



FELLOWS' HANDBOOK

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Please note that this Handbook will be updated regularly and that future editions will be available at www.sal.org.uk/fellows-area/fellows-handbook. They will supersede this printed version.

Introduction

This Handbook aims to provide Fellows with information about the Society, its constitutional framework and governance, the benefits and responsibilities of Fellowship, the duties of Council and the roles of staff and the relationship between the Society's constituent parts.

The Society is a complex organisation in which Fellows, staff and volunteers have clear roles and responsibilities. The aim of all involved in the Society is to help it flourish as a distinguished learned society and a charity, whose objective is to promote antiquarian studies; in practice this means the Society's charitable objectives of conservation, research and dissemination.

1. The Society's Legal Framework

The Society became a corporate body by Royal Charter in 1751 and a registered charity in 1963 (reg. no. 207237). Its governing documents are the Royal Charter, the Statutes and Orders (all available at www.sal.org.uk/about-us/governance). As a charity the Society is bound by the provisions of the Charities Act 2011, and reports annually to the Charity Commission. The annual, statutory Report of the Council and Financial Statements give an account of the Society's performance against strategic objectives set by Council and include full, audited financial figures. The Report is posted on the Society's website at www.sal.org.uk/about-us/governance/documents. The Society is not a company registered with Companies House.

As a charity and a Royal Charter body the Society is effectively a public body, subject to the basic requirement that it provides public rather than private benefit.

The 1751 Charter sets out the Society's aims and objectives – 'the encouragement, advancement and furtherance of the study and knowledge of antiquities and history of this and other countries' – and has three supplements granted in 1967, 1981, and 2005. Since the original Charter contained provisions and requirements not compatible with a modern-day charity, it has been amended to reflect 21st-century practices (approved by the Privy Council Office in February 2016).

The Statutes have also been revised to become an appropriate governing document for a modern charitable company (likewise approved by the PCO in February 2016); some of the detailed workings of the Society are set out in subsidiary documents called Orders. These Orders, which Council and the Fellowship have the flexibility to add to or alter as they see fit, are included as an Appendix to this Handbook.

2. The Society's Council (Statutes 4-6)

The Society's governing body is its Council and Council members are thereby charity trustees. They have control of the Society and its property and funds (as set out in Statute 4.1). Their foremost duty is to advance the Society's objects – 'the study of Antiquity and the history of former times' (as set out in the Charters and summarised in the Introduction to the Statutes) - for the public benefit as they see fit and in accordance with Charity Commission guidance. In doing so, they may exercise all and any of the powers of the Society other than those reserved to the Officers or the Fellows under the Charters and Statutes.

Because the Society is a corporate body, the members of Council are not personally liable for their acts, unless they are negligent or dishonest. Nevertheless, they must exercise reasonable skill and care in discharging their 'fiduciary' duties as trustees, including ensuring they are familiar with the contents of the Charters, Statutes and Orders. They may not be employed by the Society, except with the express authority of the Charity Commission, but they may be remunerated for services provided to the Society in accordance with Statute 9.5.

The number of Council Members shall be between 12 and 21, of whom four are Officers: the President, Treasurer, Director and Hon. Secretary. Officers and Council members are elected by the Fellowship at elections that take place at the Anniversary Meeting held on 23 April, St George's Day, or the nearest convenient day (see §8.2 below). Council may also appoint further co-opted members. The names of the

Officers and current Council members can be found on the website www.sal.org.uk/about-us/governance/council

All Fellows are eligible for election to Council unless they are employees of the Society, are disqualified under the Charities Act from acting as a Trustee, are physically or mentally incapable of acting as a Charity Trustee, or have been convicted of an offence involving dishonesty or deception. For details of the terms of office and election procedures see Appendix, Order 1.

Council meetings are held normally four times a year, usually on a Thursday afternoon – in June/July, October, December and March – and fit in with the financial reporting cycle, i.e. the quarters of the financial year, which runs from 1 April to 31 March. Dates of Council meetings are available at www.sal.org.uk/fellows-area/document-library/council-committee-meeting-dates.

3. Officers

The Officers of the Society are the President, Treasurer, Director and Hon. Secretary, elected directly from among the Fellows. As Officers, they are also members of Council and therefore trustees, subject to the trustees' duties set out above in §2 above. In addition to these duties, they have specific roles and responsibilities as set out in the Charters and Statutes (in Statute 8 in particular), but, except for the President, they do not have any executive responsibility for staff (see §5 below).

All the Officers are elected at the Anniversary Meeting for a three-year term, renewable once. For details of the terms of office and election procedures see Appendix, Order 1 and for voting arrangements, Order 2.

The President is the head of the Society and chairs Council (the Board of Trustees), as well as Ordinary and Extraordinary meetings and the Anniversary Meeting. The President may nominate up to four Vice-Presidents from the serving members of Council to deputise at meetings and to assist in other areas. On retirement he or she becomes an Honorary Vice-President, a non-executive position.

The Treasurer is responsible for overseeing the finances of the Society, advised by professional financial advisers and investment specialists, and works with the Head of Finance and Operations.

The Director is responsible for overseeing the Society's programme of publications (working with the Publications Manager), its programme of lectures and seminars (working with the Communications Manager), and its programme of research grants and church conservation grants (working with the Governance Officer).

The Hon. Secretary is responsible for overseeing the management of the Society's library and collections and the running of the Kelmscott Estate, working with the Head of Library and Collections. The post-holder also has a formal role at Ordinary Meetings in reading the Blue Papers of candidates for Fellowship.

4. Fellowship

Fellowship of the Society is not a professional qualification but is recognition by existing Fellows of the candidate's achievements in a particular field of antiquarian activity, i.e. 'excelling in the knowledge of the antiquities and history of this and other countries' (as specified in the Charter). There are currently just over 3,000 Fellows, including 39 Honorary Fellows. It is a responsibility of Council to set the maximum number of Fellows; the current limit, as set in 2013, is 3,300.

The interest of the Society as a charity in the 21st-century is supporting the Fellowship and others to benefit the public by conserving and researching the physical remains of the past and communicating the resulting knowledge to a wide and varied audience. Fellows of the Society support those charitable aims through their subscriptions, but also by participating in and helping to organise lectures, seminars and other events, by serving on committees, contributing to exhibitions and publications and helping to raise funds.

The Society needs its Fellows to explain how the material remains of the past play a crucial role in the well-being and collective memory of contemporary society. Its Statement of Values (available at www.sal.org.uk/about-us) outlines the core values it supports and for which it carries out advocacy.

4.1 *Benefits of Fellowship*

Once a candidate has been elected and paid his/her admission fee and subscription (see below §4.4), s/he officially becomes a Fellow and may:

- Use the post-nominal letters FSA, which are a public acknowledgement of status as a Fellow
- Take part in the governance of Society, i.e.
 - the nomination and election of new Fellows (see below §4.3), which can provide the opportunity to shape the nature of the Fellowship for the future
 - the annual election of Officers and Council members (see above §§2 and 3)
 - approval of changes to the Statutes (see below §8.3)
- Access the Library and its collections at Burlington House, including the Main and Inner Libraries and the basement (access to the basement is not available to other users); borrow books from the Library, including by post (UK only); order photocopies and images (see §7 below)
- Access free of charge the c. 50 online journals the Library subscribes to (see §7 below)
- Access the Fellows' area of the website (www.sal.org.uk/fellows-area) including the full Fellows' Directory and the Fellows' Discussion Forum, which facilitates networking among Fellows. Login details are supplied to new Fellows when they pay their subscriptions; existing Fellows can find out how to login at www.sal.org.uk/fellows-area.
- Attend Ordinary Meetings and lectures, and invite guests (see §8 below)
- Use the Fellows' Room at Burlington House – tea and coffee served (for a nominal charge). (See §10.1 below.)
- Access bookable rooms at Burlington House at charity rates. See §10.3 below.
- Receive the following publications (see below §9)
 - *Antiquaries Journal* in print form and online
 - Receive *Fellowship News* (twice a year) - in print form
 - Receive *Salon* (fortnightly) - online
- Join a Fellows' regional group (currently Wales, York, the SW of England, the USA and Australasia) (see below §8.5)
- Enjoy free entry to Kelmscott Manor on public open days (excluding a guest) (see below §11)
- Enjoy free entry to the Society's exhibitions
- Support the Society's charitable activities (see §13 below)

4.2 *Responsibilities*

Fellowship brings the benefits outlined above but also entails responsibilities.

Fellowship is essentially a private contractual relationship between individuals and the Society. Although Fellows are not subject to the 'fiduciary' and related duties that apply to trustees, they must act in the interests of the Society and in 'good faith'.

The Charity Commission's guidance on the operation of the 'public benefit requirement', states: 'A private ... members' club generally exists for the benefit of its members only, and so cannot be for the public benefit ... an organisation that is "inward-looking", supported by its members for the purpose of providing benefits for the members, does not benefit a public class of people and so cannot be a charity.' That means that the Society's activities have to be outward-facing, and linked to the Society's objectives of conservation, research, and dissemination, in which all the Fellowship has a part to play.

The Charter and Statutes are effectively a binding agreement between each of the Fellows and the Society. This means that:

- Fellows must not act contrary to the provisions or 'spirit' of the Charters, Statutes or Orders.
- Fellows must act in good faith toward the Society, and powers exercisable by the Fellows under the Charters and Statutes must be exercised in good faith in the interests of the Society.

- Fellows are at liberty to disagree with the decisions of Council but they must accept Council's authority under the Charters and Statutes to act as a board of charity trustees, applying the Society's assets in advancement of the Objects as Council sees fit.
- In exercising their right to vote and influence the governance of the Society, the Fellows must ensure that their behaviour is not damaging to the administration of the Society or to its good name.
- Each Fellow must abide by the declaration made on his or her admittance to the Society as Fellow as follows: *'We, whose names are hereunder subscribed, do hereby promise, each for himself or herself, that we will, to the utmost of our power, promote the honour and interest of the Society of Antiquaries of London, and observe the Charters, Statutes and Orders of the said Society, so long as we shall continue Fellows thereof.'*
- Failure to abide by any of the principles above may result in Council proposing to a General Meeting of the Society a resolution to remove the Fellow or Fellows in question in accordance with Statute 2.5.4. (See §4.7 below.)

In addition to these general provisions, Fellows must:

- Maintain confidentiality to sensitive information about the Society, other Fellows, staff, volunteers and the Society's collections
- Not exploit the Society's name or property for private benefit
- Not make public statements in the name of the Society, unless specifically requested to do so by the President or Council.
- Bear in mind - in making public statements and in contacts with the media - that, if they have been identified as Fellows of the Society, their statements may be interpreted as representing the view of the Society
- Not use the Society's name to imply its endorsement of personal views
- Adhere to its Statement of Values (available at www.sal.org.uk/about-us)
- Be aware of intellectual property laws governing copyright
- Adhere to the Society's Internet Policy. For the full Internet Policy see www.sal.org.uk/fellows-area/document-library/administrative-documents. The Society reserves the right to monitor Fellows' use of computers in Burlington House.
- Treat other Fellows, visitors, staff and volunteers with dignity and respect and not harass or use threatening or unreasonable behaviour or unfairly discriminate against them.

4.3 Nomination, Election and Admission of Ordinary Fellows

Candidates for Fellowship must be nominated by an existing Fellow and elected at a ballot open to the whole Fellowship. All Fellows are entitled to propose a candidate and there is no limit to the number of candidates that a Fellow may nominate or support. The procedure for the nomination and election of Fellows is set out in the Appendix, Order 3.

The Statutes require that a candidate be distinguished in the fields of archaeology, architectural or art history, or other antiquarian subject matters across the academic, charitable, heritage and private sectors. In completing a candidate's nomination paper ('Blue Paper') a Fellow should include information about the candidate's career history and the major publications and achievements that would qualify him/her for election. Such achievements might range from a contribution, in a professional or an amateur capacity, to a particular field of antiquarian research, to involvement in the activities of national or local antiquarian bodies, preferably in an official capacity. Occasionally, as part of the validation of a nomination, a sponsor may be advised that more information is needed.

After a ballot successful candidates are informed of their election by post and the ballot results are posted to the website at www.sal.org.uk/news. A successful candidate formally becomes a Fellow and is entitled to use the initials 'FSA' on payment of an admission fee and annual subscription (see §4.4 below). A new Fellow is usually admitted formally by the President at an Ordinary Meeting as soon as possible after election, after signing the Register of Admissions. Signing the register is a formal acknowledgement of the Fellow's duty to obey the Statutes. A Fellow may be admitted at any Ordinary Meeting but is asked to give at least a week's notice by contacting the Society at admin@sal.org.uk or 020 7479 7080.

4.4 Subscriptions

Subscriptions are payable in full on 1 January by cheque, direct debit or credit card, or may be paid quarterly if paid by direct debit or credit card. Fellows who pay UK income tax can increase the value of any donation or subscription made to the Society by signing a Gift Aid declaration, which is sent when a Fellow is first elected and can be provided on request. However, Fellows who claim their subscription as a professional expense for tax purposes cannot also sign a Gift Aid declaration.

There are no automatic concessions, but Council has agreed to waive subscriptions after 50 years of Fellowship, and in the event of hardship Council has delegated to the Treasurer discretion to allow the payment of a reduced subscription. Information about subscription rates is available online at www.sal.org.uk/fellows-area.

4.5 Royal, Titular and Honorary Fellows

The Society's Royal Fellows are HM Queen Elizabeth II, HRH The Prince of Wales, HM The Queen of Denmark and HRH The Duke of Gloucester. The Duke of Gloucester kindly agreed to become the Society's Patron in 2001.

Members of the Royal Families or Heads of State of this and other countries may on the proposal of the Council be elected as titular honorary Fellows without ballot, and called, respectively, Royal or Titular Fellows. They pay no admission fee or annual subscription, and have no vote in the government of the Society. (See Stat. 2.8.4)

Anyone 'of outstanding reputation or learning in the area of interests of the Society' may be proposed for election as an Honorary Fellow by means of a Blue Paper signed by at least five Fellows. The proposal has to be approved by the President and Council before going to ballot at an Ordinary Meeting. The maximum of Honorary Fellows is one hundred.

Honorary Fellows enjoy the benefits of Fellowship but do not pay an admission fee or annual subscription and do not have a vote in the affairs of the Society. For further detail see Appendix, Order 3.6 and Stat. 2.8.1-3.

4.6 Resignations

A Fellow may resign at any time. Any Fellow who resigns and is later re-elected to the Fellowship must pay another admission fee.

4.7 Amovals

Fellowship is terminated by 'amoval' from the Fellowship, i.e. the person concerned may no longer call him/herself a Fellow, may no longer use the initials 'FSA', nor receive nor use the Society's Fellowship services (see Statute 2.5-6).

- *Aموال on grounds of non-payment of subscription*

Subscriptions are due on 1 January of each year. Fellows are notified of unpaid subscriptions, normally in February and, again, if necessary, in August. At the beginning of December Fellows still in arrears are sent an email and letter stating that unless the arrears are paid by 31 December of that year, they will be amoved. Notifications will be sent by email in the first instance or by post if an email address is not available. The final notification at the beginning of December will include both email and postal methods. In the January immediately following, Fellows still in arrears are amoved and a letter is sent from the Gen. Secretary informing the Fellow of his or her amoval.

- *Aموال on grounds of misconduct (Statute 2.5.4)*

A Fellow is amoved from the Society by a vote of a two-thirds majority of the Fellows voting on a resolution submitted to a General Meeting by the Council, on the ground that in the Council's reasonable opinion the Fellow's conduct or continued Fellowship is likely to be harmful to the interests and welfare of the Society (but only after the Council has notified the Fellow in writing and considered the matter in the light of any written representations which the Fellow concerned puts forward within fourteen clear days after receiving notice).

4.8 *Dispute Resolution*

The Society's Charter and Statute 16 provide for the resolution of disputes or differences between the Fellows, the Members of Council, or the Society concerning the government or affairs of the Society. If a meeting in the first instance cannot resolve the matter, provision is made for arbitration of the dispute by an independent mediator.

5. Staff

The Society's day-to-day activities are directed by the Gen. Secretary (who is the salaried chief executive of the Society) in consultation with the four Officers. S/he is line-managed by the President on behalf of Council.

The Society employs full and part-time professional staff at Burlington House and Kelmscott Manor. The Staff are responsible for the day-to-day operational running of the Society and report to the Gen. Secretary in his role as Chief Executive of the Society.

The Society's staff do not have 'fiduciary' responsibilities to the Society. Their relationship with the Society, their duties to the Society and the Society's duties toward them derive from their contracts of employment and generally applicable employment law, including the duty to provide a safe working environment free from harassment and discrimination. Fellows must at all times treat employees with courtesy, and show respect for their professionalism and concern for their well-being.

General Secretary and CEO. As the Society's Chief Executive, the Gen. Secretary provides strategic leadership and is responsible to Council for the direction of the Society, management of its financial and staffing resources, matters of policy and for the delivery of the Society's charitable objectives.

The **Head of Library and Collections** is responsible for the operational management and development of the Society's library and archives services and its accredited museum collections at Burlington House and Kelmscott Manor. The post-holder manages a team of library and museum staff and acts as deputy to the Gen. Secretary.

The **Head of Finance and Operations** is responsible for the preparation of all financial information about the Society and the efficient management of its finances. The post-holder is also responsible for facilities, human resources, information technology and health and safety at Burlington House, and manages the administration team.

The **Head of Development** implements the Society's development strategy and fundraising activities, makes external funding applications and promotes legacies and donations, for both Burlington House and Kelmscott Manor.

Administration Team. The Society has a *Finance Officer*, *Security Manager* and *Executive Assistant*.

The **Governance Officer** administers arrangements for Council and committee meetings, including taking minutes, deals with the administration of grants awarded by the Society and is responsible for balloting for new Fellows.

The **Communications Manager** is responsible for all external and internal (Fellowship) communication. The post-holder manages the Society's online and print communications, press enquiries, marketing strategies, and organises the programme of lectures for Ordinary Meetings and the public lectures. *Salon* (the Society's e-newsletter) is edited independently by Mike Pitts, FSA (who reports to the Communications Manager).

The **Publications Manager** is responsible for the Society's programme of publications, including research monographs and the *Antiquaries Journal*.

Kelmscott Manor is managed by a **Property Manager**, supported by a team of full-time and part-time staff, who run the house, garden, restaurant, shop and office.

For the names and contact details of Burlington House staff, please see our website at www.sal.org.uk/about-us/meet-the-burlington-house-staff.

6. Volunteers

The Society actively encourages Fellows and others, including student placements from universities and colleges, to volunteer their expertise in areas where this can benefit the Society. At Burlington House, this can cover cleaning and conservation work in the Library, help with the museum collection, assisting with public events, exhibitions and development activities. Kelmscott Manor is highly dependent on volunteers for serving as room stewards and guides on open days and assisting with the annual 'putting to bed' that prepares the Manor for the closed season. The Society also opens its doors at Burlington House to guided visits, and, on occasion, to special exhibitions: all these events require the assistance of volunteers.

If you would like to volunteer, please contact volunteer@sal.org.uk at Burlington House or the Property Manager at Kelmscott Manor (admin@kelmscottmanor.org.uk).

Volunteers are not employees, but are entitled to respect and courtesy from Fellows and staff. They are expected to adhere to the Society's Volunteer Policy when carrying out volunteer roles such as contributing to public events, etc. Fellows who volunteer are expected to abide by the spirit of the Volunteer Policy.

7. Library and Museum Resources

Fellows have access to the Society's outstanding research resources, in the form of its library and its accredited museum collections at Burlington House and Kelmscott Manor.

The Library is open Monday to Friday, 10.00-17.00. On Thursdays when there is an Ordinary Meeting the Library is open to Fellows until 18.30.

Fellows resident in the UK can borrow up to 8 books for 3 months from the Library. For those unable to visit the Library books can be posted. Books can be renewed up to 3 times, provided they are not requested by other users. If a book on loan is requested, it will be recalled. If a book is not returned after the maximum loan period, the borrower will be charged for the replacement cost and their borrowing rights will be suspended.

The Library provides Fellows with remote access to on-line journals. Details of this service, including the registration form are on the Fellows' area of the website (www.sal.org.uk/fellows-area/library-resources).

Photocopying and imaging services are available. Details and charges are on the website at www.sal.org.uk/library/library-image-services. Enquiries about image services should be emailed to images@sal.org.uk

Introductory tours to the Society for Fellows are regularly organised; dates are advertised in *Fellowship News*, the e-newsletter, *Salon*, and the website at www.sal.org.uk/events (filter for 'Fellows Events').

The Library, Museum and Kelmscott pages on the website give full information on how to use the library and museum collections, including links to the on-line catalogues (www.sal.org.uk/library, www.sal.org.uk/museum-collection and www.sal.org.uk/kelmscott-manor). Brochures about the Library & Museum and Kelmscott Manor are also available in hard copy.

Enquiries for the Library can be emailed to library@sal.org.uk and for the Museum collections to museum@sal.org.uk.

By arrangement Fellows are able to use the libraries of the other societies located in the Burlington House Courtyard (Geological Society, Linnean Society, Royal Astronomical Society and Royal Society of Chemistry). For further information Fellows should contact the Head of Library and Collections (hrowland@sal.org.uk).

8. Meetings, Seminars and Conferences

8.1 Ordinary Meetings (Statute 3.3)

Ordinary Meetings are held on most Thursdays between October and April (except around Christmas and Easter), when speakers give papers based on their research on topics relating to the interests of the Society. Social events also take place after the Anniversary Address, at the Summer Soirée in May/June and after the Miscellany of Papers at the last meeting in December.

Ordinary Meetings take place at 17.00 in the Meeting Room, preceded by tea in the Council Room from 16.15. Fellows are asked to sign the book in the Hall as a record of meeting attendance, and to sign for any guests. Fellows may introduce up to five guests but if intending to bring more than two guests are asked to inform the Gen. Secretary in advance, to confirm that space will be available. Guests are not admitted to the Meeting Room during ballots.

Seats should be taken by 17.00, when the President or deputy (Vice-President, Treasurer, Director or Hon. Secretary, in that order) rings the bell to signal the start of the meeting. The President or deputy wears the Society's chain of office and sits at the centre of the dais, behind the Society's silver mace and cocked hat and flanked by Officers and the Gen. Secretary. Guests are formally welcomed, minutes read and confirmed, nomination certificates ('Blue Papers') read and approved for display and any new Fellows formally admitted. The paper is given and comments and questions are invited from the floor. The speaker replies once all comments and questions have been made. After thanks, the meeting is formally closed (approximately 18.00).

The details of future Ordinary Meetings and recordings of past lectures are available on the website at www.sal.org.uk/events (filter for 'past' events). Fellows who wish to offer proposals for lectures are asked to submit a proposal form (available from the Fellows' area of the website, www.sal.org.uk/fellows-area) to the Communications Manager (rladue@sal.org.uk); proposals are reviewed and approved bi-annually by the Research Committee and should be submitted well in advance of preferred programme dates.

8.2 The Anniversary Meeting (Statute 3.2)

This high point in the Society's calendar is held on St George's Day or the most convenient weekday close to 23 April. To mark this annual celebration, the Society's flag is flown above the apartments, the bust of George III on the stairs is garlanded and a smaller flag hangs near the President's chair.

Formal business comprises the election of members of Council and Officers, and reports from the Officers. The President gives an address, which is published on the Society's website (www.sal.org.uk/events). It is followed by a reception in the Hall and a display in the Library, which are open to guests invited by Fellows.

The Anniversary Meeting is the occasion for awarding medals to honour the work of outstanding individuals (who do not need to be Fellows). The Society's Gold Medal is awarded for distinguished services to archaeology; the Society's Medal marks outstanding service to the Society or its aims. (For past medallists see www.sal.org.uk/about-us/about-the-fellowship.)

8.3 Extraordinary Meetings (Statute 3.4)

These are held to vote on changes to the Royal Charters, Statutes and Orders, and occasionally other matters. Fellows can request such a meeting if they gather support from a further 24 Fellows and give notice of the meeting's purpose, in order for Council to consider the matter.

8.4 Seminars and Conferences

The Society hosts joint conferences, one-day seminars and meetings with other societies and organisations. Fellows may propose seminars or conferences on themes relating to the Society's interests by submitting a proposal form (available from the Fellows' area of the website) to the Communications Manager (rladue@sal.org.uk); proposals are reviewed and approved bi-annually by the Research Committee and should be submitted well in advance of preferred programme dates.

8.5 Regional and Special Interest Groups

The Society extends its activities beyond its London base by holding Ordinary Meetings or other events outside London on a regular basis. Regional groups of Fellows have been established in Wales, York, the SW of England, the USA and Australasia with their own programmes, including lectures and networking events.

The Society encourages the formation of further regional and special interest groups (regulated under Statute 17).

9. Publications

Fellows receive the *Antiquaries Journal* as part of their subscription. The *Antiquaries Journal* publishes online throughout the year using the *FirstView* system, before articles are collected into the annual volume in print and on Cambridge Core. The Society publishes monographs on many aspects of antiquarian research, including heraldry. See the website at www.sal.org.uk/publications.

The e-newsletter *Salon* (Society of Antiquaries of London Online Newsletter) provides Fellows and the wider heritage community with a fortnightly digest of news from the Society and information about developments in heritage policy, funding and research. It is emailed to Fellows and is available on the Society's website at www.sal.org.uk/salon.

Fellowship News (bi-annual newsletter) contains news and information for Fellows about activities and developments at the Society, as well as special events. It is mailed in January and July.

Council also issues an *Annual Review*, summarising the Society's achievements over the year and providing an overview of plans for the forthcoming year. It is published in hard copy and issued to all Fellows and is also available online at www.sal.org.uk/about-us/governance/documents.

10. Burlington House

The Society moved to Burlington House in 1874 and occupies premises in the courtyard round which are also to be found the Royal Academy and four other learned societies: Geological Society, Linnean Society, Royal Astronomical Society and Royal Society of Chemistry. It currently leases its premises from the Dept of Communities and Local Government on a series of renewable 10-year leases.

10.1 Fellows' Room

The Fellows' Room, situated on the third floor of Burlington House, provides a common room for Fellows with web access and a display of items from the Society's diverse museum collections. Nomination papers for candidates for the Fellowship (Blue Papers) are displayed in the Fellows' Room.

Coffee is available for a modest charge outside the Fellows' Room from 11.00 until noon, and tea from 15.15 until 16.15. Fellows are encouraged to use this space for breaks from work in the library, study, informal meetings with other Fellows or guests. Fellows holding meetings must be prepared to share the room with other Fellows and others wishing to use the space. As there is no staff room, staff also use the Fellows' Room for lunch and other breaks, and sometimes need to use the Fellows' Room for operational matters, which they are happy to share with and explain to Fellows. All users of the room are expected to leave the room tidy.

On rare occasions, the room may need to be used exclusively for filming, photography, or for more formal meetings by Fellows, staff and other charitable partners if other rooms in the building are in use. In these instances a notice is placed on the door. Whilst every effort is made to give advance notice through the Fellows' area of the website or *Salon*, some bookings will be last minute. (For the Fellows' Room Policy see www.sal.org.uk/fellows-area/document-library/administrative-documents.)

10.2 Room Hire

Fellows may hire the Society's rooms at Burlington House at discounted charity rates for personal use. Further information can be obtained from the Society (admin@sal.org.uk or 020 7479 7080) and from the website (www.sal.org.uk/venue-hire).

10.3 Allied societies

The Royal Archaeological Institute (RAI) and the British Archaeological Association (BAA) meet regularly at Burlington House. Originally one body, they were founded by Fellows in the mid-19th century and are open to all. The BAA specialises in art and architectural history studies of Britain and Europe, while the RAI is more broadly archaeological. Correspondence may be addressed to either body c/o the Society.

As part of its public outreach the Society encourages similar organisations and learned societies to hold their meetings in the Society's rooms and offers such charitable bodies reduced rates for room hire.

11. Kelmscott Manor

The Society owns Kelmscott Manor in Oxfordshire, the former country home of William Morris, FSA, having taken over ownership from the University of Oxford in 1962 as May Morris's residuary legatee.

Fellows are entitled to free admission to the Manor on days and times when the Manor is open to the public during the annual opening season from April to the end of October, but this free admission does not extend to family members or guests. For further details about opening times, etc. see www.sal.org.uk/kelmscott-manor.

From time to time a Fellows' Day is held at Kelmscott Manor, usually in July, when the Manor is open exclusively for Fellows.

12. Committee Structure

As set out in Statute 7, Council has the power to appoint standing committees as it sees fit. It determines strategy, objectives and internal policy such as financial delegations, agrees the business plan and the budget, and monitors progress of all aspects of the Society's affairs. It delegates to various committees responsibility for overseeing and advising on particular areas of the Society's activities, but all of the Committees report to Council, which formally takes any executive decisions that arise from a committee's recommendation.

The current committees are: Finance, Kelmscott, Library and Collections, Morris, Policy, Publications and Research.

The President, Director, Treasurer and Hon. Secretary are *ex officio* members of all the standing committees. Each committee reports to Council through its minutes. Committees can be made up of Fellows who are not members of Council, external advisors who are not Fellows, as well as members of Council who can help ensure effective communication between a committee and Council. Memberships are reviewed by Council and new appointments are made each June/July.

Finance Committee. Chaired by the Treasurer, the Finance Committee meets four times a year to receive and discuss quarterly management accounts, the Society's annual budget and to review reports from the Society's investment managers and auditors.

Kelmscott Committee meets three times a year, chaired by the Hon. Secretary, and is responsible for providing Council with strategic advice for Kelmscott Manor and the estate. It is not a management committee involved in operational matters.

Library and Collections Committee. Chaired by the Hon. Secretary, it meets three times a year, and is concerned with planning and development of the library and museum collections and services at Burlington House and Kelmscott Manor (the latter in consultation with the Kelmscott Committee), setting policies relating to acquisition, collection care, documentation and cataloguing, facilitating access to the collections and recommending loan requests.

Morris Committee meets twice a year, chaired by the Director, and gives grants towards the repair of monuments, fittings and windows in churches and chapels from the income of the Morris Fund, in accordance with the terms of May Morris's will.

Policy Committee. Chaired by the Treasurer, the Policy Committee has been formed to assess the Society's ability to influence public policy through its strategic responses to consultations, and to determine how to take forward the expression in public of the values of the Society through public policy statements of its own.

Publications Committee. Chaired by the Director, this committee meets twice a year to review progress on the *Antiquaries Journal* and monograph publications, formulate longer-term publications strategy and agree proposals for new publications.

Research Committee. Chaired by the Director, it meets twice a year to consider applications for research

grants, to make recommendations to Council about grant-awarding policy and provide strategic guidance on the lecture and seminar programme.

For detailed information about the Committees, including their terms of reference, selection criteria and current membership, please visit our website at www.sal.org.uk/about-us/governance/committees. Dates of committee meetings are available at www.sal.org.uk/fellows-area/document-library/council-committee-meeting-dates.

13. Supporting the Society

The Society receives no statutory funding and relies on the generosity of its Fellows and supporters to meet its commitments. Because it is a registered charity (no. 207237), any gift to the Society can be excluded from the value of the donor's estate for inheritance tax purposes. The Society can also reclaim income tax at the basic rate on financial donations to the Society. It may from time to time approach Fellows, either by mail or by electronic means, with information about fundraising and requests for support.

Further information about donations and bequests is at www.sal.org.uk/support-us. The Head of Development welcomes enquiries from any Fellow considering making a donation or bequest (dwallis@sal.org.uk).

14. Further reading

Key publications about the Society

A History of the Society of Antiquaries of London, by Joan Evans, first woman President (Oxford University Press for the Society, 1956), remains the fullest and best-documented history.

Making History. Antiquaries in Britain 1707-2007, ed. D. Gaimster, S. McCarthy and B. Nurse (Royal Academy of Arts, 2007) published to accompany the Society's Tercentenary exhibition

Visions of Antiquity. The Society of Antiquaries of London 1707-2007 (Archaeologia 111), ed. Susan Pearce. Published to mark the Society's Tercentenary, it presents fresh and original scholarship about the Society's achievements over 300 years, based on diaries, letters, minute books, government papers and portraits.

William Morris: Art and Kelmscott, ed. L. Parry (The Boydell Press for the Society, 1996)

William Morris's Kelmscott: landscape and history, ed. A. Crossley, T. Hassall, and P. Salway (Windgather Press with the Society, 2007)

The Society and its history also figure in:

Antiquaries: the Discovery of the Past in Eighteenth-century England, by Rosemary Sweet, FSA (Hambledon and London, 2004)

Building on the Past, ed Blaise Vyner, FSA (RAI 150th Anniversary Volume, 1975)

The Study of the Past in the Victorian Age, ed Vanessa Bland (Oxbow for the British Archaeological Association, 1998)

The British Museum: A History, by David Wilson, FSA (British Museum Press, 2002)

Enlightenment: Discovering the World in the Eighteenth Century, ed Kim Sloan (British Museum Press, 2003).

Publications on the Society's collections

Catalogue of Antiquities, Coins, Pictures and Miscellaneous Curiosities, in the Possession of the Society of Antiquaries of London, compiled by Albert Way, 1847 (copy revised and annotated by B de Cardi, 1981–9, in the Library)

The Society of Antiquaries of London. Notes on its History and Possessions (1951) is a short, illustrated account by R L S Bruce-Mitford (assisted by Pamela Wynn Reeves).

Catalogue of Manuscripts in the Society of Antiquaries of London by P J Willetts (Boydell & Brewer for the Society, 2000)

Catalogue of Paintings in the Collection of the Society of Antiquaries of London, by J A Franklin, B Nurse and P Tudor-Craig (Harvey Miller for the Society, 2015)

Details of all the Society's paintings, including those at Kelmscott Manor, are available at ArtUK (<http://artuk.org>), the online resource for public art collections in the UK.

For online catalogues to the Library and Museum collections go to www.sal.org.uk/library/catalogues.

APPENDIX

Order 1 (approved December 2015 - www.sal.org.uk/about-us/governance)

The conduct of Anniversary Elections for Officers and for Council Members

1. Nominations for Officer and Council posts

1.1 The Council must consist of between 12 and 21 Fellows of the Society, as set out in the Charter and Statute 4.2.

1.2 Elections for Officers and Council Members take place on the day of the Anniversary Meeting (Statute 3.2.2(a) and (d)). At this meeting, there will be separate ballots for officer posts (if being vacated) and for at least one third of the ordinary Council members. Officers, once elected, automatically become Members of Council for their 3-year term (Statute 8.1).

1.3 Nominations for the Officer posts and ordinary Members' posts may be made either collectively by Council or by any five Fellows (Statute 4.7). An individual Fellow may nominate only one candidate for an ordinary Council post and one candidate for an Officer post. Nominations must be received by post or by electronic mail by the General Secretary at the latest by 1st March preceding the date of the Anniversary meeting (Statute 4.7.2)

1.4 Nominators' names, including the names of Council Members who have collectively put forward candidates, are not automatically counted as votes, and all nominators shall be eligible to cast votes for the candidates of their choice in the Anniversary Meeting election.

2. The election of Officers

2.1 Each of the four Officers will be elected to serve for a maximum term of three years, as per Statute 8.10.2. There will therefore be an election at the Anniversary Meeting to fill the Officer posts on only those occasions when the postholder has reached the end of his/her three-year term of office, or if the post has been vacated for any other reason before the end of a three-year term by its current holder. An Officer shall be eligible for re-election for a second three-year term of office, but at the conclusion of this must stand down, unless, in exceptional circumstances, Council recommends and a majority of Fellows voting agree that in the interests of the Society this rule should be disapplied in a given case (Statute 8.10.3)

3. The election of Council Members

3.1 Ordinary Members of Council will be expected to serve for three years with one third of them (or the number nearest one third) retiring each year and new members being elected in their place. There will therefore be an election each year only to fill the posts being vacated by the members who are standing down, and to fill any other vacancies for Council members which may have arisen during the year. Council Members who stand down because their three-year term of office has expired will be ineligible to stand for election again for one year, unless, in exceptional circumstances, Council recommends and a majority of Fellows voting agree that in the interests of the Society this rule should be disapplied in a given case (Statute 4.4 and 4.5)

4. General provisions

4.1 Ballot papers for the election to the vacated Officer posts and the ordinary Council Member posts will be circulated to all Fellows at least seven days in advance of the Anniversary Meeting.

4.2 Where the number of nominations (whether by Council or from the Fellowship) for the Officer posts or for ordinary Council Members is equal to the number of vacancies, the relevant ballot(s) will not be held, but the names of the candidates put forward will be circulated to Fellows with the papers for the Anniversary meeting.

4.3 Where a ballot for the Officer post(s) or for the Council Member posts, or both, is to be held, the General Secretary and delegated staff will act as returning officers.

4.4 If a candidate has to withdraw between being nominated and the ballot papers being printed and mailed to Fellows, the candidate's name shall, if possible, be removed from the ballot paper. If the withdrawn candidate is nevertheless deemed elected because the number of candidates was equal to the number of vacancies, a replacement will be co-opted by Council under Statute 4.9 as soon as practicable after the Anniversary Meeting.

4.5 Postal and electronic votes must be sent in to Burlington House to arrive at the latest by the day before the Anniversary Meeting. They are counted by the General Secretary and delegated staff, and a record of Fellows who have voted by post is made. This record, together with the ballot papers received, is used by the General Secretary and delegated staff to check against the names of Fellows voting in person.

4.6 Any ties in voting will be determined by lot.

4.7 The General Secretary and delegated staff must not disclose the contents of any of the ballot papers to any of the candidates for election.

4.8 The results of the election are read out by the President at the main Anniversary meeting.

Order 2 (approved December 2015 - www.sal.org.uk/about-us/governance)

On the provision of postal or electronic voting for Anniversary Elections and other matters for the Society's Fellowship

1. Background

1.1 The Charter and Statutes make provision for votes to be cast by the Fellowship on a number of issues, but until now some of the voting has to be done in person at a meeting of the Society rather than by post or online. The Society already has the capacity to raise certificates for the proposal of new Fellows and to vote on their election to the Society in person, by post and online, and this facility needs to be extended to most matters on which the Fellowship may be asked to vote.

2. Extension of postal and electronic voting

2.1 This Order extends the use of postal voting and voting by electronic means (as appropriate to the needs of individual Fellows) to the following matters for determination by the Fellowship as set out in the Statutes dated October 2015:

- The election of Officers (Statute 3.2.2a, and 8.10.4)
- The election of Members of Council (Statute 3.2.2d, and 4.6)
- Formal votes on making, constituting and establishing, or varying, altering and revoking Statutes, Rules, Orders, Bylaws and Constitutions or any other resolutions put before a General Meeting of the Society (under the Charter and under Statutes 3.2.2g, 3.2.6, 3.3.4, 3.4.2, 6.5.10, 9.6, and Statute 18)

3. Exceptions

3.1 In view of the sensitivity of the matters, and the need to hear the arguments made in person, including any accusation or defence, this provision for online or postal voting is not at present to be extended to the removal of a Fellow on grounds of misconduct (Statute 2.5.4), or to the removal of a Member of Council (Statute 4.8.7 and 4.8.8).

Order 3 (approved April 2016 - www.sal.org.uk/about-us/governance)

The conduct of Elections and Admissions to the Society for Ordinary and Honorary Fellows

1. Ordinary Fellows

1.1 Candidates for Fellowship must be nominated by an existing Fellow and elected at a ballot open to the whole Fellowship. All existing Fellows are entitled to propose a candidate, with the support of at least four and up to eleven additional Fellows (making a minimum of five and a maximum of twelve). There is no limit to the number of candidates that a Fellow may nominate or support.

1.2 The Statutes require that any person admitted to the Fellowship of the Society must be distinguished in the fields of archaeology, architectural or art history, or other antiquarian subject matters across the academic, charitable, heritage and private sectors.

2. Nomination of Fellows

2.1 A Fellow (the sponsor) may nominate a candidate either in writing or online; this procedure is known as 'taking out a Blue Paper'. The sponsor must ensure that the candidate is willing to be nominated for election, is aware of the financial implications of Fellowship and can conform to the aims and obligations of the Society.

2.2 In writing. The sponsor should contact the General Secretary by post or email, providing brief details of the reason for the candidate's nomination, and request a nomination paper ('Blue Paper'). If the General Secretary validates the reasons given for the nomination, the sponsor will be sent a Blue Paper: the date that this is sent will be the date of registration. The sponsor must complete the Blue Paper and ask other Fellows who have personal knowledge of the candidate to sign in support. To avoid the loss of Blue Papers in the post, sponsors are encouraged not to send the original Blue Paper to fellow signatories. Full instructions on how to seek supporting signatures are sent out to the sponsor with the Blue Paper.

2.3 Online. The sponsor should log into the Fellows' area on the Society's website (www.sal.org.uk/fellows-area) and visit the balloting area to 'Take out a new Blue Paper', fill in the form and 'Submit for registration'. Once the General Secretary has validated and registered the Blue Paper, the sponsor will receive a confirmatory email asking him/her electronically to collect signatures from other Fellows who have personal knowledge of the candidate. The date of registration will be the date at which the submitted Blue Paper is validated by the General Secretary.

2.4 There can sometimes be a considerable gap in time between taking out a Blue Paper and gathering all the signatures needed for it to be submitted. If a Blue Paper has not been completed and submitted within two years from the date of registration, it will be deemed to be null and void.

3. Describing a candidate for Fellowship

3.1 The statement about a candidate's suitability for the Fellowship, whether in hard copy or online, must include information about their current position, their career history and the major publications or other achievements and distinctions that qualify them to be considered for admission to the Fellowship.

4. The handling of submitted Blue Papers

4.1 Hard-copy Blue Papers are returned by the sponsor to the General Secretary. Online Blue Papers are submitted electronically by the sponsor. All completed Blue Papers are dealt with strictly in the order in which they are received fully completed and are included in the earliest available ballot.

4.2 The names and brief qualifications of candidates for the Fellowship whose Blue Papers have been received by the General Secretary are announced at an Ordinary Meeting. Fellows present are asked if they agree to their being 'suspended in the usual manner', and if agreed, they are put on display at Burlington House for inspection, and copies may be sent on request to Fellows. The Blue Papers will also be available for

inspection on the Fellows' area of the website when the online ballot is opened.

5. Voting on new Fellows

5.1 All Fellows will receive ballot papers by post for all new candidates for Fellowship. These notifications will specify the date and times of the ballots, which may be on days when there is no Ordinary Meeting. Voting is also available online, and the ballot papers may be returned by post.

5.2 Ballots will usually be held on Thursdays. Where an Ordinary Meeting beginning at 5pm is due to take place on the same day, Fellows may vote in person between 4.00pm and 4.20pm. On days when no Ordinary Meeting is planned to occur, the times allocated for voting will be set out clearly on the ballot paper. Fellows can vote in person, by returning the ballot paper by post, or online. It is a requirement of the postal and online ballot that the voter has read the Blue Paper either in hard copy or online. On the day, votes are cast in person in a voting box to which the Blue Paper for each candidate is attached. A voter is supplied with one ball at a time to ensure that they do not vote more than once for the same candidate. Those who have signed the Blue Paper are counted as having already cast their vote for the candidate, and cannot vote again for that candidate in the ballot.

5.3 After balloting closes, the votes cast in person by Fellows are added to the postal and online votes and those supporters who have signed the Blue Paper, and the result is declared by the presiding Officer (usually the President). In order for a new Fellow to be elected, there must be a majority of two-thirds of the Fellows voting in favour. The result is declared at the next available Ordinary Meeting by the presiding Officer, and also posted online.

6. Honorary Fellows

6.1 Anyone 'of outstanding reputation or learning in the area of interests of the Society' may be proposed for election as an Honorary Fellow in a written submission signed by at least five Fellows. The proposal has to be approved by the President and Council before going to ballot according to the procedure set out in Sections 3-5 above. The maximum of Honorary Fellows is one hundred, and no more than three Honorary Fellows may be elected in any single year.

6.2 In order to ensure that the Society proposes the three most appropriate candidates in any given year, Council will approve nominations for Honorary Fellowship at the last Council meeting of the calendar year.