



The International Society for the History of the Map (ISHM)

RULES (“BYE-LAWS “) ***OF THE INTERNATIONAL SOCIETY FOR THE HISTORY OF THE MAP***

*These rules should be read in conjunction with the **Constitution** which governs the International Society for the History of the Map (ISHM). These rules only refer to those elements which are not covered explicitly in the Constitution.*

1. Administration

The Charity and its assets shall be administered and managed in accordance with its [Constitution](#) (see ISHM website) by its Council. Additional rules for the conduct of business are as set out below.

2. Membership

2.1 There are three categories of society membership: [individual](#), [student](#) and [institutional](#) members. The Annual General Meeting decides about the membership fees for the following society year (this is the calendar year).

2.2 Institutions who accept the Constitution and would like to join ISHM may apply for an institutional membership in a formal letter written by an authorized person. The application should include the name of the person who represents the institution at society meetings during the society year. In case of any change the institution must notify the Secretary in writing.

2.3 Institutional members have the voting rights of society’s individual members (e.g. each has one vote), but their representative cannot be elected and cannot take office nor can they take advantage of any

special offers the Society might make to individual members in respect of particular journal subscriptions etc..

2.4 Student members should give evidence for their student status by sending supporting official documents to the Secretary. Student membership is valid for one society year.

3. Honorary Officers Trustees and members of the Council

3.1 The society is a Charity. All elected members of **Council (Trustees)** are responsible for the financial and operating policies of the Society. As such they must be careful to avoid and conflict of interest (involving the Society in financial transactions for personal gain) or any other connections which might bring the Society into disrepute.

3.2 The Council shall consist of not more than **12 members** including the honorary officers (Chairman, Secretary and Treasurer), each elected at the Annual General Meeting, who shall hold office from that meeting; and those co-opted members appointed per 3.3 below.

3.3 The Council may appoint no more than **four co-opted members** e.g. web manager. Each appointment of a co-opted member shall be at a meeting of the Council which shall stipulate the period of appointment. Each co-opted member may be re-appointed by Council, but should have their position confirmed at the next available Annual General Meeting.

3.4 All elected members of Council shall retire from office at the AGM, but may be re-elected. An elected member, who has served for **5 consecutive years** (in the first instance, as from the AGM in 2012) shall not be eligible for re-election until after an interval of one year.

3.5 Nobody shall be elected or appointed a member of Council who is aged less than 18 years.

4. Elections of Trustees and Officers

4.1 All members (except for institutional members) of good standing (i.e. paid up) may stand for office and vote in elections. Each member has one vote.

4.2 **Nominations** (proposed and seconded) will be called for and Elections for trustees shall be held via the website according to the Procedures and Timetable advertised to the members each year.

4.3 The decision of the Annual General Meeting will be final.

5. Amendments and additions to these Rules

5.1 Amendments or additions to these Rules may from time to time be made to accommodate changes in the operation of the Society provided they do not contradict the provisions of the Constitution.

5.2 These may be proposed in writing by the Council or by at least **seven members** of the Society to the Honorary Secretary who will lay them before the Council for review and a vote. They will be submitted to the next AGM (via online procedures) for a vote (2/3rds majority of the members) shall be required to adopt the amendments.