# Devonshire Association

for the Advancement of Science, Literature and the Arts

*A Charitable Incorporated Organisation registered in England No. 1209194*

## RULES OF THE ASSOCIATION

Version control: September 2026, v.10

**Note: -** In this **Rules** document, references to Clauses are **Clauses** in the **Constitution** and references to Rules are references to **Rules** within this document.

### PREAMBLE

These Rules should be read in conjunction with the Constitution of the Devonshire Association, a Charitable Incorporated Organisation with voting members other than its charity trustees. The clauses below are intended to extend and provide clarification for the benefit of its trustees and members. If there is confliction in the interpretation of these Rules and the Constitution of the Devonshire Association, a CIO, then the wording of the Constitution shall prevail.

### NAME, OBJECTS and POWERS

1. The formal name of the Association shall be **Devonshire Association for the Advancement of Science, Literature and the Arts**, which for less formal purposes may be shortened to **The Devonshire Association** in abbreviated form as **The DA**.

2. The objects of the Association are to further the study of science, literature and the arts in relation to the geographical county of Devon and to promote the exchange of ideas between those engaged or interested in such study with a view to the education of the public.

3. In pursuit of these objects, and in addition to those Powers detailed in Clause 4, the Association:

i. Shall hold an Annual Meeting at which papers and reports are to be presented and the Annual General Meeting and the President's Address take place

ii. May promote research and arrange and conduct meetings, lectures, exhibitions and other relevant activities for its members and for the public

iii. Shall publish an annual volume of Transactions containing papers reported to that year's Annual General Meeting, the Annual Report of the Executive Committee, and may also publish other material relevant to its objectives

iv. Shall publish its annual trustees' report and accounts on its website, and make email and hard copies of the same available to those fully paid up members who request them.

**MEMBERSHIP**

4. The Association shall consist of Individual and Institutional Members.

5. An Individual Member is a person in one of the following categories, all of whom may be referred to as Members:

i) An Honorary Member elected under Rule 8
ii) One who has been elected as such under Rule 10
iii) One who has been elected a Student Member under Rule 9
iv) An individual member not falling under any other category elected under Rule 6

6. Individual Members over the age of 18 are entitled to vote at all meetings and are eligible to hold any office, to serve on the Executive Committee and, except as otherwise provided in these Rules, to receive a copy of the Transactions annually.

7. An Institutional Member is a library, educational body, institution, society or other corporate body approved by the Executive Committee, and elected as such under Clause 9. An Institutional Member may nominate a representative to exercise the rights, privileges, and obligations of an Individual Member.

8. Members at an Annual General Meeting may, on the nomination of the Executive Committee elect Honorary Members, who shall have all the rights, privileges and obligations of an Individual Member. The number of Honorary Members shall not exceed ten.

9. Persons engaged on a recognised course may be admitted as Student Members at a reduced subscription for the duration of their course of study and such Student Members will have the full rights, privileges, and obligations of an Individual Member.

10. Persons may be admitted as Associate Members and shall have all the rights, privileges, and obligations of Individual Members as laid down in Rule 6, except that Associate Members are not entitled to receive an annual copy of the Transactions.

11. All subscriptions shall be such sums as the Association, on the recommendation of the Executive Committee, may decide by a simple majority of those present and voting at an Annual General Meeting.

12. Two or more Individual Members living at the same address who are willing to share one copy of printed material and to receive all notices jointly shall be allowed a reduced subscription for the second and any subsequent Member.

13. An Individual Member may compound his or her annual subscription for Life Membership by payment of such sum as the Association, on the recommendation of the Executive Committee, may decide by a simple majority of those present and voting at an Annual General Meeting.

14. If a recommendation of the Executive Committee under Rules 11 and 13 is not accepted at an Annual General Meeting, the Executive Committee shall be permitted to submit a revised proposal to a subsequent General Meeting, taking into account the views of the previous meeting.

15. Renewal of annual subscriptions shall be due on 1st January, or for members joining after 1st January 2019, on the anniversary of joining the Association.

15.1 Any Member whose subscription is totally unpaid six months after the due date shall cease to be a Member and shall be regarded as having resigned as a Member at the end of the twelve-month period for which a full subscription has been received.

15.2 Any Member whose subscription is partially unpaid six months after the due date, if the payment is sufficient to cover Associate Membership shall be regarded as having transferred to Associate Membership with benefits as defined in Rule 10. Any monies received in excess of the fee for Associate Membership may be regarded by the Trustees as being a non-Gift Aid donation.

15.3 Any Member's subscription payment received which is insufficient to cover an Associate Membership of the Association shall be regarded as having resigned as a Member at the end of the twelve-month period for which their subscription was last fully paid and any monies received may be regarded by the Trustees as being a non-Gift Aid donation.

15.4 Members under Rule 12 shall be treated in the aggregate under Rule 15.2 if their subscription is partially paid.

15.5 Any Member paying a shortfall in subscriptions treated under Rule 15.2 shall be reinstated to membership but, if this is after dispatch of the current Transactions, shall only receive a copy if stock is available.

**MANAGEMENT AND ADMINISTRATION**

16. An Annual General Meeting shall be held at such time and at such place as the Executive Committee decides. At least 21 clear days' notice shall be given in writing to each Member and Associate, and at each Annual General Meeting the business shall include: the receipt of a Trustees' Annual Report and of the audited or examined accounts, the election of Individual Members to serve on the Executive Committee as Trustees, the election of the Officers from the Trustees, the election of the Honorary Editor of Transactions, the appointment of an auditor or

independent examiner, and, as the need arises, the approval of subscription rates and the transaction of such other matters or business as may from time to time be necessary and be specified in the agenda of the meeting. A Member who wishes to move a resolution at the Annual General Meeting shall give at least 14 clear days' notice of it to the Executive Secretary, who shall place it on the agenda.

17. The Executive Committee may call a Special General Meeting and the Executive Secretary shall do so upon receiving a requisition signed by not less than one half of the Executive Committee, or at least 10% of the Members, and containing particulars of the resolution that it is proposed to move. Twenty-one clear days' notice of the meeting and particulars of the business to be transacted shall be given to all Members.

18. Except where indicated otherwise in these Rules, voting at any General Meeting and at the Executive Committee and any other committees shall be by a simple majority, the Chair for the time being having a casting vote. No member shall be entitled to vote whose subscription has not been paid in full by 6p.m. UTC on the day before the meeting. At a General Meeting of the Association forty Members shall be a quorum. Five (or the number nearest to one half) of the members of the Executive Committee or of any other committee shall form a quorum at a meeting of the Executive Committee or of that committee respectively.

19. The affairs of the Association shall be managed by an Executive Committee which shall meet once in each quarter and at such other times as may be deemed necessary.

20. The Executive Committee shall consist of the Trustees of whom one third shall be elected from the Association's Individual Members each year at the Annual General Meeting for a term of three years. No such elected Member shall serve for more than two consecutive three year terms except that they may subsequently serve for further terms after a break of one year.

21. The election of Members to serve on the Executive Committee shall be carried out as follows: Nomination papers, which shall be issued by the Executive Secretary on request, shall be signed by a proposer and seconder, who shall be Members whose subscriptions are not in arrears, and also by the candidate to signify his or her consent to nomination, and shall be lodged with the Executive Secretary no later than twenty-one days before the date of the meeting at which the election of Members to the Executive Committee is to take place. No candidate shall be eligible for election if his or her subscription is in arrears on the date of his or her nomination paper being lodged with the Executive Secretary.

22. In the event of a contested election a ballot shall be held and those with the highest number of votes shall be declared elected. If the number of candidates is equal to or less than the number of vacancies to be filled, the candidates' names shall be announced and they shall be declared elected. The Executive Committee may

itself co-opt sufficient Members to fill any remaining vacancies, who shall serve until the next Annual General Meeting when there shall be an election for the remaining time of that vacancy.

23. The Executive Committee may co-opt a Member to fill a vacancy in its elected membership, who shall in such case serve until the next Annual General Meeting when there shall be an election for any remaining term of that vacancy. The co-opted Member will have full voting rights as if they were an elected Trustee.

24. A Forum, consisting of representatives from each Branch and Section, plus official Recorders of the Association as listed in the most recent published edition of Transactions, who wish to attend, shall meet at least twice a year with members of the Executive Committee to discuss the Association's affairs.

25. The President shall be nominated and elected by the Executive Committee at least eighteen months before the Annual General Meeting at which they are to be inducted. Nominees need not be a Member of the Association. The President serves for one year and presides over the Annual General Meeting and while in office has the rights, privileges, and obligations of an Individual Member of the Association. In the event there are two or more nominations for the role of President, a ballot shall be held and the person with the highest number of votes shall be declared elected.

26. The Officers of the Association shall be the Chair, Vice-Chair and the Honorary Treasurer, and they shall be elected annually at the Annual General Meeting by the members from amongst the Trustees. If there are no candidates for any of the officer posts at the close of nominations, but the retiring Trustee is willing to continue but otherwise barred from standing as a Trustee under Rule 20, the Executive Committee shall propose to the Annual General Meeting that the second sentence of Rule 20 is waived, the vacancy or vacancies being filled by the retiring trustee(s). Any officer elected in this manner is a Trustee and shall have a vote at meetings of the Executive Committee. A vacancy arising between Annual General Meetings shall be filled by the Executive Committee from amongst themselves, or by co-option.

    The Honorary Editor of Transactions shall be elected annually at the Annual General Meeting by the Members, and the post holder may be, but is not required to be, a trustee. An Honorary Editor who is not a Trustee postholder is entitled to attend meetings of the Executive Committee but shall not have a vote thereon.

27. The Honorary Treasurer and Honorary Editor may, with the agreement of the Executive Committee, appoint one or more Members to assist him or her; such assistant officers shall attend meetings of the Executive Committee, but, unless they are already members of the Executive Committee, not vote.

28. The Executive Committee may appoint an Honorary Annual Meeting Secretary, who need not be a Member of the Association, to assist in the local arrangements for the Annual Meeting.

29. The Association may employ an Executive Secretary or other person or persons not being members of the Executive Committee to assist in its business. The appointment, duties and remuneration of such persons shall be determined by the Executive Committee. The Executive Secretary shall attend all meetings of the Executive Committee, working groups and other sub committees where possible. The Executive Secretary is not authorised to vote at Executive Committee meetings but is authorised to vote at other meetings of the Association, if a Member. The Chair shall serve as the Line Manager for employees of the Association unless otherwise agreed.

30. Officers are to be nominated by members of the Executive Committee at least three months before the Annual General Meeting at which they are to be approved or not approved by the membership. Candidates must be Members of the Association at the time of their nomination. Candidates may be asked to submit evidence of their suitability and experience. Candidates may be invited to attend at least one meeting of the Executive Committee to observe proceedings. In the event there are two or more candidates for one of the Officer roles, a ballot shall be held and the person with the highest number of votes shall be declared nominated.

**FINANCE**

31. Income from investments or from general deposit accounts shall be carried into the general revenue account, except that the Honorary Treasurer, with the agreement of the Executive Committee, may set up reserve accounts for special purposes. Details of such reserves shall be shown in the annual accounts.

32. The Honorary Treasurer shall make a report on the financial position of the Association at each meeting of the Executive Committee. An investment, sale or transfer of securities other than the taking up or sale of rights issues shall be made only on the Executive Committee's authority.

33. The Honorary Treasurer shall submit the accounting documents and records each year to a professionally qualified auditor or independent examiner appointed by the Members at their Annual General Meeting. The audited or examined accounts in the form of an income and expenditure account shall be presented to the Executive Committee for approval and subsequent receipt by the Members at the Annual General Meeting.

34. The Honorary Treasurer shall maintain such bank accounts as the Executive Committee shall determine. The use of personal bank accounts for the management of the Association's finances is forbidden, but this shall not prevent cash takings being dealt with by a representative buying the cash at full value and paying in the same amount to a DA account, paying for it from their own bank or building society current account.

**ANNUAL MEETING AND TRANSACTIONS**

35. The Annual Meeting shall be held at a venue decided upon by the Executive Committee and at least twenty-one days' notice of it shall be given to all Members and Associate Members.

36. Papers for publication in the Transactions shall be relevant to the geographical county of Devon and people with Devon connections and shall be submitted to the Honorary Editor as early as possible and in any case not later than 1st February of the volume year of the issue of Transactions in which it is intended they be published.

37. Reports from Recorders and Sections shall be sent to the Honorary Editor not later than 1st March of the year in which it is intended they be published in Transactions.

38. The Honorary Editor shall prepare annually a volume of the Transactions which, in addition to the items required by Rule 3 (iii) shall include such other material as the Executive Committee may decide. The volume shall be issued to all qualifying Members.

39. The copyright of a paper shall remain the property of its author, but he or she shall not be at liberty to publish it elsewhere in full, or in abstract if this exceeds one-third of the length of the original paper, until the volume of Transactions in which it is printed has been issued.

40. The copyright of material other than that covered by Rule 39 shall be vested in the Association, and no report shall be published elsewhere except by the Executive Committee's permission.

**BRANCHES, SECTIONS, RECORDERS AND SPECIAL INTEREST GROUPS**

41. On the application of not fewer than five Individual Members the Executive Committee may authorise the formation of a local Branch or of a Section to pursue the objects of the Association in a particular field. The membership of the Branch or Section shall be restricted to members of any category of the Association.

42. Branch and Section committees shall be permitted to open and operate a single bank account in the name of the Branch or Section on condition that monies held are identified as an asset of the Association; that the bank mandate has at least two signatories who are current members of the Branch or Section committee; that the account must always remain in credit and that no overdraft facility be applied to the account; that where possible all payments from the account should be countersigned. Branches and Sections shall not be entitled to enter into loans or other forms of credit agreement without the prior written permission of the Executive Committee.

43. The Honorary Treasurer of a Branch or Section shall by 14th February each year lodge with the Honorary Treasurer of the Association an account, verified by an Association Member, of its receipts and payments in the year ended 31st December previous.

44. The Executive Committee's consent shall be obtained before a Branch or Section makes any appeal for funds to the public or to any other body.

45. A Branch or Section shall hold an Annual General Meeting at which elections shall be held for a Chair, Honorary Secretary and Honorary Treasurer and for any other post or Committee that they consider desirable for the Branch or Section.

46. Any rules that a Branch or Section may make for its governance shall not become operative until they have received the Executive Committee's approval.

47. The Honorary Secretary of a Section shall prepare each year a report of its activities during the preceding calendar year and send it to the Honorary Editor as required by Rule 37.

48. If the members of a Branch or Section at a duly convened meeting pass a resolution requesting the Executive Committee to dissolve it after its Honorary Secretary has given due notice to all its members that such a resolution is to be moved, the Executive Committee may declare it dissolved.

49. A Branch or Section that fails to render its accounts and reports as required by Rule 43 shall be deemed to be in default; and if within six months of the appointed time it has still not furnished its accounts and report the Executive Committee may declare it dissolved.

50. Upon the dissolution of a Branch or Section any money or other assets belonging to it shall be transferred to the general assets of the Association within twenty-one days of the Branch or Section being declared as dissolved.

51. The Executive Committee or a Section may appoint a Recorder or Recorders in a particular field of study who shall collect information and submit a report to the Honorary Editor annually not later than March 1st.

52. On the application of no fewer than three Individual Members the Executive Committee may authorise the formation of a Special Interest Group to pursue the objectives of the Association in a particular field. The membership of the Special Interest Group shall not be restricted to Members of the Association.

53. Special Interest Groups will be subject to Rules and Guidelines published by the Executive Committee from time to time.

**AMENDMENT OF RULES**

54. No new Rule and no addition to or alteration in any existing Rule shall be made except by a two thirds majority of the votes given by the Members present at a General Meeting and no additions or alterations of the Rules shall be made which will have the effect of allowing the property of the Association to be applied for purposes which are not exclusively charitable.

**Origination of the Rules**

The above Rules were based on the Rules of the Devonshire Association for the Advancement of Science, Literature and the Arts, an unincorporated charity (Reg. 252468): As amended 18th June 1968 and as further amended on the 5th June 1971, 7th June 1975, 4th June 1983, 4th June 1988, 8th June 1991, 20th March 2004, 1st June 2019, 23rd September 2021, and as finally amended on 9th September 2023. These Rules published 16 April 2024 and adopted by the membership 18 May 2024. These Rules were submitted to the Charity Commission and form part of the registration of The Devonshire Association as a Charitable Incorporated Organisation No. 1209194 dated 18th July 2024. The Rules of the CIO were amended on 12th September 2026.