

Bye-Laws*
OF THE
ROYAL
MEDICO-PSYCHOLOGICAL ASSOCIATION.
Adopted at the Annual Meeting held in London on July 13, 1926.

Classes of Members.

1. The Association shall consist of three classes: (a) Ordinary Members, (b) Honorary Members, and (c) Corresponding Members.

Qualification and Election of Ordinary Members.

2. Medical Practitioners who are registered in the United Kingdom under the Medical Acts ; Medical Practitioners who reside in any part of the British Empire and are so registered ; and Medical Practitioners who hold such medical qualifications as satisfy the Council shall be qualified for election as Ordinary Members.

3. (a) Every Candidate for admission to the Association as an Ordinary Member shall be proposed or recommended by three Members, of whom one at least shall be personally acquainted with him.

(b) The proposers of such Candidate shall send to the General Secretary, or the Secretary of the Division in which the Candidate resides, a proposal in writing, setting forth the full Christian name and surname of the Candidate, with address, qualifications, and appointments, if any.

(c) A list of such Candidates who have been duly proposed since the last Meeting shall accompany the circular convening such Annual, Quarterly, or Divisional Meeting, and no Candidate shall be submitted for election whose name does not appear on such list.

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4. The election of Ordinary Members shall take place at the Annual, Quarterly, and Divisional Meetings, and shall be by ballot, and no such Candidate shall be declared elected unless he shall have in his favour three fourths of the total number of Members balloting. Such Candidates may be voted for as a whole, but in the event of a single black ball each shall be separately voted for until a Candidate is reached for whom a black ball is cast, after which the remaining Candidates shall be voted for as a whole, and the election shall proceed as before.

5. A list of all Ordinary Members elected at Divisional Meetings shall be forthwith forwarded by the Secretary for the Division in which such Meeting is held to the General Secretary; and such list shall contain the full name, address, and qualification of each such Member elected.

6. Every person elected an Ordinary Member shall forthwith receive notice of the fact in writing from the General Secretary, but no election of an Ordinary Member shall be considered complete until the person elected has paid his subscription and signed, either in the books of the Association or by means of a copy transmitted to him by the General Secretary, the following obligation :—" I hereby promise that I will promote the objects of the Royal Medico-Psychological Association to the best of my ability, and I admit that I am bound by its Charter and Bye-laws and Regulations for the time being in force."

7. The election or re-election of every person as an Ordinary Member shall be entered on the Minutes of the Meeting and recorded by the General Secretary in the Register of Members; but if it should appear upon a ballot that any person proposed is not elected, no notice of the decision arrived at shall be taken in the Minutes.

Qualification and Election of Honorary Members.

8. Distinguished members of the medical profession and others who are eminent in psychology or in those branches of science that are connected with the service of insanity, or who have rendered signal service to the cause of humanity in relation to the treatment of the insane, or to the Association, shall be qualified for election as Honorary Members.

9. The number of Honorary Members elected annually shall not exceed three, and the total number shall not exceed forty.

10. The election of Honorary Members shall be conducted in the same manner as that provided by Bye-laws 3 and 4 and for the case of Ordinary Members, with the exception that (a) they shall be elected only at Annual Meetings, (b) they shall be recommended by six Members (personal acquaintance not being requisite), (c) they shall be approved by the Nominations Committee and the Council. The names of Candidates shall be printed, with the names of Members recommending them, on the Agenda of the Annual Meeting at which they will be proposed for election.

11. As soon as convenient after their election, Honorary Members shall be presented with a diploma in the form A appended to these Articles, and signed by the President, General Secretary, and at least four Members of the Council.

Qualification and Election of Corresponding Members.

12. British, Overseas Dominion, Colonial and Foreign physicians residing abroad may be elected Corresponding Members.

13. Corresponding Members shall be elected in the same manner as Honorary Members, but their recommendation shall require the signatures of only four Ordinary Members.

14. Corresponding Members shall as soon as may be after their election receive a diploma in the form B appended to these Bye-laws, and signed by the President, General Secretary, and at least four Members of the Council.

Withdrawal and Expulsion of Members.

15. Any Member of the Association may withdraw from it on signifying his desire to do so by letter under his hand addressed to the General Secretary, but such resignation shall not in the case of an Ordinary Member take effect until his subscription is paid up to the end of the year then current.

16. Any Member whose name has been removed from the Medical Register shall *ipso facto* cease to be a Member of the Association.

17. Any Ordinary Member who shall in respect of two successive years omit, after a special application of the Treasurer, to pay his annual subscription, shall be reported by the Treasurer to the Council, who may give directions for the removal of the name of the defaulting Member from the roll of the Association, or may take such action with regard to him as it decides upon.

18. Whenever there shall appear cause in the judgment of the Council for the expulsion of any Member from the Association, a minute shall be made thereof, and a copy of such minute sent forthwith in a registered letter by the General Secretary to the Member in question, who shall be invited to attend the next Meeting of the Council. If, after further consideration at their next Meeting, the Council still regard the expulsion of the Member as advisable, they shall frame a resolution to that effect, which shall be submitted to the next Annual Meeting and decided by ballot, a majority of three fourths of the Members voting being required to carry the resolution.

Payments by and Privileges of Members.

19. The annual subscription of each Ordinary Member shall be one and a half guineas, or such larger sum, not exceeding two guineas, as may be determined by the Annual Meeting. Subscriptions for each year become payable on the 1st January in that year. Ordinary Members elected after the 1st July shall pay a subscription of one guinea only for the year of their election, or they may delay taking up their election until the succeeding 1st January. Ordinary Members shall be entitled to receive gratis the JOURNAL of the Association and such supplements as the Council may authorise to be issued without extra payment. In the event of any member being in default in the payment of his annual subscription he shall only be entitled to receive the JOURNAL on payment of the usual published charge therefor.

20. Honorary Members shall be exempt from all payments to the Association, and shall enjoy all the privileges of Ordinary Members except that of voting.

21. Corresponding Members shall be exempt from all payments to the Association, and shall enjoy the privilege of

attending the Meetings of the Association and of introducing friends to them in the same manner as Ordinary Members, but shall not be entitled to any further privileges without special leave granted by the Association.

Divisions.

22. There shall be Divisions of the Association for the cultivation of science in relation to mental disorder, the improvement of the treatment of the insane, and the promotion of good-fellowship among its Members.

23. Upon the application of a sufficient number of Members the Association, on the recommendation of the Council, may constitute a new Division of the Association in any locality of the United Kingdom or in the Dominions Overseas or the Colonies thereof.

24. No Division shall have the power to speak or act in the name of the Association, or to commit the Association to any engagement.

25. Each Division shall have power to hold meetings, to appoint its own Secretary, to elect Members of the Association, and to conduct its own business. Each Division shall annually elect Members to act as representatives of the Division on the Council.

26. The appointments of the Divisional Secretaries and the election of Representative Members shall proceed upon voting papers issued to Members of Divisions at the same time as the Agenda papers for the Divisional Meeting at which such appointment or election is to take place. These voting papers shall be in Form E appended to these Bye-laws and shall show the names of those proposed for election, together with the names of six Members of the Division recommending each; but no recommendation of any Member shall be made until his consent to serve shall have been obtained. Any ordinary Member of the Division may vote by deleting the name or names of any or all the proposed members and by substituting the name or names of any other Member of the Division whose consent to serve has been received. In such case it shall not be necessary for such last mentioned member to have been recommended by six members of the Division as aforesaid. Voting papers must be handed in at the Meeting at which

election takes place, or must be sent by post to the Divisional Secretary so as to reach him seven clear days before the said Meeting. The voting papers shall be subjected to the scrutiny of the said Meeting, and the results of election shall be declared and reported by the Divisional Secretary to the General Secretary in time for that Meeting of Council which is held at least two months before the Annual Meeting of the Association. In the event of equality of votes the Divisional Meeting shall decide any question thus raised. On an application by a Divisional Secretary the Council may authorise elections to be held by show of hands instead of by ballot. At the Meeting at which such election is to take place any Member may move a resolution that the election shall be by ballot, and if such resolution is carried by a majority of at least two-thirds present at such Meeting the election shall be postponed to take place in accordance with the provisions of this Bye-law at a Special Divisional Meeting to be held within 14 days of the Meeting at which such resolution was carried.

27. All Members of the Association shall have a right to attend any of the Divisional Meetings and take part in all business of the Meetings, save such as refers to the internal management of the Division.

28. The expenditure of each Division shall be subject to the control of the Council, and no expenses shall be incurred by a Division without the Consent of the Council, except those necessary for convening and holding its Meetings, and for election of Representatives and Secretary.

29. A Divisional Meeting may transmit through its Secretary a Resolution to the General Secretary with a demand that such Resolution be discussed at the next Annual or Quarterly Meeting; but such Resolution must be sent to the General Secretary in time to be placed on the Agenda of the Annual or Quarterly Meeting, and must be submitted by him to the Council for consideration.

30. The Association may, at an Annual Meeting, on the recommendation of the Council, dissolve a local Division, provided that a notice to dissolve such Division be placed on the Agenda of the business to be considered at the Meeting.

Officers.

31. The Officers of the Association shall consist of a President, President-elect, ex-President, Treasurer, General Secretary, Registrar, Divisional Secretaries, Chairman, Vice-Chairman and Secretaries of Standing Committees, and Editor or Editors of the JOURNAL, all of whom shall hold office for one year from the date of their election, unless otherwise directed by these Bye-laws, and all Officers shall have such paid clerical assistance as from time to time shall be determined by the Council.

32. The Officers, with the exception of the Divisional Secretaries, the Chairmen, Vice-Chairmen and Secretaries of Standing Committees, shall be nominated in manner provided by Bye-law 73, shall be elected in manner provided by Bye-law 67, and shall assume office on the taking of the chair by the President for the ensuing year.

The President.

33. The President for the ensuing year shall enter on his duties after the private business of the Annual Meeting has been disposed of or adjourned, and shall then deliver his inaugural address. He shall preside at all Meetings at which he is present, of the Association, of its Divisions, and of the Council.

34. He shall have the same right of voting as an Ordinary Member, and in the case of an equality of votes shall have a second or casting vote.

35. He shall regulate the proceedings of the Annual and other Meetings in accordance with the Articles and these Bye-laws, and shall maintain order.

The Treasurer.

36. The Treasurer shall receive for the use of the Association all sums of money due to it, and shall pay and disburse all sums of money that may be due by the Association, and shall see that every payment exceeding £5 in amount is

authorised in writing by the President and either an Editor, General Secretary, Registrar, or Chairman of Committee in whose department or in whose Committee respectively the liability for such payment has been incurred, and report in writing to the Council at its Meetings.

37. All moneys received for the use of the Association shall be paid into a separate banking account in the name of the Association.

38. The Treasurer shall keep accurate accounts of all his receipts and payments on behalf of the Association, and shall present a report at each Annual Meeting, together with the Revenue Accounts and Balance-sheet for the year last ending before such Annual Meeting.

39. He shall engage the services of a professional accountant to assist him in the preparation of the accounts.

40. He shall invest in securities in which Trustees are for the time being by law authorised to invest, in the name of the Association, such sums of money as the Council may from time to time direct.

41. He shall intimate to each Ordinary Member of the Association at the proper time that his annual subscription is due, and on receipt of the same shall transmit to such Member a printed and numbered check receipt signed by him, on the counterfoil of which in the book from which all such receipts must be taken he shall enter the name of the Member and the date of payment.

42. He shall make a second demand for the payment of annual subscriptions at the end of three months after the time at which they may have become due, of such Members as shall then have neglected to pay them, and he shall report to the Council, as required by Bye-law 17, the names of all Members who have failed to discharge their obligations to the Association.

The Auditors.

43. Two Auditors shall be appointed annually by the Association in Annual Meeting, on the recommendation of the Nominations Committee and the Council. These Auditors shall not be chosen from the Council, but from the unofficial Members of the Association.

44. The accounts of the Treasurer shall be balanced yearly, and shall be examined by the Auditors at such times as they may appoint; and a short time preceding the Annual Meeting a report shall be prepared by them showing the financial position of the Association and the balance in the Treasurer's hands, and making such suggestions as may seem expedient.

45. The Report of the Auditors shall be printed and presented to the Annual Meeting of the Association, and shall be published in the next ensuing number of the JOURNAL.

The General Secretary.

46. The General Secretary shall carry on the correspondence of the Association (except as is otherwise provided in these Bye-laws), summon Annual, Quarterly, and Special Meetings when due, or when called upon by competent authority to do so, prepare reports (for which he may obtain the services of a reporter) of all such Meetings for publication in the JOURNAL, enter in proper books minutes of all such Meetings, summon Meetings of the Council, as required in these Bye-laws, and enter in proper books minutes of Council Meetings, keep a Register of Members and send a copy thereof annually to the Editors, send to the Editors for publication in the JOURNAL the yearly official lists of the Association, and perform such other duties as are required by the Articles or by these Bye-laws and other the regulations for the time being in force.

47. The General Secretary shall inform Ordinary, Honorary, and Corresponding Members of their election, and shall be responsible for their names being enrolled in the Register of Members.

Divisional Secretaries.

48. The Divisional Secretaries shall from time to time convene Meetings of their respective Divisions in accordance with Bye-law 27, shall send notices of such Meetings to the Editors of the JOURNAL, shall keep minutes of the Meetings and shall report forthwith to the General Secretary the names, addresses, and qualifications of all Members elected at Meetings of their respective Divisions.

49. The Secretary of each Division shall report to the

Council at the last Meeting of the Council held at least two months before each Annual Meeting—

- (a) The number of Members belonging to his Division.
- (b) The number of Meetings held by the Division since the last report.
- (c) The number of Members present at each such Meeting.
- (d) The expenses which have been incurred in connection with such Meetings.
- (e) The names of the Secretary and of Representative Members of Council elected by the Division.

The Editors.

50. The JOURNAL of the Association, under the designation of the *Journal of Mental Science*, shall be published quarterly or at such times as shall be determined by the Council, and shall be conducted by an Editor or Editors.

51. The Editors shall be responsible for the management of the JOURNAL and for such of its contents as are not signed with the names of the writers.

52. The JOURNAL shall be forwarded to every Ordinary and Honorary Member free of charge. On payment of the full subscription for the year the former shall be entitled to a complete set of the numbers of the JOURNAL for that year.

53. After the payment of the ordinary working expenses of the year of the Association, including the publication of the JOURNAL, the surplus funds in the hands of the Treasurer may be appropriated in special aid of the JOURNAL in such amounts as the Council may from time to time determine.

54. Any Member objecting to the decision of the Editor or Editors, or to the manner in which the JOURNAL is conducted, or feeling aggrieved by any comments in the JOURNAL, may appeal to the Annual Meeting; but before doing so he shall submit to the Council any objection or complaint he may desire to make.

55. The Editors shall insert in each number of the JOURNAL the date and place of the next Meeting of the Association. A complete list of the Officers, and Honorary, Corresponding, and Ordinary Members of the Association, a roll of past Presidents, of past Maudsley Lecturers, of holders of the

Gaskell Gold Medal, of holders of the Association's Bronze Medal, and a list of recognised Training Institutions for the Nursing Certificates shall be printed annually in the number of the JOURNAL published in January.

56. Any Member who has spoken at an Annual, Special, Quarterly, or Divisional Meeting shall be entitled on application to the Editors to a draft of his speech for correction, provided no delay occurs thereby in the issue of the JOURNAL. All papers read at the Annual, Quarterly, or Divisional Meetings of the Association shall be the property of the Association, unless the author shall have previously obtained the written consent of the President, after consultation with the Editors, to the contrary.

The Registrar.

57. The Registrar shall have the management of the business and arrangements of, and shall carry on all correspondence in connection with the Certificates in Psychological Medicine, the Gaskell Prize, the Prize Dissertation, the Certificates of Proficiency in Nursing and other Examinations held under the authority of the Association.

58. As soon as possible after each Examination he shall send a list of the successful candidates to the Editors for publication.

59. He shall keep a Register containing the names of all those who have received Certificates in Psychological Medicine and Prizes, and record the dates on which such Certificates and Prizes were awarded.

60. He shall keep a Register containing the names of all those who have received Certificates of Proficiency in Nursing.

61. He shall report to the Educational Committee, and thereafter to the Council without unnecessary delay, any complaints which may be brought to his notice respecting the holders of the Nursing Certificates of the Association, and shall, if instructed to do so by a minute of the Council, remove the name of any holder from the Register, at the same time placing on record therein the reason for doing so.

The Council.

62. The affairs of the Association shall, subject to the Charter and Bye-laws, be managed by a Council consisting of

the Officers, who shall be *ex-officio* members thereof, and non-official members of the Association.

63. The non-official Members of the Council shall be of two classes : (1) Representative Members of Council and (2) Nominated Members of Council.

64. The Representative Members of Council shall be elected annually by the Divisions, subject to the following regulations :

(a) Each Division having a membership of less than 150 shall elect two Representative Members of Council.

(b) Each Division having a membership of 150 or more shall elect one Representative Member of Council for each complete fifty of its membership.

(c) Of the Representative Members of Council elected by any Division having a membership of 200 or more, one at least shall be an Assistant Medical Officer as defined by Bye-law 112.

(d) The election shall be carried out in manner provided by Bye-law 26.

65. The Nominated Members of Council shall be elected at each Annual Meeting, subject to the following regulations :

(a) One Nominated Member of Council shall be elected for every two Representative Members of Council elected under Bye-law 64.

(b) Such additional Nominated Members of Council shall be elected as shall bring up the number of the non-official Members of the Council to eighteen.

(c) Of the Nominated Members of Council such number shall be Assistant Medical Officers as shall bring up the number of Assistant Medical Officers elected to be non-official Members of the Council to four.

66. No non-official Member of the Council shall be eligible to hold office for more than three successive years, but he may be re-elected at the Annual Meeting after that at which he retires, or at any succeeding Annual Meeting, except as provided by Bye-law 68.

67. The election of the Officers of the Association and of the Nominated Members of Council shall be carried out in the following manner :

(a) The General Secretary shall send to each Member of the

Association with the circular convening the Annual Meeting a list in the Form C appended to these Bye-laws, of all the Officers and Members of the Council for the year about to expire, against the names of each of whom shall be placed the number of all his attendances at the Council Meetings for the past two years, in such manner as to show the number of possible and actual attendances.

(b) The General Secretary shall at the same time send to each Ordinary Member a voting paper in the Form D appended to these Bye-laws, showing the offices vacant, the number of vacancies then impending for Nominated Members of the Council, and the nominations made thereto by the Council under Bye-law 73. The names of a sufficient number of Members who have consented to serve to fill the vacancies on the Council shall be placed on the voting paper by the Council, such list to be furnished to all ordinary Members one month before the Annual Meeting, so that any ordinary Member may have power to vote for the election of Officers of the Association and nominated Members of the Council by deleting the name or names of any or all of the proposed Members, and substituting the name or names of any other Member or Members of the Association whose consent to serve has been received.

(c) Voting papers must be handed in at the Annual Meeting, or sent by post to the General Secretary so as to reach him at least seven clear days before the Annual Meeting. Such papers must be legibly marked on the outside "Voting Paper," and shall be opened by the Scrutineers only at the Annual Meeting. For the election of Officers only the votes of Members present at the Meeting shall be counted. Provided that the Council shall have the same power to authorise elections by a show of hands as is contained in Bye-law 26, with reference to Divisional elections, except that any application under this Bye-law shall be made by the General Secretary instead of a Divisional Secretary. If at the Meeting at which an election by a show of hands has been approved by the Council, objection to this form of voting is raised, then the remainder of Bye-law 26 will apply, save that the election will take place at a Special Meeting of the Association, not at a Divisional Meeting.

(d) The President shall appoint from the Members present

at the Annual Meeting two or more Scrutineers, who shall count the votes and report the result to him.

(e) The President shall declare those Members elected who have received the largest number of votes, and in the event of an equality of votes shall declare that Member elected who has belonged to the Association for the longest time. Provided, nevertheless, that for the purpose of obtaining the requisite number of Assistant Medical Officers in accordance with Bye-law 65 (c) (but not further or otherwise), a candidate who is such an officer shall be declared elected in preference to another candidate not so qualified, although the latter may have received an equal or larger number of votes.

68. In the event of a vacancy in the Council occurring between the time of the Annual Meetings, the Council may co-opt a Member to fill the vacancy until the next Annual Meeting, except in the case of a Representative Member of Council, in which case the Division may elect a Member to fill the vacancy until the next Annual Meeting; and such temporary co-option or election shall not disqualify, as under Bye-law 66, such Member from being immediately re-elected.

69. The Council shall meet not less than four times a year, at such times as shall be fixed at the Annual Meeting, and at such places as the President shall appoint. Six shall form a quorum.

70. The Secretary shall send an Agenda paper to each Member of the Council before each Meeting of the Council.

71. On the nomination of the Educational Committee the Council shall appoint six Examiners for the Certificate of Psychiatry—two for England, two for Scotland, and two for Ireland; in the case of the English Examiners one shall be specially qualified to judge in Research work. The Senior Examiner for each division of the Kingdom shall retire annually. The Council shall similarly appoint Examiners for the Preliminary and Final Examinations for the Nursing Certificates, the senior of whom in each case shall retire annually.

72. At least six weeks before each such Meeting the President or Council shall determine the place at which each Annual and Quarterly Meeting shall be held.

73. The Council shall prepare a report upon the general state and proceeding of the Association each year, and shall submit the same to the Annual Meeting. Not less than six weeks before each Annual Meeting the Council shall consider the recommendations of the Nominations Committee and nominate Members for election at the Annual Meeting as officers, and Nominated Members of Council for the ensuing year.

Committees.

74. Committees of the Association shall be of two kinds—

- (a) Standing.
- (b) Special.

75. Standing Committees shall be appointed by the Association at an Annual Meeting, and shall continue in office subject to any alteration in their constitution by an Annual Meeting. They shall report to the Annual Meetings, and may report to a Quarterly Meeting. The Standing Committees shall be—

- (a) Parliamentary.
- (b) Educational.
- (c) Library.
- (d) Research and Clinical.
- (e) Nominations.

76. The Parliamentary Committee shall be empowered to watch the course of legislation which may affect the insane or those who have to deal with the insane, and to take such measures with regard to such legislation as it may decide upon.

77. The Educational Committee shall be entrusted with the regulations of the Examinations for the Certificates of the Association and such other matters touching the teaching of Psychiatry, including post-graduate education in relation to degrees and diplomas in Psychological Medicine of the Universities and Medical Schools, and nursing as are delegated to it by the Association or by the Council. The Registrar and the Examiners shall be *ex-officio* Members of the Committee.

78. The Library Committee shall have charge of the Library belonging to the Association, and shall keep the Council informed of the business thus entrusted to them.

79. The Research Committee shall have as its object the encouragement and guidance of original work in psychiatry. Also the collection of clinical, pathological and other statistics of interest to psychiatry and the furtherance of clinical psychiatry generally.

80. The Nominations Committee shall consist of the President, the two immediately preceding Past-Presidents surviving, the Treasurer, the General Secretary, the Divisional Secretaries, and one of the Editors. They shall recommend to the Council, at the Meeting held at least six weeks before the Annual Meeting, Members for nomination by the Council under Bye-law 73 other than the President elect. They shall also annually revise the lists of names on the Standing Committees, and adjust the same for the consideration of the Council. They shall also in their discretion nominate as Honorary and Corresponding Members those whose names are proposed under Bye-laws 10 and 13 for the consideration of the Council.

81. Special Committees may be appointed at any Meeting of the Association for any purpose which, in the opinion of the Meeting, can best be served by the appointment of a Committee. Provided that no Committee shall be appointed for the revision of the Articles or Bye-laws or other Rules and Regulations for the time being in force, nor for any purpose involving an expenditure of more than £25 of the funds of the Association, except at an Annual or Special Meeting, nor shall any Committee appointed for the latter purpose report to any meeting except an Annual Meeting.

82. Every Committee at its first Meeting shall forthwith appoint a Chairman and Secretary, and, if authorised by the Council, a Vice-Chairman.

83. Every Committee may incur such reasonable expense as is necessary for the summoning of its Meetings and the record of its proceedings.

84. The President and General Secretary of the Association, Treasurer, one Editor and the Divisional Secretaries shall be *ex-officio* Members of Standing Committees.

85. The Reports of all Committees shall be presented to the Council and, if the Council shall deem such course expedient, subsequently wholly or partly read at one of the Meetings of the Association. This Bye-law does not affect

the Annual Reports, which, after consideration by the Council, shall be presented to the Annual Meeting.

86. Committees shall render to the Council an account of all moneys received by them.

Meetings.

87. The Meetings of the Association shall be of three kinds—General, Divisional, and Special—at any of which ten shall form a quorum. General Meetings will be Annual or Quarterly. The dates of the Annual and Quarterly Meetings for each year shall be fixed at the Annual Meeting; but should any necessity arise for altering such dates, such alteration may be made by the General or Divisional Secretary, with the consent of the President, not less than six weeks before the date originally appointed for the Meeting. Notice of all Meetings, other than Special, shall be sent with list of names of Candidates for Membership to the Editors of the JOURNAL, in time for publication if possible.

88. The following Standing Orders shall govern the proceedings at Meetings :

(*a*) In the absence of the President the Meeting shall elect a Chairman, who, while occupying the Chair, shall have the same powers as the President.

(*b*) No Motion shall be discussed until it has been seconded.

(*c*) When a Motion has been made and seconded it shall be put from the Chair, and discussion thereon invited by the Chairman.

(*d*) No Member shall speak to the same question more than once, except as provided in Sub-section (*i*) of this Bye-law.

(*e*) At any time after discussion has been invited, and before the Motion has been put to the vote, any Member who has not previously spoken in the debate may propose an Amendment.

(*f*) No Amendment shall be entertained until it has been seconded.

(*g*) When an Amendment has been proposed and seconded it shall be put from the Chair, and then the debate may proceed on the Amendment and the original Motion together.

(*h*) No second Amendment may be moved while a previous Amendment is before the Meeting.

(i) A Member who has spoken to the original Motion may speak again to the Amendment.

(j) When the debate is concluded the Chairman shall put the Amendment to the vote. If the Amendment is negatived the original Motion shall again be put and another Amendment may be moved.

(k) If the Amendment is carried, the question as amended shall be put from the Chair, and further Amendments may be moved.

(l) Votes shall be taken by a show of hands, the hands being counted by the Chairman and Secretary. If the Chairman and Secretary do not agree as to the numbers there shall be a division, and the Chairman shall decide the manner in which the division shall be taken.

(m) In case the voting is equal the Chairman shall have a second or casting vote.

(n) Upon the demand of any two Members present the names of the Members voting and their votes shall be taken down, entered on the Minutes, and published in the JOURNAL.

(o) Any of the Standing Orders in any case of urgency, or upon any Motion made or a notice duly given, may be suspended at any Meeting so far as regards any business at such Meeting, provided that three fourths of the Members present shall so decide.

Annual Meetings.

89. The General Secretary shall convene in each year an Annual Meeting, at a place to be fixed by the President-Elect or Council not less than six weeks previously, and shall at the earliest possible date issue to each Member of the Association a circular notifying each Member of the forthcoming Meeting and requesting the contribution of papers and other scientific matter therefor.

90. A notice convening an Annual Meeting shall be sent to every Member of the Association not less than fourteen days before the date fixed for the Meeting, and shall contain a list of the business to be transacted at the Meeting.

91. Any Member who wishes to bring forward any business at an Annual Meeting must state in writing to the General Secretary not less than six weeks beforehand the nature of the business.

92. At the Annual Meetings the business shall be taken in the following order :

- (a) Confirmation of Minutes of preceding Annual Meeting.
- (b) Election of the Officers and Council.
- (c) Reports of the Council, Officers, and Standing Committees.
- (d) Reports of Special Committees and motions arising therefrom.
- (e) Motions involving alterations of the Charter or of the Bye-laws for the time being in force.
- (f) Motions involving expenditure of funds.
- (g) Fixing the dates of Annual and Quarterly Meetings of the Association, and of Quarterly Meetings of the Council.
- (h) Election of Members.
- (i) Complimentary motions and announcements.
- (j) Other business of which due notice has been given, and motions arising therefrom.

(The above constitutes the private business.)

At midday the Meeting shall adjourn for a short recess, and on reassembling the President for the ensuing year shall take the Chair. He shall, after the completion or adjournment of the private business, present any prizes that may have been awarded and shall thereafter deliver his address, after which papers may be read and discussed.

93. A motion involving expenditure of the funds of the Association exceeding £50 may not be entertained except at an Annual Meeting.

94. Both the private and the public business of an Annual Meeting may be adjourned jointly and severally to any time or times and place or places agreed on by the Meeting.

95. No business shall be transacted at any Annual Meeting notice of which has not appeared in the circular convening the Meeting, unless the introduction thereof has been approved by the Council.

Quarterly Meetings.

96. Quarterly Meetings, of which there shall be not less than three yearly, shall be held in any of the Divisions of the United Kingdom, and shall be convened by the General Secretary. The place of each Quarterly Meeting shall be fixed by the

President or Council, and announced in the JOURNAL if practicable not less than two months previously.

97. Every Member who desires to bring forward any business at a Quarterly Meeting shall give notice thereof in writing to the General Secretary not less than three weeks before the day fixed for the Meeting.

98. Not less than fourteen days before each Meeting the General Secretary shall send to each Member a notice of the time and place of meeting, together with a list of the business to be transacted.

99. No business shall be transacted at any Quarterly Meeting notice of which has not appeared in the circular convening the Meeting, unless the introduction thereof has been approved by the Council.

100. At every Quarterly Meeting the business shall be taken in the following order :

- (a) Confirmation of Minutes of the last Quarterly Meeting.
- (b) Complimentary motions and announcements.
- (c) Reports of Committees and motions arising therefrom.
- (d) Motions.
- (e) Election of Members.
- (f) Reading and discussion of papers.

101. No resolution shall be put to the vote at a Quarterly Meeting unless it has been submitted to the President or Council, who may in his or their discretion declare that a vote thereon shall only be taken at an Annual or Special Meeting called for that purpose. But full discussion on the resolution shall be allowed at such Quarterly Meeting.

Special Meetings.

102. A Special Meeting of the Association shall be convened—

- (a) By the President if he think fit.
- (b) By the President at the written request of six Members of the Council.
- (c) By the President at the written request of twelve Members of the Association.

103. The written request to the President must state the nature of the business for which the Special Meeting is to be summoned, and no other business shall be transacted thereat.

104. The date of the Special Meeting shall be fixed by the President.

105. On resolving to call a Special Meeting, or on receiving a requisition as aforesaid, the President shall give notice to the General Secretary of the object and date of the Meeting to be called.

106. The General Secretary shall thereupon send to every Member a notice convening the Meeting and specifying the time, place, and object thereof.

Strangers at Meetings.

107. The President and Council may, in the name of the Association, invite strangers to be present at any Meeting.

108. Any Member may introduce a stranger to any Meeting, and the stranger so introduced may join in the discussion but not in the voting.

Supplementary.

109. Subject to the Provision of the Charter and these Bye-laws, a notice may be served on behalf of the Association upon any Member, either personally, or by sending it in a prepaid letter addressed to such Member either at his registered address, or at his address in the current volume of the Medical Register; and all such notices shall be deemed sufficient for the purposes of the Charter and Bye-laws.

110. Any notice sent through the post shall be deemed to have been served at the time when the letter containing the same would be delivered in ordinary course of post, and in proving such last service it shall be sufficient to prove that the notice was properly addressed and posted.

111. No proceeding of the Association shall be invalidated by reason of a Member not having received any notice by these Bye-laws required to be given.

112. In these Bye-laws, unless there be something in the subject or context inconsistent therewith—

“The Association” means the Royal Medico-Psychological Association.

“Member” means Member of the Association.

“Annual Meeting” means the Annual General Meeting of the Association.

“Assistant Medical Officer” means an Assistant Medical Officer or Assistant Physician in a Psychiatric or Neurological Institution or Service.

“Quarterly Meeting” means the General Meeting of the Association other than the Annual Meeting or a Special Meeting.

“In writing” means written, lithographed, or printed, or partly written and partly lithographed, or partly printed.

Words importing the singular number only include the plural number, and words importing the plural number only include the singular.

Words importing the masculine gender only include the feminine.

ROYAL MEDICO-PSYCHOLOGICAL ASSOCIATION.

COUNCIL FOR THE PAST YEAR.

Officers.

	No. of Attendances at Council Meetings during the past two years.	No. of Possible Attend- ances.
President		
President-elect		
Ex-President.....		
Treasurer		
General Secretary		
Divisional Secretary for.....		
" " "		
" " "		
" " "		
" " "		
Registrar		
Chairman of the Educational Committee		
" " Parliamentary Committee		
" " Research and Clinical Committee		
" " Library Committee		
Vice-Chairmen		
Secretary of the Educational Committee		
" " Parliamentary Committee		
" " Research and Clinical Committee		
" " Library Committee		
Editors		
.....		
.....		
.....		

Other Members of Council.

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(FORM D.)

ROYAL MEDICO-PSYCHOLOGICAL ASSOCIATION.

VOTING PAPER.

Officers.

Offices Vacant.	Nominations by Council.	Nominations by Member Voting.
President
President-elect
Treasurer
General Secretary
Registrar
Editors
.....

Note.—For the above the votes of those only who are actually present can be received.

Nominated Members of Council.

Nominations by Council.	Nominations by Member Voting.
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(Signed)

Note.—Every Member of the Association is entitled to one vote for each vacancy at each election of nominated Members to the Council, but shall not give more than one vote to any Candidate. Every voting paper which appears to contain more votes than there are vacancies for proposed Members of Council, or which records more than one vote for any Candidate, shall be invalid, and shall not be counted, and no voting paper shall be counted unless signed by the Member voting.

Voting papers must be handed in at the Annual Meeting, or sent by post to the General Secretary so as to reach him at least seven clear days before the Annual Meeting. Such papers must be legibly marked on the outside "Voting Paper," and shall be opened by the Scrutineers only at the Annual Meeting.

In order to vote for the Officers, Members of the Association must be present at the Annual Meeting. In voting papers sent by post, votes for nominated Members of Council only are counted.

(FORM E.)

ROYAL MEDICO-PSYCHOLOGICAL ASSOCIATION.

VOTING PAPER

Candidate for post of Secretary of the Division.	Recommended by—	Nominations by Members Voting.
1. A. B.	1. C. D.
	2. E. F.
	3. G. H.
	4. I. J.
	5. K. L.
	6. M. N.
2. O. P.	1. Q. R.
	2. S. T.
	3. U. V.
	4. W. X.
	5. Y. Z.
	6. B. C.
 Candidates for post of Representative Member of Council (to be elected.)		
1. D. E.	1. F. G.
	2. H. I.
	3. J. K.
	4. L. M.
	5. N. O.
	6. P. Q.
2. R. S.	1. T. U.
	2. V. W.
	3. X. Y.
	4. Z. A.
	5. B. A.
	6. D. C.

Signed.....

Note.—Every Member of the Division is entitled to one vote for each vacancy at each election of the Secretary and Representative Members of Council, but shall not give more than one vote to any Candidate. Every voting paper which appears to contain more votes than there are vacancies, or which records more than one vote for any Candidate, shall be invalid, and shall not be counted, and no voting paper shall be counted unless signed by the Member voting.

Voting papers must be handed in at the Divisional Meeting to be held on the day of next, or sent by post to the Divisional Secretary so as to reach him at least seven clear days before the Meeting. Such papers must be legibly marked on the outside "Voting Paper," and shall be opened by the Scrutineers only at the Meeting.