered by the Council. All cheques shall be signed by the President or Vice-President, the Treasurer and the Secretary.

17. The Treasurer shall submit his financial statement to the Council at its meeting in September in each year and also at the Annual Meeting of the Society.

18. The accounts shall be audited before the Annual Meeting by the official auditors of the Society who shall affix their signatures to the financial statement.

19. The financial year shall commence on 1st June and shall terminate on 31st May in the following year.

20. No sum of money exceeding fifty pounds shall be voted or ordered for payment (except for recurring charges) before notice is given in the Agenda of a meeting of the Council.

21. The Council may, from time to time, in its discretion appoint from amongst its members or otherwise such Committees as shall be deemed necessary. The President shall appoint annually the Chairman of each Committee; in his absence from a meeting an acting chairman shall be chosen by the members present.

22. The Annual Meeting of the Society shall be held on the Thursday preceding the first Monday in October, or on any other date within fifteen days at such time and in such place as the Council shall determine.

23. A member may at the Annual Meeting raise any matter or move any motion of which he has given the Secretary notice in writing not later than twenty-eight clear days before the said meeting is to be held.

24. Special general meetings of the Society shall be held on such dates, at such times and places and for such purposes as the Council may determine. Upon the requisition in writing of not less than twenty members requiring the Council to convene a special general meeting for the purpose specified in the requisition such meeting shall accordingly be convened within such reasonable time as the Council think fit. Notice of such meetings shall be sent by the Secretary to each member not less than ten days prior to the meeting.

25. In the event of the President and the Vice-President being unable to act as Chairman at a meeting of the Society the members present shall appoint a member of Council so to act. In the case of an equality of votes the Chairman shall have a casting vote.

26. The Secretary, shall on or before the 1st July of each year, send to every member and Associate of the Society a list of names of those members of Council who retire by rotation on the first Monday in October following. The notice shall specify the facilities provided by the office staff for candidates offering themselves for election or re-election. No member or Associates of the Society shall be qualified to stand for a seat on the Council unless he shall have paid his retention fee for the current year. Any candidature which does not fulfil the above conditions shall be null and void.

27. A new candidate for a seat on the Council shall be proposed and seconded by a member or associate of the Society; the nomination paper, together with a written undertaking by such candidate that he will act if elected, shall be lodged with the Secretary by noon at least twenty-eight clear days before the first Monday in October.

28. A retiring member of the Council who desires to stand for re-election need not be proposed and seconded by a member or associate of the Society but shall notify the Secretary in writing by 12 o'clock noon at least twenty-eight clear days before the first Monday in October of his intention to stand for re-election. The retiring members of the Council shall be ascertained by the Council at the monthly meeting in June each year and the names shall be recorded in the minutes of that meeting.

29. If the number of members nominated and willing to accept office is equal to the number of vacancies to be filled the chairman at the Annual Meeting shall declare those nominated to be elected. If the number of members nominated and willing to accept office is less than the number of vacancies, the Council shall nominate as many as may be required to form a complete list of members willing to fill all the vacancies in the Council. The members named in the list so formed shall at the Annual Meeting be declared by the Chairman to have been elected.

30. Except in the circumstances for which provision is made in the last preceding Byelaw the Secretary shall send, not less than ten days prior to the Annual Meeting, a voting paper to every member and associate of the Society together with a list of the attendances of the retiring members of the Council and Committees since last elected or appointed. The voting papers shall be as nearly as may be in the form set out in the first Schedule to these Byelaws.

31. The completed voting papers shall be transmitted in the envelope provided to the independent body responsible for the counting of the votes so as to be received by them not later than 12 o'clock noon on the day of the Annual Meeting. The independent body shall ascertain the number of votes given for each candidate and shall make to the Secretary a return signed by them of the names of the candidates and the number of votes given to each candidate.

32. The Secretary shall, as soon as may be possible, send to each member and associate of the Society a copy of the return received by him from the independent body. He shall declare to have been elected the members who, according to the independent body's return have the majority and in the case of an equality of votes the President, or if the office is vacant the Vice-President, shall have a second or casting vote.

FIRST SCHEDULE

FORM OF VOTING PAPER

THE PHARMACEUTICAL SOCIETY OF NORTHERN IRELAND

73 UNIVERSITY STREET, BELFAST, BT7 1HL
For the election of
Pharmaceutical Chemist representatives of the Council1.....

6.....

2..... 7.....

3..... 8.....

4..... 9.....
5..... 10.....

INSTRUCTIONS FOR VOTING

Every member and associate voting must place an X in the square next to the name of each member for whom he intends to vote. A member or associate may vote for any number of pharmaceutical chemist representatives not exceeding six. If more than six squares in the case of the pharmaceutical chemist representatives be marked the voting paper will be void. The voting paper must be transmitted, in the envelope provided, by the member to the independent body responsible for the counting of the votes so as to be received by them not later than 12 o'clock noon on the day of the Annual Meeting. The member transmitting his voting paper under cover must put his name and address and sign his name on the outside of the envelope provided, or the voting paper will be void.

The following are the members who remain on the Council:-

1..... 7.....
2..... 8.....
3..... 9.....
4..... 10.....
5..... 11.....
6..... 12.....

Form of address, etc. on cover
VOTING PAPER

Member's Name
Member's Address
Member's Signature

The voting paper must be returned to the independent body responsible for counting of the votes not later than twelve o'clock noon on the day of the Annual Meeting. 33. The election of honorary members of the Society shall be subject to the following provisions:-

- (a) No person, save a member of the Council, shall be entitled to propose or second a person for honorary membership.
- (b) The Council shall not proceed to the election of an honorary member unless notice of motion shall have been given at a meeting of the Council prior to that on which the election takes place.

34. The Council may designate as fellows of the Society such members of the Society of not less than ten years' standing as in the opinion of the Council have made outstanding contributions to the advancement of pharmaceutical knowledge or attained distinction in the science, practice, profession or history of pharmacy.

35. Designation under the preceding byelaw shall take place only at the June or December meeting of the Council in any year. Members designated as fellows of the Society shall be so designated only so long as they remain members.

36. No direction for the erasure of a name from the Register shall be made by the Council unless a notice of the intention to have such a direction made shall have appeared on the agenda.

37. The Secretary shall send to every member, associate or student who has not paid his retention fee before the 1st day of June in each year in respect of which fee is payable, a notice that payment is due, addressed to his address on the Register.

38. The Council may by resolution enter into a reciprocal agreement with a pharmaceutical authority empowered to grant certificates of qualification to practise pharmacy in any place outside the United Kingdom, for registration as a pharmaceutical chemist under the Pharmacy and Poisons Act (Northern Ireland) 1925 to 1955, with or without examination, or any person who satisfies the following conditions, that is to say:-

(1) is resident in Northern Ireland.

(2) produces evidence to the satisfaction of the Council -

(a) of identity;

(b) that he has passed a qualifying examination specified in a reciprocal agreement;

(c) that he is registered as a pharmacist in the place in which he has passed his examination.

(3) produced a declaration made in accordance with the Statutory Declarations Act 1835, that he is the person referred to in the documents produced by him and that they are his property.

39. Subject and without prejudice to the powers for the time being vested in the General Meeting of the Society by Statute or by these Byelaws, the Council shall have the sole and entire management of the Society, and of the income, property and funds thereof, for the uses, purposes and benefit of the Society, and the property and funds of the Society may, subject to any special trust affecting particular funds, be invested from time to time by the Council in any manner for the time being authorised by law for the investment of trust funds or in any manner authorised by sub-section (2) of Section 8 of the Pharmacy and Poisons Act (Northern Ireland) 1955.

40. The property and funds of the Society, other than monies from time to time in the hands of the Secretary and required to meet the usual accruing liabilities of the Society, shall not be disposed of, or otherwise dealt with, except in pursuance of a resolution of the Council.

41. The Council may from time to time make such grants as they may think proper from the general funds of the Society to the Northern Ireland Chemists' Benevolent Fund.

42. No member shall be co-opted to the Council unless he has signed a written undertaking to make regular attendances at meetings of the Council and its Committees. A member who fails to attend five meetings of the Council in any year shall, if the other members of the Council so agree, cease to be a member of Council.