

1880

R U L E S
OF THE
SALTAIRE CLUB AND INSTITUTE,
ESTABLISHED 1870.

IN CONNECTION WITH
THE SCIENCE AND ART DEPARTMENT,
SOUTH KENSINGTON;
THE WORKING MEN'S CLUB UNION,
130, STRAND, W.C. ;
AND
The Yorkshire Union of Mechanics' Institutes.

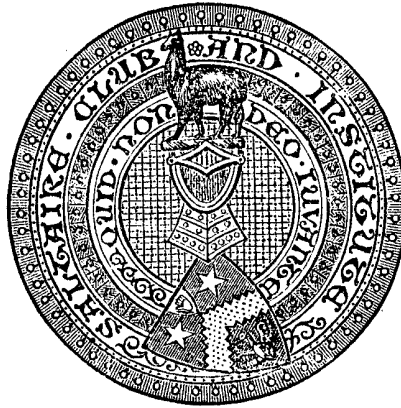
WITH WHICH IS INCORPORATED
THE SALTAIRE LITERARY INSTITUTE,
Established December, 1854.

PREAMBLE.

1.—The objects of "THE SALTAIRE CLUB AND INSTITUTE" are to afford to the inhabitants of Saltaire, and its neighbourhood, the means of social intercourse, mutual help, mental and moral improvement and rational recreation, also to afford facilities for holding meetings of Friendly and other Societies.

2.—Anything tending to encourage irreligion or immorality, shall be rigidly excluded; also discussions on questions connected with controversial theology, or subjects likely to excite angry feelings.

3.—For the sake of brevity the expression "the Club" is hereinafter used to indicate "The Saltaire Club and Institute," and the expression "the Firm" is used to indicate Messrs. Titus Salt, Sons & Co., of whomsoever that firm may, for the time being, consist.



RULES.

Admission. 1.—Persons above the age of thirteen years may be admitted to the privileges of the Club on compliance with its Rules.

2.—The Club shall consist of Members and Subscribers according to the following classes, viz. :—

Subscriptions. *Members—*

Men, above 21 years of age, paying 2s. per quarter.

Subscribers—

Young Men above 18 and under 21	„	1s. 6d.	„
Boys, above 13 and under 18	„	1s.	„
Women, above 18 years	„	1s.	„
Girls, above 13 years, and under 18	„	6d.	„

Privileges of Members.

3.—Subscribers shall be admitted only to such of the advantages of the Club as the Committee may determine. Members only shall be entitled to serve on the Committee and to vote at meetings connected with the election of Officers or the government of the Club.

Candidates for admission.

4.—Candidates, for admission to the Club, on depositing with the Secretary the amount of their Subscriptions, may be admitted provisionally, subject to confirmation at the next meeting of the Committee.

5.—Every person, on admission, shall receive a copy of the Rules *gratis*, and a *Card* (to be renewed each quarter), which shall entitle the holder to the privileges of the Club, in accordance with its Rules and Regulations. Such card must not be lent or transferred to another person under a penalty of Two Shillings and Sixpence for each offence, but must be produced (if required) before admission to the Rooms, or to any of the meetings of the Club. *Members' cards*

6.—All Subscriptions shall be paid in advance, on or before the second Thursday in January, April, July and October; after each of which dates, no person will be admitted to the Club, until he or she shall have received his or her *Card* for the ensuing quarter. *Subscriptions due.*

7.—Any Member entering during a quarter must pay for the full quarter.

8.—The Club shall be managed by a Committee, consisting of a President, two Vice-Presidents and sixteen other Members, elected annually. The President and the Vice-Presidents shall be elected by the Committee, and the Committee shall be elected, as hereinafter provided, by the Members of the Club, who shall continue in office until their successors are appointed. *Committee of Management.*

9.—At the meetings of the Committee, seven shall form a quorum. *Quorum.*

10.—A record of the attendance of the Members of the Committee at their several meetings shall be posted in the Reading-room ten days before the Annual Meeting. *Record of attendance.*

11.—Each Member of the Committee must have been a Member of the Club for at least six months, previous to his election. He must be nominated in writing to the Secretary seven days before the Election, by a Member of like standing, and the names of Members so nominated shall be exhibited *Nomination of Committee.*

in the Reading Room for three days previous to the election. No paid officer or servant of the Club shall be eligible to serve on the Committee.

Members eligible.

12.—A list of Members eligible to serve on the Committee shall be placed in the Reading-room for the inspection of the Members ten days before any Election.

Election of Committee.

13.—In the event of a greater number of persons being nominated than may be required to fill the vacancies, the Election shall take place at the Annual General Meeting, as follows :—

(a.)—The Secretary shall prepare a sufficient number of Voting Papers, containing a list of all nominations, one of which shall be given to each Member attending the meeting, and he shall vote by placing a mark opposite the names of the persons for whom he votes. Should any Member vote for more than the number required to supply the vacancies then existing, his vote will be lost.

(b.)—The meeting shall appoint two persons to collect the voting papers, who shall cast up the numbers of votes, and report the same to the Chairman ; and he shall announce the result to the meeting.

Meetings of Committee.

14.—The Committee shall meet once a month, without being specially summoned, and may adjourn from time to time; and any Member of the Committee neglecting to attend for two successive months, shall receive notice of such neglect from the Secretary, and if he fail to attend the next meeting, he shall be considered to have resigned his office, unless he show satisfactory cause for such absence. All questions arising in the Committee shall be decided by a show of hands, the Chairman having also a second or casting vote.

Sub-Committees.

15.—The Committee shall have power to divide themselves into Sub-Committees for the better management of special depart-

ments; nevertheless the proceedings of each Sub-Committee shall be submitted for confirmation at the next monthly meeting of the General Committee.

16.—In the event of any vacancy occurring amongst the Members of the Committee, before the expiration of their term of office, the Committee shall have power to fill up such vacancy.

*Vacancies in
Committee.*

17.—A Special Meeting of the Committee may at any time be called by the President, the two Vice-Presidents or any three members of Committee who shall sign and deliver to the Secretary a request or direction to that effect, stating the purpose of such meeting; and the Secretary shall thereupon forthwith summon a Meeting of the Committee, by circular, stating therein the object of the Meeting. At a Special Meeting no business shall be entered upon, other than that of which special notice shall have been given.

*Special
Meeting of
Committee.*

18.—The Committee shall appoint the Treasurer, Secretary, Librarian, Curator, Teachers and such other officers as shall be necessary for the management of the affairs of the Club; they shall fix the salaries, if any, of such officers, and take security for the due discharge of their duties, if it shall be considered needful.

*Appointment
Treasurer,
Secretary, &c.*

19.—The Committee shall also appoint times for Lectures, Readings, Concerts, Entertainments, &c., and shall have power to contract with competent persons for giving the same, and to accept or reject gratuitous offers.

*Lectures,
Concerts, &c.*

20.—The Committee shall, as they may deem necessary, form classes for the teaching of Reading, Writing, Arithmetic, Geography, Grammar, Drawing, Chemistry, Needlework, Gymnastics, &c.; they shall also make or sanction Rules and Regulations for the conduct or management of such classes, and fix the Contributions of Members and Subscribers who take advantage of them. They may also appoint examinations of any of the classes and award prizes for proficiency.

*Formation of
Classes.*

*Reports of
Classes.*

21.—Each Class shall report its proceedings to the Committee whenever required to do so.

*Rooms to be
used for
Meetings not
connected with
the Club.*

22.—The Committee have power to grant the use of any of the Rooms of the Club to Friendly and other Societies, for their Meetings; to Glee Societies and Bands, for practice, to the Rifle Corps, &c., and for Entertainments and Meetings not connected with the Club, on such terms as they may from time to time determine.

*Strangers only
to use Rooms
so lent.*

23.—Societies or persons allowed to hold meetings in the Rooms of the Club, shall be amenable to the Regulations of the Committee during the time so occupied, but shall not be subject to any interference with their constitution or management; and no Member of any such Society, unless also a Member of the Club, shall have access to any part of the Building, other than the Room which the Committee may have lent for the time to his Society.

*Power of Com-
mittee to expel.*

24.—The Committee may confirm or reject the admission made, from time to time (Rule 4), of new members and subscribers, and shall have power to expel any one. Any person so expelled shall forfeit all privileges, to which his membership or subscription would otherwise have entitled him.

*Duties of
Secretary.*

25.—The Secretary shall keep minutes of all meetings of the Club or its Committee, including all Sub-Committees; he shall receive subscriptions and other moneys, and shall hand over all moneys received on account of the Club to the Treasurer once a week; he shall draw cheques upon the Treasurer for all payments, first obtaining a direction for that purpose from the Committee; he shall enrol the names of the members and subscribers, and issue cards of membership; he shall prepare the yearly report and act generally as the official organ of the Club, under the direction of the Committee.

*Duties of
Treasurer.*

26.—The Treasurer shall keep fair and accurate accounts of his receipts and disbursements: he shall not discharge any demands without a written cheque or order, signed by two Members of the Committee and the Secretary.

27.—All minutes shall, after being read and approved of, be signed by the President or Chairman of the meeting.

Minutes to be Signed.

28.—The Annual General Meeting shall be held in the month of April, at such time and place as the Committee may appoint, of which ten days' notice shall be given by placard, in such of the rooms of the Club as the Committee may direct.

Annual General Meeting.

29.—The President (and in case of his absence one of the Vice-Presidents,) shall take the chair at the General Meetings. If neither the President nor one of the Vice-Presidents be present, the meeting shall appoint a Chairman.

President to take the Chair.

30.—At the Annual General Meeting, a Summary of Accounts and a Report shall be presented by the Committee, whereby it shall be made to appear what have been the operations of the Club, during the preceding year, what donations have been received, and what is the condition of the Library and of the various classes.

Report of Committee, &c.

(a.)—The Election of the Committee for the ensuing year shall then take place as provided in the rules.

(b.)—Two Auditors shall be elected to audit the accounts for the ensuing year.

31.—The Accounts of the Club shall be made up to March 31st, in each year, and, together with all books of account, bills, receipts, vouchers and other documents relating thereto, shall be laid before the Auditors one week before the annual meeting, and the Auditors shall make to such meeting a report upon the Balance Sheet so laid before them, and in case they do not adopt the same or any part thereof, they shall specially report thereon to such meeting.

Accounts to be made up to March 31st.

32.—A Special General Meeting may be called by the Committee, or by any ten Members of the Club, by delivering a written requisition to the Secretary, signed with their names,

Special General Meeting.

and stating the purpose of such meeting. Notice of such Special Meeting shall be given as for the annual meeting, and no business, but that stated in the notice, shall be entered upon.

*Voting at
General
Meetings.*

33.—All voting at a General Meeting shall be in the first instance by a show of hands, but any three Members present may demand a poll. The Chairman shall then appoint tellers, and their report to him shall be final. In the event of an equal number of votes on each side, the question shall be decided by the casting vote of the Chairman.

*Admission to
Lectures, &c.*

34.—The Committee have power to make a charge on Members for admission to the Lectures, Concerts and other Entertainments provided at the expense of the Club, when they find it necessary or expedient to do so.

*Proposition
Book.*

35.—A Book (to be called the *Proposition Book*,) shall be kept in the Reading-room, in which any Member may enter such remarks or propositions, as he may think proper, for the consideration of the Committee; and in the same book all propositions for the consideration of General Meetings shall also be entered, at least seven days previous to the meeting. The signature of the person making such entry must be attached. (See 44.)

*Trustees of
Personal
Property.*

36.—The personal property of the Club shall be vested in the Firm, as Trustees, and if, at any time it shall be resolved by nine-tenths of the Members for the time being that the Club should be dissolved and cease to exist, its property or the funds arising from the sale thereof, shall not be disposed of, except as a gift to such institution or institutions of a kindred nature, within a distance of five miles from Saltaire, as the majority shall direct, nor shall any resolution for dissolving the Club be passed, except by nine-tenths of the Members at a Special General Meeting, convened for that purpose.

Club to be open.

37.—The Rooms of the Club, or such of them as the Committee may determine, shall be open on such days and hours as the Committee may direct—notice of which shall be affixed at the entrances to the building, or in some other conspicuous position.

38.—The Committee shall have power from time to time to make bye-laws and regulations, so that the same be not inconsistent with these Rules or such others as may, for the time being, be in force, and should any case of doubt or difficulty occur which is not provided for by any Rule or Bye Law it shall be determined by Resolution of the Committee. A copy of the bye-laws is to be exhibited in each department to which the same may have reference.

Bye Laws.

39.—No new Rule shall be made, and none of the Rules herein contained (or hereafter to be made) shall be amended, altered or rescinded, unless with the consent of three-fourths of the members who may be present at a General Meeting specially called for that purpose, according to Rule 32.

New Rules.

40.—Members and Subscribers may, by applying to the Secretary, be admitted to any of the Classes on paying the contributions specified; they also shall be at liberty, under the sanction of the Committee, to form themselves into Classes for mutual benefit and improvement.

*Admission to
Classes.*

41.—No Member shall be allowed access to any models or apparatus belonging to the Club, without the sanction of the Committee, and any damage sustained by any of the property of the Club must be made good by the person using it, unless the use were, by the special instruction of the Committee, for the general benefit of the Club.

*Use of Models,
Apparatus, &c.*

42.—The Committee shall employ so much of the income of the Club as may be necessary in payment of salaries, wages, repairs and incidental expenses, and in the purchase of models, apparatus, specimens and whatever else they may deem requisite for the use of the Members; all surplus funds shall be applied towards increasing the Library.

*Income of
Club.*

43.—The Library shall be open for the exchange of books at such times as the Committee may determine.

Library.

*Management
of Library.*

44.—The Committee shall have the sole management of the Library; they shall order books, regulate their issue, or at their own discretion, retain them for reference or for reading in the Reading-room. Any member or subscriber may recommend a book by entering its title, number of volumes, and price, with the publishers names, in the Proposition Book,—to any such entry the person's signature must be attached. (See 35.)

*All Books to
be entered.*

45.—No book shall, until duly entered, be carried out of the Library, under a penalty of Sixpence; and no person, except a member of the Committee or the Librarian, shall take a volume from the shelves under a penalty of Sixpence. Before the delivery of any book, the member's card must be produced, if required by the Librarian.

Fines.

46.—Any person keeping a book beyond the time specified on its cover, shall forfeit One Penny for each ~~day~~^{week} the Library is open, till returned. No book shall be lent out of the house of the person to whom it has been issued, under a penalty of One Shilling for each offence.

*Fines to be
paid.*

47.—No Member or Subscriber shall be entitled to any book, so long as any fine shall stand against him.

*Books in great
demand.*

48.—Persons applying for any work in great demand, shall, upon giving their names to the Librarian, receive it in regular succession.

*One book only
to be taken out
at the same
time.*

49.—No person shall receive more than one book, and a periodical, at one time, but if any work consists of more than one volume, the whole may be taken out, if the Librarian think proper, the whole number must, however, be returned at the expiration of the time allowed for keeping one of the volumes.

*Books of
reference.*

50.—Any Member or Subscriber wishing to consult any book or books in the Library, may do so at all reasonable hours, on application to the Librarian, but such books must not be taken from the room, and must be returned to the Librarian when done with.

51.—Any Member or Subscriber losing, defacing, writing in, or materially injuring any volume, must replace it by a new copy; if it be one of a set, he shall receive the remaining volumes, and provide an entire new set for the Library. *Losing or injuring books.*

August 52.—The Library will be closed the first two weeks in ~~July~~ in each year, and all books which members may have out, must be returned on or before the ~~30th June~~ *31st July*, or in default, a fine of One Shilling will be incurred. *Closing of Library.*

53.—No books, or newspapers, shall be admitted into the Library, Reading Room, or any other part of the Club, without the sanction of the Committee. *Committee to admit all books, &c., into the Club.*

August

31st July