

**Note:** As these bye-laws are drawn from a former document the numbering of the byelaws remains as they appeared in the former document, however certain byelaws have been removed as agreed at the SGM of 9/11/11

### **Meetings of Council**

2. Notification of each meeting shall be sent by post, electronically or any means agreed by Council at least five working days before the time of meeting to every member of the Council. Every such notice shall contain an agenda.

### **Minutes**

7. The minutes of each meeting of the Council shall be recorded and be confirmed by the signature of the Chairman after being proposed and seconded at the next meeting of Council.

8. The minutes of meetings shall contain such motions and amendments as have been proposed and adopted or rejected with the names of proposers and seconders, but without any comments or protests annexed.

### **Conduct of the meeting**

9. Members of the Society and general public may be present at Council meetings but shall not participate in the proceedings without the prior permission of the Chair. On the direction of the Chair Members of the Society or the public may be excluded for all or part of any meeting.

### **The seal**

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". 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.

### **The Honorary Treasurer**

12. The Honorary Treasurer may be elected from among the members of the Council.

13. It shall be the duty of the Honorary Treasurer to report to the Council on the financial performance of the Society in accordance with the job description written for the post.

14. The Treasurer shall submit the financial statement to the Council by the end of September each year and also at the Annual Meeting of the Society.

15. 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.

16. The financial year shall commence on 1<sup>st</sup> June and shall terminate on 31<sup>st</sup> May in the following year.

### **Committees**

18. The Council may, from time to time, in its discretion appoint from amongst its members or otherwise such Committees as shall be deemed necessary. Persons who are not members of Council may also be appointed by Council to serve on committees. 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. The committee may also appoint a Vice Chair.

### **Annual Meeting**

19. 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.

20. A member may at the Annual Meeting raise any matter or move any motion, subject to the restriction hereinafter referred to, of which he has given the Chief Executive notice in writing not later than twenty-eight clear days before the said meeting is to be held. Any matter or motion raised pursuant to this byelaw shall not be considered at the Annual Meeting, and shall be rejected at the sole discretion of the Council, if it would or could impede, or impact upon, the regulatory function of the Council.

21. 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 purpose being subject to the restriction hereinafter referred to, such a meeting shall accordingly be convened within such reasonable time as the Council think fit. Notice of such meetings shall be sent to each member of the Society not less than ten days prior to the meeting. Any purpose specified in the requisition raised pursuant to this byelaw shall not be considered at the special general meeting, and shall be rejected at the sole discretion of the Council, if it would or could impede, or impact upon, the regulatory function of the Council.