

THE UNIVERSITY OF MISSOURI BULLETIN

VOLUME 30, NUMBER 47

JOURNALISM SERIES, No. 58

T. C. Morelock, Editor

Organization of Journalists in Great Britain

BY

WALTER WILLIAMS

*Dean of the School of Journalism,
University of Missouri*



ISSUED FOUR TIMES MONTHLY; ENTERED AS SECOND-CLASS MATTER AT THE
POSTOFFICE AT COLUMBIA, MISSOURI—2,500

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Organization of Journalists in Great Britain

Organizations of Journalists are highly developed and efficiently conducted in Great Britain. Six of these organizations which are most important include in their membership practically all journalists employed or employing in Great Britain. These are the Empire Press Union, the Institute of Journalists, the National Union of Journalists, the Newspaper Proprietors' Association, the Newspaper Society, and the Periodical Trade Press and Weekly Newspaper Proprietors' Association. Out of these organizations or affiliated with them, have grown the Institute of Journalists' Provident Fund, the Newspaper Press Fund, and other activities.

The Newspaper Society, composed mainly of provincial newspaper proprietors, is organized to "further the interests of newspaper production by every practicable means and to secure co-operation in dealing with problems affecting the industry in the broadest sense." The Newspaper Proprietors' Association, composed of the proprietors of London newspapers, and the Periodical Trade Press and Weekly Newspaper Proprietors' Association, composed of the proprietors of periodicals, weekly journals, and trade and technical journals, also exist largely for business or industrial purposes.

The Empire Press Union embraces proprietors, editors, and London representatives of most of the important newspapers and news-gathering agencies of the British Empire. It concerns itself with the Empire's news channels, the transmission of news by cables and wireless telegraphy, the safeguarding of the interests of the British Press at home or overseas, and is responsible for the organization and holding at intervals of the Imperial Press conferences. Its activities are of value, particularly in the facilitation and cheapening of the transmission of news all over the world. The next conference will be held in London in 1930 and will be attended by delegates from Canada, Australia, New Zealand, South Africa, India, the British West Indies, and other parts of the British Empire. The total membership and associate membership of the Union is nearly three hundred and the subscription varies with the grade of member or associate.*

*Quotation is here made and later from Guy Innes, M.J.I., (Member Institute of Journalists) foundation member of the Australian Journalists' Association, delegate to the Press Congress of the World, London representative of the Melbourne Herald, and acting manager of the Australian Newspapers Cable Service.

The writer also acknowledges his indebtedness for information concerning British journalistic organizations to R. V. Walling, Secretary of the Institute of Journalists; H. M. Richardson, Secretary of the National Union of Journalists; Percy S. Bullen, American correspondent of the London Daily Telegraph; Allen Delafons, London Editor of Editor and Publisher, New York; Alan Pitt Robbins of the London Times, and many other British journalists.

The Institute of Journalists numbers 2,000 members, of whom 120 are overseas members. The two professional classes of members are known as Fellows and Members, and there is a class of Junior Members. The non-professional classes are divided into associate and honorary members. A member must not be less than 21 years of age and must have been for not less than three years engaged professionally, habitually, and as his chief occupation upon the staff of a journal as editor, writer of leading special or other articles, commercial artist, literary manager, assistant editor, sub-editor (copy reader), or reporter, or in supplying journals with articles, illustrations, correspondence or reports, or in the service of journalism in such other capacity as may be defined as constituting expert professional practice; or undergone a satisfactory term of pupilage or other preparation; or passed the requisite professional examination, or obtained a diploma in journalism or approved university degree besides having been engaged for a year in journalism as a sole or chief occupation.

The complete charter and standing orders of the Institute of Journalists are printed in the appendix to this publication. The objects and purposes may be summarized as follows:

“(a) Devising measures for testing the qualifications of candidates for admission to professional membership of the Institute by examination in theory and in practice or by any other actual and practical tests;

“(b) The promotion of whatever may tend to the elevation of the status and the improvement of the qualifications of all members of the journalistic profession.

“(c) The ascertainment of the law and practice relating to all things connected with the journalistic profession and the exercise of supervision over its members when engaged in professional duties.

“(d) The collection, collation and publication of information of service or interest to members of the journalistic profession.

“(e) Watching any legislation affecting the discharge by journalists of their professional duties and endeavoring to obtain amendments of the law affecting journalists, their duties or interests.

“(f) Acting as a means of communication between members or others seeking professional engagements and employers desirous of employing them.

“(g) Promoting personal and friendly intercourse between members of the Institute; holding conferences and meetings for the discussion of professional affairs, interests and duties; the compilation, constant revision and publication of lists and registers of journalists and of records of events and proceedings of interest to journalists.

“(h) The formation of a library for the use of members of the Institute.

“(i) The encouragement, establishment or development of a professional journal for journalists.

“(j) The promotion, encouragement or assistance of means for providing against the exigencies of age, sickness, death and misfortune.

“(k) The acquisition by the Institute of a hall or other permanent place of meeting and of other places of meeting;

“(l) Securing the advancement of journalism in all its branches and obtaining for journalists as such, formal and definite professional standing;

“(m) The promotion by all reasonable means of the interests of journalists and journalism.”

All qualified men and women are eligible for membership. All members of the Institute, which is on an elective basis and is completely democratic, are on a par, with the same rights and privileges. It does not matter whether a man is editor-in-chief of an important London daily or a junior reporter on a country weekly, all in the Institute are regarded as fellow-citizens of the same great republic.

The Institute publishes a roll of its members, the Grey Book, giving the professional status and special qualifications. The entrance fee is 10 shillings 6 pence (approximately \$2.50) and the annual subscription is from 1 pound 1 shilling to 2 pounds 2 shillings (about \$5 to \$10). The main organization is divided into local districts, each with its own offices where professional employment registers are kept. Subject to certain safeguards, unemployment benefits are payable to unemployed members who have paid a year's subscription and have been employed as journalists for a year. Such benefits do not exceed 2 pounds 10 shillings (about \$12) a week and are not paid for more than thirteen weeks in any one year. Provision is made for professional or legal advice or aid to such members as require it.

The Institute administers a Benevolent Fund which may make grants to the necessitous widows of members, render aid to members, and meet abnormal legal expenses or emergency unemployment claims. An Orphan Fund maintains and educates members' orphans up to the age of 16 years. Grants may be continued beyond a currency of one year. Any subscriber for two years to the fund or any donor of not less than 15 pounds 15 shillings (about \$78) may nominate an applicant for relief.

The Provident Fund is a Friendly Society registered under the British Friendly Society Acts and permits a maximum insurance of 300 pounds (\$1500) plus bonuses which exceed those of leading British life assurance companies. Members between the ages of 16 and 55 may take out endowment assurances, maturing at the ages of 55, 60, or 65, which cover them against death or permanent incapacity from earning their living as journalists. Contributions for the assurance of 100 pounds (\$500) range from 1 pound 18 shillings (nearly \$10) a year at the age of 17, maturing at 65 or sooner, to 12 pounds 4 shillings (\$61) a year at the age of 55.

The Oak Hill Home for Journalists is under the control of a committee elected by the annual conference of the Institute and is largely supported by subscriptions and collections. It is in a flourishing condition, is efficiently managed, and has been of the utmost value in restoring invalid journalists to health. It offers the amenities of a first-class hotel in beautiful surroundings and a good fellowship which no hotel could supply.

The Institute's scale of recommended salaries follows:

Minimum Salaries: Class 1—Responsible: Including leader writers, chiefs of staffs, and editors of other than daily papers. Guineas a week: Grade A newspapers, 18; Grade B, 14; Grade C, 12; Grade D, 10; Grade E, 9. (A guinea is about \$5.)

Class 2—Experienced: Deputy and branch office chiefs, and members of staffs of ten years' practice. Guineas a week: Grade A newspapers, 14; Grade B, 12; Grade C, 10; Grade D, 8; Grade E, 7.

Class 3—Qualified: Remainder of literary and art staffs of not less than three years' practice. Guineas a week: Grade A newspapers, 10; Grade B, 9; Grade C, 8; Grade D, 6; Grade E, 5.

The foregoing scale is that recommended by the Institute; the only agreed scale is that of the National Union of Journalists which follows.

Agreed scale of the Newspapers Proprietors' Association: Sub-editors and reporters on the London daily and Sunday newspapers, 9 pounds 9 shillings a week.

Sub-editors and reporters on the sporting and financial papers, 8 pounds 8 shillings a week.

London staffs of provincial papers, 8 pounds 8 shillings.

The committee appointed by the Institute of Journalists on pensions has decided to work the proposed pension scheme:

"It is proposed that journalist members shall be subject to the same rules as all other members of the Fund, but that every effort shall be made to secure them pensions commensurate with their status in the industry."

Details of the weekly pensions securable at age 65 by the varying rates of contributions at representative ages are shown below.

Under the rules of the Fund:

1. An employe member may withdraw at any time and receive a refund of his own contributions, plus $2\frac{1}{2}\%$ compound interest added.
2. He may cease to make contributions and take at the pensionable age a reduced pension based on the amount he has contributed.
3. Should an employe member die within five years from the beginning of his pension period, payment of pension to his estate will continue until five years' pension has been paid.

4. In the event of the death of an employe member before attaining pensionable age, his estate will receive all his contributions, plus 2½% compound interest thereon.
5. Employers' contributions are not returnable in any circumstances, but remain in the Fund in the event of the employer's or employe's withdrawal.
6. Both employer and employe members will be entitled to income tax abatements in respect of their contributions.
7. The committee appointed by the Institute is satisfied that the Committee of Management of the Newspaper and Printing Industries Pension Fund, Ltd., is, and will be sufficiently representative to safeguard the interest of journalist members.

WEEKLY PENSION

Age	5s. each Employer and Employe.	2s. 6d. each Employer and Employe.	1s. 3d. each Employer and Employe.
25	£ 5 14 shill. 4 pence	£ 21 7shill. 2 pence	£ 1 8 shill. 7 pence
30	4 7 5	2 3 7	1 1 9
35	3 3 10	1 12 5	16 2
40	2 7 6	1 3 9	11 10
45	1 13 4	16 8	8 4

The investment funds of the Newspaper and Printing Industries Pension Fund, Ltd., now amount to nearly 9,000 pounds.

The Standing Orders of the Institute lay down a schedule of professional usage and practice. This is guided by decency and good taste and is conditioned to some extent by accepted custom. It is deemed to be a discreditable act to supply false news or exaggerated reports, to use another man's copy without his consent, to "pirate" another correspondent's district, to under bid established rates of pay, or to use membership of the Institute to promote any business unconnected with journalism or literature.

The Institute has aided largely in bringing about a surety of tenure of employment by establishing in accepted custom if not in law the right of the employed journalist to adequate notice of dismissal. This varies from three months to a year or in some cases even a longer period.

"It is the duty of every district committee (of the Institute), " says Allan Delafons, "promptly to investigate any complaint properly brought before them by a member in regard to any professional grievance, whether such complaint be against another member or members of the Institute or

otherwise. If the district committee is unable to effect a settlement of the grievance, it invites both parties to refer the dispute to the Committee of Conciliation and Arbitration for friendly settlement. The committee is appointed by the council, and consists of three editors, three assistant editors, special correspondents or sub-editors, and three reporters. One member of each class retires annually and is eligible for re-election by the council. Where any reference to arbitration is made the president nominates a sub-committee of three, consisting of one member of each class (not associated with the district or districts in which the dispute arises) which has power to hear both parties and decide between them.

“Where only one party to the dispute has expressed a desire to refer the matter to arbitration, the sub-committee may approach the other party and invite him also to consent to arbitration. By mutual consent of both parties the sub-committee may arbitrate in disputes between members and non-members of the Institute.

“Any member of the Institute who declines to abide by the award of the sub-committee is reported to the council, who may, after consideration of the circumstances, deal with him under the by-laws and standing orders for dealing with complaints against members.”

Disciplinary action may be taken by the council against any member who is held to have been guilty of an action discreditable to him as a journalist or otherwise. Complaint may be made by any district committee or any person, and a copy of the complaint is sent to the respondent member, who may, if he wishes, reply in writing to the complaint. The matter is debated by the council not less than twenty-one days after a copy of the complaint was sent to the member concerned. The council may hear evidence—given personally or by statutory declaration, cross-questioning of witnesses is permissible, and counsel or attorney may be engaged by either party by special leave of the council. Deposit of a sum sufficient to cover the cost of the inquiry may be demanded by the council from the district or person making the complaint. The president of the Institute is empowered to suspend the proceedings in order that inquiry may be made as to the security. The council, if it decides that the respondent member has been guilty of some discreditable action, may exclude him from membership or from office, or suspend him from membership for a period not exceeding two years. Such a penalty must be agreed on by at least two-thirds of those attending a special meeting of not less than twelve members of the council. The sentence may be revoked or modified by the council at any time.

Certain definite professional practices are recognized by the Institute, and among the actions that may be considered discreditable to a member are the supplying of false news or exaggerated reports; the using for correspondence, linage or otherwise, the “copy” of any journalist, whether in proof or manu-

script, without his consent; the sending, unless specifically ordered by the newspaper concerned—to any newspaper or news agency—ordinary general news from a district, other than his own, in which there are already accredited local newspaper correspondents. (This of course, does not apply to exclusives or special stories, but only to the ordinary run of local news.) It is also a professional misdemeanor for a member of the Institute to send from his own correspondence district general news to any newspaper or news agency that has already an accredited correspondent in that district. Special or exclusive news is again excluded from this ruling. Members are also debarred from supplying news or other correspondence to a paper or agency on terms below those recognized in his correspondence district—which terms may be defined by the local District Committee.

Journalists who are members of the Institute are not allowed to use the fact of membership or the designations of membership—M. J. I. for a member and F. J. I. for a fellow—for the purpose of advertising or promoting any business not directly or legitimately connected with journalism or literature.

With regard to correspondence districts, it is recognized by the Institute that all journalists in that district have an equal professional right to send correspondence to any journal or news agency that has not already a recognized correspondent in that district.

Professional and legal aid and advice are rendered free to members of the Institute, and the council is empowered to take legal or other action as may be considered necessary to protect or defend the professional rights and privileges of any member or of members generally and the profession of journalism, and to this end they may incur such charges upon the funds at their disposal as they may consider necessary. The council may also support or assist action taken by members or other persons concerned in the interests of the profession.”

The Institute's Pension Fund formed in co-operation with other organizations is assuming larger importance. While not a trade union, but a professional society, the Institute has aided materially in increasing, by co-operation of employers and employed, salaries and bettering conditions of employment, while at the same time stimulating a professional spirit and comradeship among its members.

The National Union of Journalists is strictly a trade union. While the Institute of Journalists was chartered in 1903, the National Union of Journalists was first organized in 1907. It makes prominent in its work its trades union character, claiming to speak for working journalists in the negotiations of wages and conditions. It is the only journalistic body recognized as a trades union by the other trades unions in the printing industry and is affiliated to the Printing and Kindred Trades Federation. It is also affiliated with the International Federation of Journalists, which unites to some degree various organ-

izations of continental Europe. It emphasizes its work in scale of wages paid, in legal rights obtained, in unemployment benefits, and in provision for superannuated journalists, their widows and orphans.

The National Union of Journalists has established by discussion with the proprietors a definite contract for membership of the Union. This is wrought out through provisions of the Trades Union Act. The Institute has no direct contract. The Union admits only employed journalists to its membership; the Institute includes all except proprietors. Efforts have been made to bring about a fusion between the two bodies, but thus far they have not been successful although friendly relations exist between them.

Both the Institute of Journalists and the National Union of Journalists issue monthly journals of interest and value.

Both organizations have shown growing interest in education and preparation for journalism. Through efforts of the Institute there is maintained a course in Journalism at the University of London and the two organizations have given considerable aid to various local and national plans for continued professional education.

The high value of the work of the National Union of Journalists is demonstrated in many ways, particularly, in economic affairs. It is questionable, however, whether the trades union feature for a journalistic organization, which is fundamental to the National Union of Journalists, could be successful if transplanted to American soil.

The Institute of Journalists has done great service in promoting more wholesome conditions of employment, definite terms of holidays, better salaries and wages, old age assurances and pensions, a home for the aged and the infirm, certainty of tenure of employment, while at the same time increasing the professional spirit and the professional prestige of journalists.

Its form or organization, the democracy of its membership, its professional aspirations and achievements, commend it to serious consideration by American journalists with a view to a similar organization modified to American conditions.

Appendix

Charter of Institute of Journalists

Victoria, by the grace of God, of the United Kingdom of Great Britain and Ireland, Queen Defender of the Faith; TO ALL TO whom these Presents shall come, Greeting;

WHEREAS certain of Our subjects Members of an Association or Society formerly known as "The National Association of Journalists," and now known as "The Institute of Journalists," whose names are hereinafter set forth have petitioned Us for a Charter of Incorporation such as is in and by these Presents granted

AND whereas We are minded to comply with the prayer of such petition

NOW therefore We of Our especial grace, certain knowledge and mere motion Do hereby for Us, Our Heirs and Successors will, grant, direct appoint and declare as follows:—

1. Hugh Gilzean Reid, of Warley Hall, Worcestershire, Journalist; Sir Algernon Borthwick, Baronet, Member of Parliament, of 139, Piccadilly, London, Journalist; Edward Lawson, of Hall Barn, Beaconsfield, Buckinghamshire, Journalist; Sir Edwin Arnold, Knight, Master of Arts, of 21, West Cromwell Road, Kensington, Middlesex, Journalist; Justin MacCarthy, Member of Parliament, of 20, Cheyne Gardens, Chelsea, Middlesex, Journalist; James Mackenzie Maclean, Member of Parliament, of 40, Nevern Square, Earl's Court, Middlesex, Journalist; Peter William Clayden, of 13 Tavistock Square, London, Journalist; Harry Furniss, of 23, St. Edmund's Terrace, Regent's Park, London, Journalist; Edward Richard Russell, of Liverpool, Journalist; John Archibald Willox, of Liverpool, Journalist; Thomas Sowler, Colonel, of Manchester, Journalist; Henry Flint, of Manchester, Journalist; John Thackray Bunce, of Birmingham, Journalist; James Annand, of Newcastle-on-Tyne, Journalist; William Duncan, of Newcastle-on-Tyne, Journalist; Robert Eadon Leader, Bachelor of Arts, of Sheffield, Journalist; Charles Clifford, of Sheffield, Journalist; Albert Groser, of Plymouth, Journalist; Thomas David Taylor, of Bristol, Journalist; Robert Jones Griffiths, Master of Arts and Doctor of Laws, of 4, Middle Temple Lane, London, Journalist; Charles Russell, of Glasgow, Journalist; Richard Gowing, of Upper Park Road, Hampstead, Middlesex, Journalist; Edward Eden Peacock, of 5, Tierney Road, Streatham Hill, Surrey, Journalist; Benjamin Dain Hopwood, of 4 Westwick Gardens, West Kensington Park, London, Journalist; Herbert Samuel Cornish, of 80, Victoria Road, Stroud Green, Middlesex, Journalist and Secretary; and such other persons as now are members of the said Society known as the "Institute of Journalists," and all such persons as may hereafter become members of the Body Corporate hereby constituted according to the Provisions of these Presents and their successors shall forever hereafter be, by virtue of these presents, one body politic and corporate by the name of "The Institute of Journalists," and by the name aforesaid, shall have perpetual succession and a Common Seal, with full power and authority to alter, vary, break and renew the same at their discretion and by the same name to sue and be sued, implead and be impleaded, answer and be answered unto, in every court of Us, Our Heirs and Successors, and shall be able and capable in law to take, purchase and hold to them and their successors notwithstanding the Statutes of Mortmain, any lands, tenements or hereditaments whatsoever situated within Our United Kingdom of Great Britain and Ireland, not exceeding in the whole the annual value of 3,000 pounds, such annual value to be circulated and ascertained at the respective periods or times of acquiring the same: And shall be able and capable in law to grant, demise, alien or otherwise dispose of all or any of the lands tenements or hereditaments belonging to the Institute of Journalists, and also to do all other matters incidental or appertaining to a body corporate.

2. THE objects and purposes for which the Institute of Journalists (hereinafter and in the Schedule to these presents called "the Institute") is hereby constituted are the following:—

(a) Devising measures for testing the qualifications of candidates for admission to professional membership of the Institute by examination in theory and in practice or by any other actual and practical tests:

(b) The promotion of whatever may tend to the elevation of the status and the improvement of the qualifications of all Members of the Journalistic profession.

(c) The ascertainment of the law and practice relating to all things connected with the Journalistic profession and the exercise of supervision over its Members when engaged in professional duties.

(d) The collection, collation and publication of information of service or interest to Members of the Journalistic profession.

(e) Watching any legislation affecting the discharge by Journalists of their professional duties and endeavoring to obtain amendments of the law affecting Journalists, their duties or interests:

(f) Acting as a means of communication between Members or others seeking professional engagements and employers desirous of employing them.

(g) Promoting personal and friendly intercourse between Members of the Institute; holding conferences and meetings for the discussion of professional affairs, interests and duties; the compilation, constant revision and publication of lists and registers of Journalists and of records of events and proceedings of interest to Journalists.

(h) The formation of a library for the use of Members of the Institute:

(i) The encouragement, establishment or development of a professional journal for journalists.

(j) The promotion, encouragement or assistance of means for providing against the exigencies of age, sickness, death and misfortune.

(k) The acquisition by the Institute of a hall or other permanent place of meeting and of other places of meeting;

(l) Securing the advancement of Journalism in all its branches and obtaining for Journalists as such formal and definite professional standing;

(m) The promotion by all reasonable means of the interests of Journalists and Journalism.

3. THE Institute shall not carry on any trade or business or engage in any transactions with a view to the pecuniary profit or gain of the members thereof, and the members of the Institute shall not seek or derive any pecuniary profit or gain from the Institute or their membership thereof.

4. THE Institute shall consist of a President, Vice-Presidents (not exceeding 15 in number), a Council (not exceeding 60 in number), and such classes of Members as may be from time to time prescribed by bye-laws of the Institute. The President and Vice-Presidents shall, *ex-officio*, be Members of the Council.

5. THE first President shall be the said Hugh Gilzean Reid, the first Vice-Presidents shall be the said Sir Algernon Borthwick and said Edward Lawson, the said Peter William Clayden, the said Thomas David Taylor, the said Charles Russell, the said John Archibald Willox, the said Benjamin Dain Hopwood, the said Willima Duncan, Henry John Palmer, of Birmingham, Journalist, John Wilson of Edinburgh, Journalist, and John Vaughn, of Leicester, Journalist; the first Members of the Council shall be the said President and Vice-Presidents and the said Edward Eden Peacock and the said Charles Clifford.

The said President, Vice-Presidents and Members of the Council shall hold office until the due election of their successors in accordance with the bye-laws of the Institute.

6. THE Institute shall have such permanent officers as the bye-laws of the Institute may prescribe and such other Officers and Servants as the Council may from time to time appoint.

7. The government of the Institute and its affairs shall be vested in the Council. The Council shall obey the directions of these Presents and the bye-laws of the Institute.

8. The Council shall have power from time to time to make bye-laws of the Institute and from time to time to revoke alter or amend any bye-laws theretofore made. Provided that no such bye-laws or any such revocation alteration or amendment shall take effect until the same have or has been submitted to and sanctioned by a General Meeting of the Institute with respect to which due notice has been given that such new bye-laws or such revocation alteration or amendment will be taken in consideration at such General Meeting.

9. The Bye-laws of the Institute may provide with respect to all or any of the following matters.

- (i.) The carrying out of any of the objects of the Institute.
- (ii.) The Qualifications, election, motion and classification of members of the Institute and the conditions of Membership (including contributions to the funds of the Institute.)
- (iii.) The qualifications, election, motion, continuance in office and duties of the President, Vice-Presidents, and Members of the Council and the number of Vice-Presidents, and Members of the Council;
- (iv.) The qualifications, appointment, dismissal, duties and remuneration of the Officers and Servants of the Institute.
- (v.) The summoning, holding, and proceedings of General Meetings (including the voting at such meetings and the rights and duties of Members present thereat and the quorum necessary to constitute the same);
- (vi.) The summoning, holding, and proceedings of Meetings of the Council; the quorum of the Council and the business powers and duties of the Council;
- (vii.) The appointment of Committees of the Council or Institute for inquiring and reporting to either the Council or General Meetings or for the management of any part of the affairs of the Institute or the promotion or execution of any of its objects.
- (viii.) The management of the funds and property of the Institute and the conduct of the business of the Institute.
- (ix.) The organization of the Institute by the division of the United Kingdom or any parts thereof into Districts and the appointment of District Committees of the Institute and District Officers and the qualifications, election, motion, continuance in office of the members of such Committees, and the qualifications and tenure of such Officers and the powers and duties of such Committees and Officers;
- (x.) Any matters connected with or relating to any of the matters aforesaid;
- (xi.) Any matters connected with or relating to the affairs or government of the Institute.

Provided always that the said Bye-laws shall comply with the provisions and directions of these presents and shall not be in any manner repugnant thereto or to the laws and statutes of this Realm and Provided also that the said Bye-laws and any revocation alteration or amendment thereof shall not be of any force or effect until the same shall have been allowed by the Lords of our Privy Council of which allowance a Certificate under the hand of the Clerk of Our Privy Council shall be conclusive evidence.

10. THE first Bye-laws to be made under these Presents shall be made and sanctioned by a General Meeting of the Institute within the space of two years from the date hereof unless the Lords of our Privy Council shall see fit to extend such period of which extension the certificate of the Clerk of Our Privy Council shall be conclusive evidence.

11. PENDING the making, sanction and allowance of Bye-laws to be made under these Presents but no longer the Bye-laws in the Schedule to these Presents set forth shall be the Bye-laws of the Institute and observed as such.

12. THE Council of the Institute shall be at liberty at any time or times hereafter to apply to Us, Our Heirs and Successors for a supplementary Charter or Charters and such

Charter or Charters when accepted in such manner and by such proportion and such of the Members of the Institute as shall in such Charter or Charters be provided in that behalf shall be binding upon the Institute and all the members thereof and to all other intents and purposes whatsoever and shall repeal so much of these Presents or any Supplementary Charter as shall be inconsistent therewith and these Presents and all such Supplementary Charters shall be construed as one instrument.

13. AND we do hereby for Us, Our heirs and successors, Grant and Declare, that these Our Letters Patent shall be in all things good, firm, valid and effectual in the law according to the true intent and meaning of the same and shall be taken construed and adjudged, in all our Courts or elsewhere, in the most favourable and beneficial sense and for the best advantage of the said Institute of Journalists, any misrecital, non-recital, omission, defect, imperfection, matter or thing whatsoever notwithstanding:

IN WITNESS whereof we have caused these Our Letters to be made Patent WITNESS Ourselt at Westminster the third day of March, in the Fifty-third year of Our reign.

THE SCHEDULE above referred to being the Provisional Bye-laws of the Institute of Journalists. (Here followed, in the Charter, the Provisional Bye-laws, since replaced by other Bye-laws.)

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL—MUIR MACKENZIE
(G. S.)

BYE-LAWS

(Amending Bye-laws allowed by the Lords of the Council 20th November, 1903, made by the Council 11th May, 1912, and sanctioned by a General Meeting of the Institute, held on 26th, 27th and 28th August, 1912, as required by Article 8 of the Charter.)

Allowed by the Lords of the Council, 26th March, 1913.

QUALIFICATION AND MEMBERSHIP

1. There shall be two professional classes of membership of the Institute, called respectively Fellows and Members; and a class of Junior Members, consisting of persons not less than 16 years of age, undergoing preparation for professional membership. There shall be also two non-professional classes, called respectively Associates and Honorary Members.

2. Members shall be persons not less than 21 years of age. The qualifications recognized for the admission of any person to this class are as follow, viz.:—

(a) That he has been for not less than three years, professionally, habitually, and as his sole or chief occupation, engaged—

Upon the staff of a Journal in the capacity of editor, writer, of leading, special, or other articles, correspondent, artist, literary manager, assistant editor, sub-editor, or reporter; or—

In supplying journals with articles, illustrations, correspondence, or reports; or—

In the service of Journals or Journalism in such other capacity or capacities as may be defined by Standing Order as constituting expert professional practice in Journalism; or—

(b) That he has (i) undergone a term of pupilage or other special preparation, to the satisfaction of the Council (or authorized Committee), or (ii) passed such professional examination as may be described by the Council, or (iii) obtained a Diploma in Journalism or taken such a Degree of any University as may be approved for the purpose by the Council and in addition has been for not less than one year engaged as his sole or chief occupation in Journalism in the manner defined by clause (a) of this bye-law.

3. Fellows shall be Journalists (having previously belonged to the Class of Members) of recognized professional standing or of especial experience or distinction.

4. Associates shall be persons not less than 21 years of age who, by reason of their relations with Journalism, are qualified to concur with Journalists in the advancement and service of the Profession.

5. Honorary Members shall be persons who have rendered special assistance in promoting the objects of the Institute. They shall not be required to contribute to the funds.

6. Women possessing the special qualifications shall be eligible for the several classes of membership, and the masculine pronouns when used in these bye-laws shall be read as applying to both sexes.

7. Nothing contained in these Bye-laws shall be held to prevent the Council (acting by themselves or by any Committee duly empowered by Standing Orders to elect or reject candidates for admission to the Institute) from refusing the election of any candidate. The Council, notwithstanding anything contained in these Bye-laws, shall be empowered to require that any or all candidates shall pass such educational or other qualifying tests as the Council, by Standing Order or otherwise, may specify.

8. The Council shall have power to remove from the Roll any professional member whose connection with Journalism has ceased, or to transfer such member to one of the non-professional classes, or in their discretion to retain such member in the class of Fellows or Members.

9. The Council shall have power, at any time for cause shown, to rescind the election of any member or to transfer him to another class of membership.

10. The Council shall have power by Standing Order or otherwise to make such regulations as from time to time they may find desirable with regard to the methods or rejection of candidates for membership. The Council may provide for provisional or probationary admission to the classes of Junior Members and Members.

11. Fellows of the Institute shall be entitled to append to their names the initials F.J.I.; Members the initials M.J.I.

12. Junior Members, Associates, and Honorary Members shall be entitled to attend and to speak at meetings of the Institute, but not to exercise any vote in relation to the affairs of the Institute.

FUNDS

13. Contributions to the funds shall, so far as they are a condition of membership in any class, be made in such manner and of such amounts as from time to time may be determined by the Council and approved by a General Meeting of the Institute. Other contributions to the general or special funds shall be made as provided by Standing Orders or as otherwise duly authorized.

14. The Council shall be empowered to receive legacies or donations in aid of any of the objects to the Institute.

GENERAL MEETINGS

15. Once in each year a General Meeting of the Institute shall be held, a part of the business at which shall be to receive and deal with the Annual Report of the Council and the Accounts of the year last preceding, and to elect Officers; providing that the annual General Meeting may remit to the Council any of its functions should necessity arise. A General Meeting of the Institute shall be known by such designation as the Standing Orders may prescribe.

16. At general meetings of the Institute all duly qualified members (in any class) shall be entitled to attend, and all duly qualified Fellows and Members shall be entitled to vote. The votes of those duly qualified Fellows and Members who do not attend shall be exercised by Delegates or otherwise as may be provided by Standing Orders.

17. The Council shall have power to summon a General Meeting of the Institute at any time.

OFFICERS OF THE INSTITUTE

18. The Officers of the Institute shall include a President, Vice-Presidents, a Treasurer an Honorary Secretary or Honorary Secretaries, a Secretary, a Legal Adviser or Legal Advisers, an Auditor or Auditors, and such others as may be authorized by Standing Orders. The number of Vice-Presidents, Hon. Secretaries, Legal Advisers, and Auditors shall be as authorized by Standing Orders. The appointment and control of the permanent staff shall be vested in the Council.

THE COUNCIL.

19. The Council shall consist of ex-officio members as provided by the Charter and by Standing Orders, and Representative Members appointed in such manner as may be provided by Standing Orders made in due compliance with Article 4 of the Charter.

20. The Council shall act in all matters as the governing body of the Institute, but shall pay due regard to resolutions adopted by General Meetings of the Institute, subject to the provisions of the Charter and Bye-laws.

21. The Council shall have power to appoint Committees and to delegate to such committees such powers and duties of the Council as may be found desirable.

22. Should any of the officers of the Institute become vacant by resignation or otherwise during the course of any year, the Council shall be empowered to fill such vacancies until the next General Meeting or to leave them vacant, as may seem desirable.

SEALS, FORMS, ETC.

23. The Council shall have power to make any orders or regulations for the custody, use, or application of the Common Seal. The Council shall have power to adopt a Small Seal, and to make orders or regulations for the custody, use, or application of the same; and the Small Seal, if authorized, shall be valid for the purposes of credentials of membership and other minor uses, but not for the purposes of any contract, document, or matter for which the Common Seal is necessary.

24. The Council shall be empowered to authorize and require the use and observance of such Forms, Documents, and Regulations as may be found necessary or desirable for promoting and assuring the observance of the provisions of the Charter and Bye-laws of the Institute. The Council shall be empowered also to decide any questions which may arise as to the intent and meaning of these Bye-laws or of any Standing Orders or Regulations. Provided that all such Forms, Documents, Regulations, and decisions prescribed and given by the Council shall be subject to power of revision of General Meeting of the Institute.

CERTIFICATES AND CREDENTIALS

25. The Council shall have power to issue such permanent, periodical, renewable or temporary Diplomas, Certificates, Badges, or other credentials, also to make such conditions and regulations applying to the issue, use, and recall of such Diplomas, Certificates, or credentials, as may be found desirable

DISCIPLINE

26. If any person, while he is a member of the Institute (in any class)—

(a) Violates any fundamental rule of the Institute applicable to him or;

(b) Is held by the Council on the complaint of any member of the Institute, or of any person aggrieved, to have been guilty of any act or default discreditable to him as a Journalist or otherwise—

He shall, upon the motion of the Council, or upon representation of the Committee of his District or otherwise, be liable to be excluded from membership or from office, or to be suspended from membership for any period not exceeding two years by a resolution of the Council, passed at a meeting specifically convened for that purpose, with notice of the object, at which meeting there shall be present not less than twelve of the members of the

Council, and for which exclusion or suspension not less than two-thirds of those present and voting shall vote, and the member in question having first had an opportunity of being heard by the Council; but any such exclusion or suspension may be at any time revoked or modified by the Council at a like meeting by a like majority, subject to such terms and conditions (if any) as the Council may think fit and notice of any resolution for exclusion or suspension shall forthwith be sent to the person affected thereby. In the event of a two-thirds majority as above provided not voting for such exclusion or suspension, no entry shall be made upon the minutes.

LOCAL ORGANISATION

27. Standing Orders of the Institute may provide for local organization of the Institute by Districts or Divisions, or by such other means and systems as the Council may from time to time approve.

28. The Council shall have power to admit to the Institute Districts, Divisions, or branches of the Institute, or to Affiliate kindred bodies, in any British Dominions, or in Foreign Countries, in such forms and under such conditions as by Standing Order or otherwise may be provided.

STANDING ORDERS

29 The Council shall have power to make Standing Orders, known as Standing Orders of the Institute, for regulating the affairs of the Institute, subject to the provisions of the Charter and of these Bye-laws. Standing Orders shall be subject to power of revision by General Meeting of the Institute.

The expression "Standing Orders" as used in these bye-laws means Standing Orders duly made in accordance with this Bye-law.

STANDING ORDERS

ELECTION OF MEMBERS

1. Any candidate qualified for membership or associateship of the Institute under Bye-laws 1, 2, 4, and 5, may be elected either by the Council or by the Committee of any duly constituted District.

(a) Candidates must be proposed and seconded by duly qualified fellows and/or members.

(b) A description of the qualification must be given in the Nomination Form provided by the Council. The Council or Committee must be satisfied of a candidate's qualification and fitness for membership before he is elected.

(c) Election shall be by ballot, and to secure election a candidate must receive a majority of votes.

(d) A candidate of less than three years' experience in journalism, but otherwise qualified for membership, may be elected a Probationary Member.

(e) Every candidate seeking election shall state in writing whether or not he is eligible for membership of the Economic Section of the Institute, as defined in Standing Order 35, and after election, if so eligible, shall undertake to inform the Central Office should he, at any time, become disqualified for such membership.

(f) Upon becoming qualified for full membership a Junior or Probationary Member must be transferred to that class.

(g) On taking up permanent residence in the British Isles, an Overseas Member shall be transferred to the class of Member, or Fellow, and attached to his appropriate District.

2. The election of Fellows shall be vested in the Council. Nomination may be made by:—

(a) Any two members of the Council.

- (b) The Executive Committee of the Council, or
- (c) Any District Committee.

Nominations by the Council or the Executive Committee must be submitted to the Committee of the District to which the member is attached for their observations. Election shall be by ballot as provided in S. O. (1) (c).

The qualifications for election to Fellowship shall be:—

- (a) Membership for not fewer than six consecutive full years, and, in addition, suitable professional standing; or
- (b) Irrespective of length of membership, either recognized distinction in, or special services to, journalism.

3. Honorary Members, who shall be entitled to attend and speak at meetings, but not to vote, move amendments or resolutions, shall be elected by the Council, by ballot, as provided above.

4. (a) In the case of any candidate's being rejected by a District Committee, his nominators may appeal to the Council, who may elect or reject. Notice of such action shall be given to the Secretary of the District Committee concerned not less than 14 days prior to the council meeting at which the appeal is to be considered.

(b) Alternatively any questions as to the qualification or fitness of any person for any class of membership may be referred by the District Committee through its Secretary to the Council, whose decision shall be final.

FUNDS

5. The Entrance Fee of a Member or Associate shall be 10s. 6. payable on nomination. No entrance fee shall be payable by a Junior Member, either on election or on advancement to the class of Member.

6. Entrance Fees and Lite Subscriptions shall be payable, either direct or through the District Treasurer, without deduction to the Treasurer of the Institute, for investment by order of the Council, and the interest alone shall be apportioned to the current expenditure of the Institute, except by special direction of the Council.

7. The Subscription shall be:—

For a Fellow: Two guineas per annum, or 3s.6d per month;

For an Overseas Fellow, one guinea per annum.

For a Member and Probationary Member: Two guineas per annum, or 3s.6d. per month; For an Overseas Member, 21s per annum.

For a Junior Member: One guinea per annum, or 1s. 9d. per month, with half-rate unemployment benefit.

For an Associate: One guinea per annum, or 1s.9d. per month.

The Council shall have power, in exceptional circumstances or on retirement from active work in the profession, on his own application or that of his District with his assent, to exempt from further payment of subscription, or to accept a reduced subscription from a member who has paid not less than 20 annual subscriptions, or who is, by reason of age, not entitled to Claim Unemployment Benefit. A member so exempt, or a Member whose subscription has been modified so that it amounts to less than 60% of the current subscription, shall rank as an Honorary Member, and shall not be eligible for election to any office, committee, or to the council.

The Executive Committee or a District Committee shall have power to refuse the subscription of any Member, or, if his subscription has been accepted, to instruct the Honorary Treasurer or the District Treasurer to refund such subscription.

8. The Honorary Treasurer of the Institute may receive subscriptions direct from any Member and, should circumstances render it desirable, the Council may require subscriptions in any District to be paid direct to the Treasurer of the Institute. The due proportion

of all subscriptions paid or remitted direct to the Treasurer of the Institute shall be credited to the General Fund of the District to which the Member is attached.

9. Fellows, Members, and Associates may compound for their future subscriptions by payment of a Life Subscription of 30 pounds. Such life subscription shall entitle a Fellow or Member to ordinary unemployed benefit. Overseas Fellows and Members may similarly compound for their future subscriptions by payment of 15 pounds, but they shall not be entitled to unemployment benefit.

PAYMENT OF SUBSCRIPTIONS

10. The financial year of the Institute and of the Districts thereof shall be from January 1st to December 31st. Subscriptions paid annually are due on election and on the 1st of January in each succeeding year. Subscriptions paid monthly commence on the day of election and are due on the first of each succeeding month.

11. (a) Every subscribing Member shall remain liable for the payment of his subscription until the expiry of three months' notice in writing to the Secretary of the Institute or the Secretary of his District of his intention to resign; unless he shall have forfeited his membership by order of the Council.

(b) The resignation of a member shall not be deemed final until it has been accepted by a meeting of his District Committee or, in the case of members not attached to Districts, of the Executive Committee of the Council.

(c) A lapsed Member may be reinstated in his former status by the Council on the recommendation of his District.

12. No Member whose subscription is six months in arrear shall be entitled to any of the benefit of the Institute, or to vote at any meeting. The Council shall have power, after communication with the District Committee concerned, to erase from the roll of the Institute the name of any person whose subscription is more than twelve calendar months in arrear. The Council shall also have power, on the recommendation of his District Committee, to suspend, reduce, or remit entirely, for such period as may be determined, the subscription of any member who is, through ill-health, misfortune, or unemployment, unable to pay. In the case of a member who is not attached to a District the recommendation specified by this Standing Order shall not be required.

APPORTIONMENT OF SUBSCRIPTIONS

13. There shall be apportioned to the General Fund of the District to which members are attached the following proportions of the subscription for each class of membership:—

In the London District.

Of a Member, 3s per annum (3d. per month).

Of a Junior Member, 1s. per annum (1d. per month).

Of an Associate, 5s. per annum (5d. per month.)

In All Other Districts and Divisions.

Of a Member, 5s. per annum (5d. per month).

Of a Junior Member, 2s. per annum (2d. per month).

Of an Associate, 8s. per annum (8d. per month).

Provided that in the case of a member paying a reduced subscription the amount allocated to the General Fund of his District shall be reduced by the same proportion.

14. (i.) The balance of all subscriptions shall be paid to the credit of the Council General Fund, out of which shall be met: (a) the general expenses of the Institute; (b) grants for professional or legal aid or defence voted by the Council or the Executive Committee; and (c) Unemployment Benefit approved for payment by the Executive Committee.

(ii.) The Council shall have power to deal with any surplus of income over expenditure occurring in any fund of the Institute in such manner as may be in accordance with the Charter, and the Bye-laws and Standing Orders.

GENERAL MEETINGS

15. The Annual General Meeting shall be called the Annual Conference. At least two months' notice shall be given of the place and date for the Annual Conference.

16. Special General Meetings may be called for specified purposes on a notice of at least 14 days being given to members, either in the official Journal of the Institute, or by circular. Provided that the accidental omission to notify any member of the intention to hold a meeting shall not invalidate the proceedings at such meeting.

17. The President shall be ex-officio Chairman of the Annual Conference and other General Meetings of the Institute.

18. Members or Districts desiring to bring any question before the Annual Conference or other General Meeting of the Institute shall give notice to the Secretary of the Institute at least six weeks before the date of such Conference or Meeting.

19. (a) Each District shall hold a General Meeting of its members in time to give notice to the Secretary of the Institute at least six weeks before the date of the Conference of any motions which it desires to submit.

(b) Each District shall hold a further General Meeting of its members subsequent to the publication of the Annual Report, Statement of Accounts, and Notices of Motion, in order that its attitude thereto may be decided upon and its delegates instructed accordingly.

20. The Annual Report, Statement of Accounts, and Notices of Motion shall be issued to members by circular, or by publication in the official organ of the Institute, at least three weeks before the Annual Conference. The Council may, however, by a vote of a majority of not less than two-thirds of its members present and voting, submit to the Conference any matter of an urgent nature of which previous notice has not been given.

THE ANNUAL CONFERENCE

21. (a) Each person attending the Conference must take out a Conference certificate.

(b) Each member of the Institute may introduce one honorary member of the Conference (or in special circumstances, more).

(c) Except as herein provided a fee of 5s. shall be paid by each member of the Institute before his conference certificate is issued to him, and a further fee of 10s. for each honorary member introduced. Provided that the conference certificate fee shall not be chargeable to a member of the district or districts appointing the conference reception committee in respect either of his own certificate or of the certificate of one honorary member introduced by him.

(d) The number of members in each District qualified to vote at the Conference shall be ascertained from returns prepared by District Honorary Treasurers, and forwarded to the Secretary of the Institute in order to reach him at least four weeks before the assembling of the Conference.

(e) Voting shall be by show of hands, unless a card vote is demanded by at least three members present.

(f) Voting by card shall be on the basis of one vote for every member who was fully paid up on the last day of the previous year.

(g) When a District is represented by more than one delegate, the votes of the District shall be apportioned equally amongst its delegates present at the Conference.

(h) Members present at the Conference may vote individually but their votes shall be deducted from the totals carried by their District delegates. Delegates may exercise their individual votes, which shall be deducted from their representative votes.

(i) Every delegate and member attending a session of the Conference shall, before the commencement of the proceedings, sign his name, and indicate against it his District, in a book provided for that purpose, in order that the voting powers of delegates may be determined.

(j) A Committee of five Scrutineers shall be appointed by the Council at its last meeting before each Annual Conference, and it shall be the duty of this Committee to count votes and to decide all questions arising in regard to credentials or voting power.

RULES OF DEBATE

22. The Rules of Debate at the Annual Conference or any other General Meeting shall be as follows:—

(i.) All speakers shall address the Chair, and no question shall be put except through the Chairman.

(ii.) The proposer and seconder of a motion or amendment shall be allowed ten minutes for his speech, and each succeeding speaker shall be allowed five minutes. With the Sanction of the meeting the time for speeches may be extended by the Chairman.

(iii.) No member shall speak more than once on the same motion, except the proposer, who shall have the right of reply.

(iv.) The decision of the Chairman on any point shall be final.

(v.) All amendments to a motion must be submitted to the Chairman in writing.

(vi.) Any debate may be closed by a resolution "That the question be now put" being moved, seconded, and carried. Such resolution to be put to the meeting without debate; but no such motion shall be made without the consent of the Chairman.

OFFICERS OF THE INSTITUTE

23. There shall be a President, two Vice-Presidents (who shall be the two immediate past Presidents) a number of Honorary Vice-Presidents not exceeding ten; and Honorary Treasurer; two Home and six Overseas Honorary Secretaries; two or more Auditors of Accounts; an Honorary Solicitor or Solicitors and other legal advisers; a Secretary, who shall edit the official Journal; and an Assistant to the Secretary.

24. The Honorary Officers of the Institute shall be elected annually by the Annual Conference. They shall enter into office on the 1st of January next following the Annual Conference at which they are elected, and shall continue in office until the 31st of December following. From his election until his entry into office, the incoming President shall be designated the President-elect, and shall be ex-officio a member of all committees of the Institute and act as President in the President's absence.

25. The Annual Conference may remit to the Council the power of appointment to any office which, from any cause, is not filled by Conference

THE PRESIDENT

26. (a) Any District or the Council may nominate any Fellow or Member for the office of President. Nominations by Districts or Overseas Divisions must be delivered, together with an assurance of the nominee's consent, to the Secretary of the Institute not later than the 30th of June in each year. If no such nomination has been received, the Council shall nominate a President. Where more than one nomination has been received, names of all persons who have been nominated and have consented shall be entered in alphabetical order upon the ballot paper used in the election at Conference.

(b) The President shall be ex-officio a Member of all Committees, and among his duties shall be those of representing the Institute on all public occasions whenever present; of giving or withholding his casting vote as he thinks fit at business meetings over which he presides in accordance with S. O. 17; of ruling upon any question of procedure or putting such matter to the vote as he thinks fit; of exercising executive control jointly with the Chairman of the Executive when such power is delegated to them under S. O. 34 (c).

27. Nominations for the office of Hon. Vice-President may be made by the Council or any District or any Overseas Branch, and must be delivered to the Secretary of the Institute at least a month before the opening day of the Conference. If an insufficient num-

ber of nominations for Honorary Vice-Presidents has been received, the Council shall nominate as many as shall make up the number required by Standing Orders.

28. Nominations for other Honorary Offices of the Institute may be made by the Council, or by any District at a general meeting of its members, and such nominations shall be delivered to the Secretary of the Institute not less than one calendar month before the date appointed for the opening day of the Annual Conference.

THE COUNCIL

29. (a) The Council shall consist of the President, the President-elect, the Honorary Treasurer, the two Vice-Presidents, the two Home Honorary Secretaries, the Chairman of the Overseas Committee, the Chairman of the Central Economic Section Committee, the Chairman of the Orphan Fund, the Chairman of the Provident Fund, the Chairman of the Oak Hill Committee and the representative members.

(b) All other Past-Presidents, Honorary Vice-Presidents and Overseas Honorary Secretaries shall be entitled to attend and speak, but not vote, at Council meetings.

(c) Ex-officio members of the Council, other than Past-Presidents, shall not stand for election as representative members.

DISTRICT REPRESENTATION ON COUNCIL

30. (a) Each District shall be entitled to one representative on the Council, but Districts having 50 or more Members shall be entitled to two representatives in respect of the first 50 Members, and a further representative in respect of each additional 50 Members. The number of Members for the purpose of this Standing Order shall be based upon the voting strength of the Districts as determined by Standing Order 21.

(b) Representative Members of the Council shall be elected by a postal ballot of all duly qualified Members of their District, this ballot to take place in time to allow District Honorary Secretaries to notify the result to the Secretary of the Institute at least four weeks before the first meeting of the Council in each year.

(c) In the event of any seat's not being filled, or being vacated through any cause, the Council shall call upon the District to fill the vacancy by postal ballot before the next meeting of the Council.

(d) Where a District has only one elected Member of the Council, a deputy shall be appointed to attend any meetings the representative member is unable to attend. This deputy shall be appointed by the District Committee, or, in emergency, by the representative Member himself, with the approval of at least two other Members of the District Committee.

(e) Overseas Members shall be represented on the Council by the Chairman of the Overseas Committee.

31. (a) Fixed meetings of the Council shall be held on the second Saturdays in February, May and November, and in connection with the Annual Conference. Additional meetings may at any time be called by direction of the President, under resolution of the Council or otherwise. The President shall have power to alter the date of any meeting should necessity, in his opinion, have arisen. (b) A quorum shall consist of not less than one-fourth of the Council.

COUNCILLORS' EXPENSES

32. (a) All Members of the Council (defined in Standing Order 29 (a) or their duly-qualified deputies (under the last paragraph of Standing Order 30) attending Council meetings held outside their own Districts, shall be entitled to receive from the Council General Fund the amount of the third-class return railway fare to the place of meeting.

(b) For each meeting of the Council, the Secretary shall recover from each District, in respect of each representative of such District who has attended, amounts not exceeding 15s. in repayment of their railway fares.

(c) Members of the Executive, attending Executive meetings, shall be entitled to receive the amount of the third-class return railway fare, as in (a).

(d) Members of other Committees of the Council, attending meetings of those Committees, shall be entitled to receive the amount of the third-class return railway fare, as in (a) with the approval of the Council.

33. The Council shall determine any question not provided for in the Bye-laws and Standing Orders.

THE EXECUTIVE COMMITTEE

34. (a) The Council, at its first meeting in each year, shall elect an Executive Committee consisting of the President, the Treasurer, and ten other members of the Council who shall be nominated and elected according to the following procedure:—

(i.) At least three weeks before the meeting the Secretary shall give notice to each Member of the Council of the coming election, and invite a nomination either of himself and/or of any other Member for the Executive. Nominations by Members of the Council, bearing the candidates' written consents, shall be returnable to the Secretary not less than ten days before such meeting.

(ii.) If there are more candidates than vacancies the Secretary shall issue through the post to each Member of the Council a ballot paper containing the names of the candidates only, returnable not later than half-an-hour after the meeting opens. The votes shall be counted and the result certified by Scrutineers, who are not candidates for election.

(iii.) If there are more vacancies than written nominations the Council may fill any such vacancies by appointments made at such meeting. Any vacancies arising in the Executive Committee during the year shall be filled by the Council at its next following meeting.

(b) The Executive Committee shall elect its Chairman at its first meeting. No Members may be co-opted, but the Committee may from time to time invite the attendance of particular persons for special purposes in a consultative capacity only. The Committee shall meet at least twelve times in the year, and shall be vested with the full powers of the Council to manage the affairs of the Institute, subject to the direction and approval of the Council, and further subject to the provisions of Standing Order No. 35.

(c) The Committee shall be entitled to place full control jointly in the hands of the President of the Institute and its Chairman, to act in ordinary Executive matters on behalf of the Council and the Committee between meetings of the Committee.

(d) The Chairman of the Committee shall make a report to the Council at each fixed meeting of the Council of the proceedings of the Committee.

ECONOMIC SECTION

35. (a) In accordance with Clause 9, sub-section vii., of the Charter, and Bye-law 29 the Economic Section of the Institute shall have the management of all such matters as relate to remuneration, hours, and working conditions of journalists.

(b) The Economic Section shall consist of all members and probationary and junior members of the Institute not being newspaper proprietors, directors, or managing editors, or in any capacity able to exercise the powers of an employer in the appointment or discharge of journalists or in matters relating to remuneration, hours, and working conditions of journalists. The owning of shares in a company shall not in itself be a disqualification.

(c) The members of the Economic Section of each District shall hold an annual general meeting, either before or after the District annual meeting. They shall appoint a Committee from among those members of the District Committee eligible under paragraph (b) of this Standing Order, also a Convener, who shall call meetings of the Committee and meetings of the Section when he deems advisable; or when requested by two, or more, members to

do so, to deal with questions affecting professional services, working conditions and similar subjects. The convener, or other member of the Section appointed for the purpose, shall, with such assistance as may be required, keep minutes of the proceedings. The District Treasurer shall defray the expenses incurred by the Economic Section.

(d) The Economic Section members of the Institute shall, at the Annual Conference, hold an annual general meeting. At this meeting they shall elect for the ensuing year a chairman and also a Central Economic Section Committee, which shall deal with all questions of remuneration for professional services, working conditions, and similar subjects, with power to act.

(e) The Central Economic Section Committee shall consist of the Chairman, elected at the annual meeting, and of those members of the Council eligible under paragraph (b) of this Standing Order.

(f) The Central Economic Section Committee shall, at its first meeting in each year, appoint from among its members an Executive Committee, consisting of not fewer than seven members, which shall meet, as required, to transact administrative business between the intervals of the meeting of the Central Economic Section Committee. At least five of these seven members shall be salaried members of the regular staff of a daily or weekly newspaper.

(g) Correspondence arising out of the proceedings of the Central Economic Section Committee, or its Executive, shall be discharged by the Secretary, as and when required.

CONCILIATION AND ARBITRATION

36. (i) It shall be the duty of every District Committee promptly to investigate any complaint properly brought before them by a member in regard to any professional grievance, whether such complaint be against another member or members of the Institute or otherwise.

(ii.) Where complaint is made against another member or members of the Institute, a written statement shall be furnished before the District Committee proceed to consider the matter.

(iii.) If the District Committee are unable to effect a settlement of the grievance, they shall invite both parties thereto to refer the dispute to the Committee of Conciliation and Arbitration for friendly settlement.

(iv.) A Committee of Conciliation and Arbitration shall be appointed by the Council, and shall consist of (1) three editors, (2) three assistant editors, special correspondents, or sub-editors, and (3) three reporters. One member of each class shall retire annually, and shall be eligible for re-election by the Council.

(v.) Where any reference to arbitration is made the President shall nominate a sub-committee of three, consisting of one member of each class, who shall not be associated with the District or Districts in which the dispute arises, and who shall have power to hear both parties and decide between them.

(vi.) Where only one party to the dispute has expressed a desire to refer the matter to arbitration, the sub-committee may approach the other party and invite him also to consent to arbitration.

(vii.) By mutual consent of both parties the sub-committee may arbitrate in disputes between members and non-members of the Institute.

(viii.) Where any dispute has been referred to arbitration, each party shall supply to the sub-committee, and to the other party, a written summary of his case, with copies of any documents. If both parties agree and sign the respective summaries and documents as fairly representing the facts on each side, the sub-committee may proceed to give their decision upon the evidence contained in the documents. Otherwise the sub-committee shall fix a time and place for the hearing of both parties and of any witnesses either party may consider necessary. The sub-committee, if they are unable at the hearing to reconcile the parties, shall give their award in writing.

(ix.) The Council or any District Committee may pay part or all of the necessary expenses of the sub-committee. They may, if it be found desirable, authorise the sub-committee to incur expenses within such a maximum limit as they may assign. The personal expenses of the parties to the dispute shall be paid by themselves, but the Council or District Committee may, in special circumstances, pay part or all of such expenses.

(x.) Any member of the Institute who shall decline to abide by the award of the sub-committee shall be reported to the Council, who may, after consideration of the circumstances, deal with him under the Bye-laws and Standing Orders for dealing with complaints against members.

LOCAL ORGANISATION

37. The Institute shall be divided into Districts. The Council may define and change the areas of Districts, and may authorise the creation of new Districts. No new District shall be formed with fewer than 20 fully qualified Members.

38. (a) Members not attached to any District, for any special reason, shall be placed upon a list, to be called the Central Auxiliary List, which shall be under the control of the Council.

(b) Overseas Members shall be placed upon a list, to be called the Overseas List, which shall be under the control of the Overseas Committee.

39. Each District shall have the following officers, viz.; A Chairman, a Vice-Chairman, an Honorary Treasurer, an Honorary Secretary or Honorary Secretaries, and a Representative or Representatives on the Council. The District General Meeting shall also appoint an Honorary Auditor or Auditors and may appoint a Legal Adviser or Advisers who shall not be ex-officio Members of the Committee.

40. Each District shall have a District Committee. The District Committee shall consist of the District Officers and the conveners of local branches within the District ex-officio, and of other Members in such number as the District Annual or other General Meeting may from time to time decide. District Officers and Members of Committee shall continue in office until the appointment of their successors in accordance with the Standing Orders.

DISTRICT OFFICERS

41. At least three weeks before the date of the District Annual Meeting, the District Secretary shall give notice to the members of the District either by circular or by publication in the official organ (if any) of the Institute, inviting nominations for the District Officers and Committee; such nominations, bearing the assent of the person or persons nominated, to be received not less than ten days before the meeting. Each nomination must be made by a duly qualified Member. If the nominations exceed the number to be elected, the District Secretary shall issue, through the post, to all duly qualified Members a ballot paper returnable to the District Secretary not later than half-an-hour after the opening of the Annual Meeting. The votes shall be counted and the result certified by scrutineers who are not candidates for election. In the event of any insufficient number of nominations being received, the District Annual Meeting may proceed to fill the vacancies, or may leave it to the District Committee to do so, as may be decided.

Retiring officers shall be eligible for re-election, except that where the Chairman of a District is about to retire, after two successive years' service as Chairman, he shall not be eligible for nomination again for the office of Chairman, or Vice-Chairman, until two years have elapsed from the date of his last retirement from the office of Chairman.

42. The District Committee may fill any of the District Offices which become vacant during the year, or may leave them vacant until the usual time of appointment.

43. The duties of the District Officers and Committee shall be as prescribed in the Charter, Bye-laws, and Standing Orders, and further as the Council may from time to time

prescribe; to manage the affairs of the Institute within the District; to give every possible aid to the Council in performing their duties; to keep the Council informed of all matters which may require their attention; to give all possible information and assistance to Members who may have need of them; and to uphold and extend to the utmost the power and usefulness of the Institute and the interests of the profession of Journalism. Provided that the proceedings of the District Committee shall be subject to revision, if necessary, by District General Meeting.

44. The Council shall have power to make such provision as may be deemed necessary for the efficient and orderly conduct of the business of such District, including, if found desirable, the appointment or removal of any officers; the reception apportionment, and disposal of funds; and the suspension of representation of the District on the Council.

45 The District Committee shall pay from the District Fund such part of the railway fare of the District Representative or Representatives on the Council as is directed by these Standing Orders, and may pay all or part of the expenses incurred by the District Delegate or Delegates in attending the Annual Conference or other General Meetings of the Institute.

46. The duties of the District Secretary shall include convening all meetings of the District and of the District Committee and keeping minutes thereof, the conduct of the general correspondence (except on financial and economic matters) of the District, furnishing to the Office of the Institute such information as may be required, including information of journalistic appointments open or likely to be open, and such other services as the District of the council may require.

COLLECTION OF SUBSCRIPTIONS

47. The duties of the District Treasurer shall include the collection and remittance to Head Office of subscriptions and other funds in accordance with the Bye-laws, Standing Orders, and any resolutions or directions of the Council, and the keeping and rendering of accounts of the income, expenditure and funds of the District, and correspondence on financial matters concerning the District. He shall pay all funds received by him into the account of the District at a bank approved by the District Committee, and drafts upon such account shall be made only with the joint signatures of the District Treasurer and District Secretary, or of not less than two other members appointed by the District Committee for the purpose. The District Honorary Treasurer shall, within the first seven days of each month, forward to the Secretary of the Institute a statement of subscriptions received and amounts deducted as District proportions, on the forms provided, together with a remittance for the amount payable to the Council General Fund. Audited accounts shall be rendered annually, not later than February 28th.

LOCAL BRANCHES

48. (i.) Each District may establish in any town, or group of adjacent towns, in its area in which (with the immediate neighborhood) six or more members are employed or are resident, a local branch.

(ii.) Each branch shall appoint a Convener, who shall convene Meetings as occasion arises, keep a record of the proceedings, communicate to the Hon. Secretary of his District any matters to which members of the branch wish the attention of the District called, forward to the Hon. Treasurer of the District any subscriptions received from members of the branch and generally serve as the connecting link between branch members and the headquarters of the District.

(iii.) Branches shall, in every case, be subordinate to the Districts in which they are formed, and instructions from District Honorary Officials shall be duly observed.

(iv.) Branches shall: (a) do all that lies in their power to safeguard and further the interests of members, and of the profession, in their own areas by joint representation, or

otherwise; (b) assist the District Honorary Secretary by notifying him of vacancies pending on newspaper staffs in their area; (c) supply any necessary information required in connection with the administration of Unemployment Benefit, or of the Benevolent Fund, Orphan Fund, Oak Hill Journalists Home and Provident Fund.

(v.) A meeting of each branch shall be held at least once in every quarter.

(vi.) Branches may be established, dissolved, or re-established by Districts, as occasion arises, in accordance with this Standing Order.

OFFICE COMMITTEES

49. (i) Office Committees may be formed in any Newspaper Office in which three or more members are employed.

(ii.) Each Committee shall appoint a Convener, who shall summon meetings when occasion arises, keep a record of proceedings, and maintain communication with the local branch convener (or, in the absence of a local branch, the District Secretary).

(iii.) Office Committees shall, to the best of their abilities, safeguard and further the interests of their Members in regard to salaries, conditions of employment (including hours of work and holidays), and other matters of a purely domestic nature arising in their own Offices.

(iv.) No Executive action of any kind shall be taken by Office Committees, which shall, in any case of dispute, or other matter necessitating attention, refer, in the first instance, to their local Branch (or, in the absence of a local branch, direct to the District Committee), making such recommendation or suggestion as their members shall have decided upon.

UNEMPLOYMENT BENEFIT

50. In the event of any Fellow, Member, Probationary Member, or Junior Member becoming unemployed, he shall be entitled to apply for Unemployment Benefit. The conditions governing the payment of Unemployment Benefit shall be as follows:—

(i.) No Member, Probationary Member, nor Junior Member shall be entitled to Unemployment Benefit until he has paid at least twelve months' subscription and has been in journalistic employment for an aggregate of twelve months since the date of his selection to a class of membership eligible for Unemployment Benefit.

(ii.) A member shall be held to be unemployed when, through causes beyond his own

(ii.) A member shall be held to be unemployed when, through causes beyond his own control, his ordinary earnings have ceased or have become reduced during a period of at least four successive weeks to less than one-fourth of his average earnings, or 20s. per week, whichever is the larger amount. A member whose employment is, in ordinary circumstances, sessional, seasonal, or occasional, is not held to be unemployed by reason of the intervals of unemployment incidental to such circumstances. The Council may make regulations or special arrangements, applying generally or individually to members in such employment, or in the absence of such regulations or special arrangements applying to the case, may, in its discretion, deal with each case of claim by such members on its own merits.

(iii.) Ordinary or average earnings for the purposes of this Standing Order shall be the average weekly earnings of the member during the previous twelve months, from the exercise of the profession of journalist as defined under Bye-law 2, sub-section (a). Should a claimant for Unemployment Benefit be in receipt of income from other sources, he must disclose the nature and extent of such income at the time of making his application.

(iv.) A member shall not be entitled to apply for Unemployment Benefit if he has ceased to pursue, or, in the case of a Junior Member, he has not commenced to pursue, the active profession of journalism, or if his unemployment is caused by his

own misconduct or by his own voluntary act, unless such act be approved or excused by the Executive Committee.

(v.) No member whose subscription is in arrear at the date of his claim shall be entitled to apply for Unemployment Benefit, nor shall a member who pays up any arrears of subscription while unemployed, or while he is under notice to terminate his engagement, be entitled to claim benefit.

(vi.) A member who is of the age of 65 years or upwards, shall not be entitled to apply for Unemployment Benefit unless he has been a member of the Institute, in a professional class of membership, for 15 years and his subscriptions during that period have been duly paid. Unemployment Benefit shall not be paid to any Member after he has reached the age of 70 years, nor in respect of more than three years in all after he has reached the age of 65 years, except in special circumstances.

(vii.) A member is not entitled to apply for benefit unless he has been unemployed at least two weeks. But if then otherwise qualified, he may be granted retrospective benefit from the date when his unemployment commenced. Receipt of salary or compensation in any other form paid to a member in lieu of notice for termination of employment is to be regarded as equivalent to continued employment for the length of time it which such salary or compensation applies, and the date of commencement of his unemployment shall be construed accordingly.

(viii.) Applications for Unemployment Benefit shall be made to the Committee of the District to which the applicant is attached. The District Committee, after being satisfied as to the genuineness of the claim, may recommend the application and forward it to the Head Office. The District Committee may make any inquiries in regard to the application, and take any steps necessary for the verification of the particulars supplied by the applicant. All claims shall be considered by the Executive Committee of the Council, who may require any additional information, or direct the District Committee concerned to take any necessary steps in regard to the verification of the particulars given by the claimant.

(ix.) The Executive Committee may, in its discretion, refuse to grant any application for benefit without assigning any reason for such refusal. Upon the approval by the Executive Committee of any claim, the Honorary Treasurer of the Institute may issue his warrant to the District Treasurer concerned for the payment of the benefit.

(x.) The rate of benefit granted to any member shall not be in excess of £2 10s. a week, nor shall benefit be paid for a period exceeding 13 weeks in any consecutive twelve months. A member having received benefit during 13 weeks in any one year of membership shall not be entitled to apply for further benefit until he has subsequently paid twelve months' subscription and has been employed in a journalistic capacity for twelve months from the cessation of his previous period of benefit. Always provided, that the Executive Committee shall have the power to grant an amount less than £2 10s. a week, or to reduce the period during which benefit is payable, or to make a reduced grant for a shorter period than 13 weeks.

(xi.) Every member shall make all reasonable efforts to avoid falling into or continuing in unemployment. If in the opinion of the District or Executive Committee a member has failed to make such reasonable efforts, or has refused without sufficient reason to accept an engagement at a reasonable rate of remuneration and upon reasonable conditions, having regard to his professional standing and experience, the Executive Committee may withhold benefit from him or reduce his benefit, but in such case the member shall have the right of appeal to the Council, whose decision on such appeal shall be final. It shall be the duty of the District Officials, or District, Branch, or Office Committee, to bring to the notice of the Committee any case in which a mem-

ber in receipt of Unemployment Benefit does not comply with the conditions of this clause.

(xii.) Members in receipt of Unemployment Benefit, or who are wholly unemployed, shall be exempt from the payment of subscriptions, subject to the provision of subsections (iv.) and xi.).

(xiii.) The Council shall have power at any time to increase the benefits, or to grant other and additional benefits, if, in their opinion, the available funds are sufficient to justify such increase or additional benefits; or to reduce the rate of benefit if it shall appear to them to be necessary, having regard to the amount of actual, impending, or probable claims in relation to the available funds. No member shall have any claim against the Institute, or any member thereof, in respect of Unemployment Benefit, except such as can be defrayed out of the realised income, funds, or investments of the Council General Fund, or the Benevolent Fund. Power is reserved to the Council to take any such measures as they find necessary or desirable to secure from liability for the payment of Unemployment Benefit all funds, property, and assets of the Institute.

(xiv.) The Council shall have power to decide any questions which may arise as to the intent and meaning of this Standing Order, or of any regulations hereafter made for the payment of benefit, and as to the rights and duties of any member under this Standing Order. The decisions of the Council upon any question so arising shall be final and binding upon any or all members.

PROFESSIONAL AND LEGAL AID OR DEFENCE

51. (i.) A member requiring Professional or Legal Advice or Aid on any question affecting his professional rights and privileges, may apply either through the District Honorary Secretary to the Committee of the District to which he is attached, or, alternatively, to the Secretary, who shall give such advice or take such action as he may deem advisable, with liberty to consult the Honorary Solicitors of the Institute, or shall report the facts to the first meeting of the Executive for the consideration of the Council. The Council may remit for consideration of the District Committee any case referred directly to them, but a member shall have the right of appeal to the Council against any decision of the District Committee.

(ii.) A District Committee, if unable to settle any question affecting the professional rights and privileges of one of its members may report the case through the Secretary to the Council.

(iii.) The Council may take such legal or other action as may be necessary, or may give support or assistance to action taken by members or other persons concerned, and for that purpose may incur such charge upon the funds at their disposal as they may consider necessary for the protection and defence of the professional rights and privileges of any member, or the interests of members generally and of the profession of journalism.

DISCIPLINE

52. (i.) Any person, or any District Committee, making complaint to the Council under Bye-law 26 shall state the complaint in writing, addressed to the Secretary of the Institute, giving particulars.

(ii.) The Secretary shall forward, by registered post, to the respondent member, a copy of the complaint, not less than 21 days before the date of the meeting at which, in the usual course, the complaint would be submitted to the Council.

(iii.) The respondent member shall have the right to submit in writing a reply to the complaint.

(iv.) The complaint and the reply (if any) shall be submitted to the first meeting of the Council following the date of receipt of the complaint by the Secretary; provided that not

less than 21 days shall then have elapsed since the copy of the complaint was sent to the respondent member.

v.) The Council may decide to hear evidence in the matter and may direct that such evidence be given either personally or by statutory declaration.

(vi.) In the case of evidence by statutory declaration being furnished by either party, a copy (see clause ix.) of such evidence shall be sent to the Secretary, not less than seven days before the meeting at which such evidence is to be submitted to the other party, who shall have the right to give evidence in the same form in reply.

(vii.) The complaint, the reply thereto, statutory declarations in evidence, and any other statement or document a copy of which, by this Order, is required to be issued by the Secretary, must be supplied to him in duplicate.

(viii.) In the case of oral evidence, either party may question or cross-question the witnesses for or against him, as the case may be.

(ix.) (a) Either or both parties may, by special leave of the Council, be represented by counsel or attorney.

(b) Not less than seven days' notice of any such leave granted to one party shall be given by the Secretary to the other party.

(x.) (a) The Council may require from any person or District making a complaint under Bye-law 26 the deposit of a sum sufficient to cover the cost of the inquiry; and the President on the recommendation of the Executive Committee, may suspend any costly proceedings under this Order of Procedure, pending reference to the Council as to the requirement of security.

(b) The Council, when giving its decision upon the complaint, may order the detention of all or part of the deposit in the funds of the Institute, or the return of all or a part thereof.

(xi.) The President shall be empowered to suspend any or all proceedings under this Order of Procedure pending reference thereupon to the next meeting of the Council.

(xii.) The President may summon a special meeting of the Council to deal with any urgent matters arising upon any complaint or reference under this Order.

(xiii.) If either party (in the case of personal hearing) fail to appear, or (in the case of evidence by statutory declaration) fail to submit evidence, or in the judgment of the Council sufficient evidence, the Council may, nevertheless, proceed to consider and decide upon the complaint.

(xiv.) (a) In the event of the complainant failing to appear or to produce, in the opinion of the Council, sufficient evidence in support of the complaint, the Council may give a certificate to that effect to the respondent member.

(b) Such certificate shall be a bar to any further proceedings in respect of the same subject matter of complaint.

53. Any professional usage recognised by the Institute as proper, or any act or omission defined by the Council and confirmed by a conference, as discreditable to a journalist, shall be published in Schedule II. hereto.

ORPHAN FUND

54. The Rules of the Institute of Journalists Orphan Fund shall be as contained in Schedule III. hereto

BENEVOLENT FUND

55. The objects of the Benevolent Fund shall be (a) to make grants to widows of members in necessitous circumstances; (b) to assist the Council in rendering any benefit, aid, or service to members or to the profession, or in furthering any object of the Institute; (c) to meet any abnormal legal expenditure which may be necessary in the protection or pro-

mction of the professional rights or interests of members, or of the profess on of journalism; and (d) to meet abnormal claims or unemployment Benefit arising through emergencies.

PROVIDENT FUND

56. The Rules of the Institute of Journalists Provident Fund and Provident Aid Fund shall be as contained in Schedule IV. hereto.

COMMON SEAL

57. The keys of one of the locks of the Common Seal of the Institute shall be held by the Treasurer for the time being, and the keys of the other lock by the Secretary of the Institute. They shall be jointly authorised to attach the Seal to any certificates or other documents which may require the Seal in order to give due effect to the resolutions of the Council or of any duly authorised Committee. Provided, that in case of, and during, the continuance of any vacancy in the office of Treasurer of the Institute the President, or some member of the Council appointed by him in writing, shall be authorised to act in such interval in respect of the Common Seal as if he were the Treasurer.

CERTIFICATES OF MEMBERSHIP

58 Certificates of Membership of the Institute shall be issued by the Council in the following forms, viz —

(i.) The Diploma, which shall be issued under the Common Seal to members after election to any class of membership.

(ii.) The Small or Annual Certificate which shall be issued under the Small Seal to a member for credential of the continuance of his membership for the time being, but not after 31st December, in the year to which it applies.

Certificates of Membership of the Annual Conference or other General Meetings of the Institute shall be issued as provided in the Standing Orders relating to such meetings.

All Certificates shall remain the property of the Institute and be recoverable.

PROFESSIONAL EMPLOYMENT REGISTERS

59. Professional Employment Registers shall be kept and used in such form and according to such system as the Council shall from time to time approve. The Council shall have power to make and authorise such regulations and forms for the purpose of such Registers as they may find desirable.

OVERSEAS COMMITTEE

60. There shall be appointed an Overseas Committee in accordance with Schedule V. hereto.

OAK HILL

61. There shall be appointed an Oak Hill Committee, for the administration of the Oak Hill Journalists' Home, in accordance with Schedule VI. hereto.

NEW ZEALAND INSTITUTE OF JOURNALISTS

62. The Institute and the New Zealand Institute of Journalists are affiliated in accordance with the terms of such affiliation in Schedule VII. hereto.

INTERPRETATION CLAUSE

63. In the foregoing the term "Members" shall include "Fellows" except where the context has reference to Fellows only, but shall not include Junior Members, Probationary Members or Associates except where the context makes it clear that any or all of these classes are referred to. The term "conference" shall mean the Annual Conference of the Institute. The term "Executive" shall mean the Executive Committee of the Council.

SCHEDULE I.

EXAMINATIONS RECOGNISED

For the purposes of admission to the class of Junior Member the candidate must be in possession of the School-Leaving Certificate, or its equivalent, or of some higher certificate.

SCHEDULE II.

PROFESSIONAL USAGE AND PRACTICE

(i.) It is recognised by the Institute—

(a) That all journalists in a correspondence district have an equal professional right to send correspondence from that district to any journal or agency which has not already a recognised correspondent in the district.

(b) That correspondents should be chosen from amongst the recognised journalists whose ordinary occupation is in the active collection of news for the Newspaper Press.

(c) That a journalist who is appointed by a journal or agency as its correspondent in a district has an exclusive title to send all ordinary correspondence from such district to that journal or agency, and this principle applies where two or more journalists work in common in supplying news or correspondence to particular journals and agencies.

(d) That in cases of delegation of duty in the supplying of correspondence, fair remuneration, at the rate of not less than 50 per cent. of the proceeds, should be given to the journalist who does the work so delegated; but it is deemed unprofessional for any correspondent to delegate his work except for temporary and exceptional purposes.

(ii.) Any of the acts or proceedings hereinafter named or described may be deemed to be an act or default discreditable to a journalist, viz.:—

(a) The supplying of false news or exaggerated reports.

(b) Using for correspondence, linage, or otherwise, the copy of any journalist, whether in proof or manuscript, without the consent previously received of such journalist.

(c) The sending of speculative correspondence in ordinary general news to any journal or agency from a correspondence district other than his own district, in which there is in active practice an accredited local journalist or journalists.

(d) Sending from his own correspondence district general news to any journal or agency which already has in that district an accredited correspondent; but this clause shall not be held to prevent any journalist from sending special and exclusive information to any quarter.

(e) Supplying or accepting instructions to supply correspondence on terms below those recognised in his correspondence district, which terms, in case of doubt, shall be defined by the Committee of the District of the Institute within which such correspondence arises, or, where there is no district, by the Council.

(iii.) Membership or the designations of membership of the Institute may not be used for the purpose of advertising or promoting any business not directly or legitimately connected with Journalism or Literature. The Council shall have power to decide whether, in the circumstances of any given case, a member has made such use of his membership as is contrary to the provisions of Article 3 of the Charter. The Council shall have power to take such steps as they may find necessary or desirable for dealing with infractions of Article 3 and Standing Order 53.

SCHEDULE III.

THE ORPHAN FUND

The following shall be the Rules of the Institute of Journalists Orphan Fund, viz.:—

(i) The object of the fund is to maintain and educate, or to assist in the maintenance and education of, the orphan children of members (in any class) of the Institute of Journalists.

(ii.) To be eligible to receive assistance from the Fund children must have lost one or both parents, and the surviving parent must be in such necessitous circumstances as to require pecuniary aid in the education of the children; but a child whose parent is paralytic, totally blind, or a lunatic under restraint, or is suffering from any other affliction which may be considered by the Orphan Fund Committee to involve total incapacity, may be considered as an orphan.

(iii.) Children are not eligible for assistance from this Fund beyond the age of 16 years, except in special circumstances.

(iv.) Before making any grant the Committee may require evidence as to the following: (a) the parent's membership of the Institute of Journalists for at least two years previous to death or incapacity. (b) The marriage of the parents. (c) The birth of the child. (d) The death, paralysis, blindness, or lunacy of the parent. (e) That the child is not subject to any malady rendering it unfit to associate with other children.

(v.) Orphans may be placed either with surviving parent, or with a foster parent, or in a home, school, or orphanage, whichever the Committee may direct.

(vi.) No grant may be for more than one year at a time but it may be continued, at the discretion of the Committee.

(vii.) Application for the continuance of a grant must be renewed by the surviving parent, nearest surviving relative, guardian, or friends every year, and must be sent in at least two months before the expiration of the previous grant. Testimonials as to good conduct and diligence should accompany each application, together with recent school report or reports.

(viii.) Any subscriber for two years to the Fund, or any donor of not less than £15 15s., or any person so entitled by express resolution of the Committee on ground of special service to the Fund may nominate an applicant; the application must also be supported by the Committee of the District to which the orphan's parent was attached.

(ix.) The Committee shall consist of the Trustees of the Fund, the Honorary Treasurer of the Fund, the Chairman of the Fund, and the President of the Institute for the time being, who shall be ex-officio members; also of one member from each District, and five additional members, two of whom shall be elected annually by the Committee, and three by the Council of the Institute.

(x.) The new Committee shall be elected at the first meeting of the Committee in each year. The newly elected member shall enter into office forthwith or at such date not later than one month after election as the meeting may appoint, and shall continue in office until the entry into office of their successors. Retiring members shall be eligible for re-election. The Chairman and Treasurer shall be elected and shall enter into office in the same manner. The three members elected by the Council shall be elected at the first Council meeting in each year.

(xi.) The Districts shall nominate their representatives upon the Committee annually; provided that in the event of any District not having submitted a nomination by the date appointed, the Committee shall be empowered to appoint a member to represent such District for the ensuing year.

(xii.) The Committee shall meet not less than twice in each year, for the purpose of considering applications and for dealing with same. Payments shall be made by cheque to the parent or other guardian; and receipts shall be given on the prescribed forms. All cheques shall be signed by one of the Trustees or the Chairman of the Fund and the Secretary of the Orphan Fund.

(xiii.) In all matters excepting the voting of grants and the investment and disposal of funds, the Committee shall be subject to direction of the Council of the Institute; but, subject to this provision, the Committee shall exercise all such powers as they may deem necessary for the purpose of carrying out the objects of the Fund.

(xiv.) The funds shall be held by Trustees in accordance with the terms of the Trust of the Institute of Journalists Orphan Fund and the resolutions of the Annual Conference, 1905, and of the Annual Conference, 1916, relating thereto.

(xv.) The Fund shall pay its own management expenses.

SCHEDULE IV.

THE PROVIDENT FUND AND PROVIDENT AID FUND

(i.) a) A Fund (called "The Institute of Journalists Provident Fund") is established as a Society registered under the Friendly Societies Act.

(b) The Permanent Officers of the Institute shall be authorised to render to such Society all such service and to give all such facilities at the Offices, Meetings, and Conferences of the Institute, as may be rendered and given consistently with other claims upon such services and facilities.

(c) Such contributions shall be made by the Provident Fund towards the defrayal of expenses incurred by the Council on behalf of the Fund as may from time to time be agreed between the Council and the Committee of the Fund.

(d) The Fund shall be regarded as a branch of the work of the Institute and be dealt with accordingly in the books, publications, and matters of that nature, of the Institute.

(ii.) (a) A Fund called "The Institute of Journalists Provident Aid Fund" shall be held and administered in accordance with the rules expressed in this Standing Order, the directions of the Council as governed or affected by the provisions of the Institute of Journalists Provident Aid Fund Trust Deed.

(b) The invested capital of the Fund shall be available as a guarantee of the solvency of the Institute of Journalists Provident Fund.

(c) The interest accrued from the investments, and any other income, of the Fund shall be paid to the Committee of Management of the Institute of Journalists Provident Fund, for the benefit of the members of that Fund, as provided under the Rules of that Fund.

SCHEDULE V.

THE OVERSEAS COMMITTEE

(i.) A Committee to be known as the Overseas Committee shall be appointed by the Council at its first meeting in each year.

(ii.) The Committee shall consist of seven Members to be appointed by the Council, with experience and/or special knowledge of overseas conditions, and with power to co-opt additional Members who should be specially qualified to assist the Committee in its work.

(iii.) The Committee shall elect its own Chairman at its first meeting, and shall determine its own order of procedure, subject to revision by the Council if necessary. The Chairman of the Committee shall be ex-officio a member of, and shall report periodically to, the Council.

(iv.) The objects of the Committee shall be to form as close a link as possible between journalists at home and overseas, to collect and collate information in regard to conditions overseas, to assist Newspaper or Journalistic organisations in British overseas possessions and dependencies or elsewhere abroad in securing suitable literary staffs, to advise and inform journalists seeking service overseas and abroad, and to render such other assistance to employers and employés as may be within its power.

(v.) It shall be a special function of the Committee to maintain contact with affiliated and kindred organisations overseas, and to assist overseas journalists in Great Britain.

(vi.) Applications for membership from overseas shall be referred to the Overseas Committee, which, for the purpose of electing members, shall be regarded as a duly-constituted District.

SCHEDULE VI.

THE OAK HILL COMMITTEE

(i.) The Oak Hill Committee shall be elected annually by the Conference. It shall consist of not fewer than nine, and not more than fifteen members, four of whom shall be women and all of whom shall be members of the Institute.

(ii.) The Committee may invite to sit with it representatives of the N. U. J., the Newspaper Press Fund, the Newspaper Proprietors' Association, the Newspaper Society, the Periodical Trade Press, and Weekly Newspaper Proprietors' Association, the London Press Club, and the Gallery Lodge of Free Masons, to constitute an advisory committee.

(iii.) The Secretary of the Institute shall act as Secretary to the Committee, and all clerical work shall be under his direct control.

(iv.) The Committee shall meet at least once a month. Financial commitments proposed by the Committee shall, before becoming effective, be submitted to, and passed by, the Executive Committee, by whom orders for payment shall be made.

SCHEDULE VII.

NEW ZEALAND INSTITUTE OF JOURNALISTS: AFFILIATION

The Institute and the New Zealand Institute of Journalists are affiliated in accordance with the conditions approved by both Institutes in the year 1901; as follows:—

(i.) In this affiliation and in all correspondence, documents, or other matters which may arise under or in connection therewith, the words, "The Institute of Journalists," or "The Institute," shall be held to signify the Institute of Journalists incorporated by Royal Charter of Her Majesty the Queen in Council, 1890; and the words "The New Zealand Institute of Journalists," or "The New Zealand Institute," shall be held to signify The New Zealand Institute of Journalists incorporated by Act of the New Zealand Legislature, 1895.

(ii.) A Member of the New Zealand Institute, duly accredited as such, will be held qualified for admission as a Member of the Institute without proof of qualification; except in the case of Readers, who, unless otherwise sufficiently qualified will be eligible without further credentials as Associates of the Institute; and Fellows or Members of the Institute will equally be qualified in respect of the class of Members of the New Zealand Institute.

(iii.) An Associate, or a Junior Associate, of the New Zealand Institute, duly accredited as such, will be qualified for election, respectively, as an Associate or a Junior Member of the Institute; and vice versa.

(iv.) Subject as provided in these conditions of affiliation, a Member, Associate, or Junior Associate of the New Zealand Institute, visiting or temporarily resident in any part of the World, other than New Zealand, shall be entitled to the privileges of the corresponding classes of membership of the Institute for the period of such visit or residence, upon giving notice to the General Secretary of the Institute, or the Honorary Secretary of the particular District. A Fellow, Member, Associate, or Junior Member of the Institute, temporarily resident in or visiting New Zealand, will be correspondingly entitled in respect of the New Zealand Institute.

(v.) All elections, temporary or otherwise, under the conditions of this affiliation, shall be in accordance with the forms and processes ordinarily employed for the election of members in the several classes affected

(vi.) This affiliation does not in any way affect the ability of the Institute to elect any qualified person, in the ordinary course, to any class of its membership; or to require that any person elected under this affiliation shall, as a condition of such election, pass such examination as may be duly prescribed.

(vii.) This affiliation may be terminated either by the Institute or by the New Zealand Institute, at any date of which a clear notice of not less than twelve months has been given in writing, or otherwise as both Institutes may agree.

(viii.) These conditions apply to qualified persons of either sex; and the masculine pronouns used therein are to be construed accordingly.

(ix.) This affiliation shall have effect as from the date of the adoption of the foregoing conditions by the New Zealand Institute.

SCHEDULE VIII.

CERTIFICATION OF THE INSTITUTE AS A TRADE UNION

TRADE UNION ACT 1913.

Certificate under Section 2(3).

I hereby certify that the Institute of Journalists is a Trade Union within the meaning of the above Act.

Given this 21st day of June, 1920.

E. BART ROBERTSON,

Chief Registrar.

(SEAL)

National Union of Journalists

(THE FOLLOWING IS A BRIEF SUMMARY OF THE RULES OF THE UNION).

The National Union of Journalists is a Trade Union registered under the Trade Union Act. Those eligible for membership are Working Journalists (not Newspaper Proprietors, Managers or Directors), who are and have been for three years members of a journalistic staff, or who are and have been for three years dependent upon their own journalistic work. After only six months' experience a journalist may be elected a probationary member.

Women Journalists are qualified to become Members, as are also Artists and Photographers engaged in Newspaper and Magazine Work as a regular occupation.

The objects of the Union are:—

- (1) To defend and promote the professional interests of its Members with regard to salary, conditions of employment, tenure of office.
- (2) The establishment of out-of-work, benevolent, and superannuation benefits.
- (3) To deal with questions affecting the professional conduct of its Members.
- (4) To be an approved Society within the meaning of the National Insurance Acts.
- (5) To carry out the provisions of the Unemployment Insurance Acts.

CONTRIBUTIONS. FULL MEMBERS, 5/ PER CALENDAR MONTH;
PROBATIONERS, 2/6.

Members whose arrears exceed three months' subscriptions are disentitled to any Union benefits.

No Member beyond the limit of arrears shall be again qualified for benefit or office until he has reduced his arrears below three months, and for one month thereafter.

Any Member whose arrears exceed four months shall cease to be a Member of the Union, and on seeking re-admission may have to pay a fine which shall not exceed £20.

UNEMPLOYMENT BENEFIT

After an aggregate period of 12 months employment and the payment of 12 monthly contributions and any levies due, a Member is entitled to £2 per week for 13 weeks, and £1 per week for another 13 weeks while unemployed. Probationers half these amounts.

A Member having received 26 weeks' Unemployment Benefit within a period of 12 consecutive months, shall not be eligible for further Unemployment Benefit until he has again paid 12 months' contributions.

Should a Member who is in arrears be granted Unemployment Benefit, the full amount of arrears owing shall be deducted from the first four weeks' benefit payments.

A Member while unemployed is exempt from all payments.

Members of the Parliamentary Press Gallery, and Members employed in the Royal Courts of Justice, are not regarded as unemployed during the Parliamentary Recess or Law Courts Vacation.

Special provision is made for Unemployment Benefit to unattached writers of miscellaneous articles and lineage men.

WIDOWS AND ORPHANS' FUND.

A sum equal to 2s. per Member per annum is allocated to the Widows and Orphans' Fund, which is at the disposal of the National Executive Council for the relief of Widows, Orphans, and other dependents of Members in distressed circumstances.

BENEVOLENT GRANTS

Benevolent Grants are payable to Members by the National Executive Council on the recommendation of their Branches, to meet exceptional cases of distress, or to enable Members to proceed to new situations or to seek new employment.

Should a Member be victimised for being an Officer or Member of the Union, or for defending a Union or professional interest, or resisting the imposition of unjust conditions, the National Executive may authorise such payments to him as they deem necessary. Applications for such Grants must be made through the Members' Branch Committee.

EMERGENCY GRANTS

An Emergency Grant not exceeding 60s. may be authorised by a Branch Committee to enable a Member unemployed or under notice to proceed to a new situation, or to interview a possible employer, provided that the applicant has been a Member for four months and has paid four months' contributions.

WITHDRAWAL PAYMENTS

In the event of the withdrawal of any Member ordered by the National Executive Council from his employment, a special weekly payment (amounting to not more than his previous weekly salary) shall be made to the Member for the maximum period of six months after the date of such withdrawal. Further grants may be made by the Executive after the completion of the six months' payments. Members receiving special withdrawal pay are not eligible for Unemployment Benefits during that period.

Should a Member in receipt of Withdrawal Pay refuse to accept any situation that the National Executive consider suitable, he shall be disentitled to further pay, and shall be considered simply as a Member eligible for Unemployment Benefit.

POWERS OF NATIONAL EXECUTIVE

The National Executive Council, which is appointed by the Annual Delegate Meeting, consists of Territorial and National Representatives, and the President, the General Treasurer, the Editor of the "Journalist," and the General Secretary.

The National Executive Council has power:—

- (1) To determine any question whereon the Rules of the Union are silent.
- (2) To remove or suspend any Branch or Executive Officer or Committeeman from the performance of his duties. (Subject to the right of appeal to the Annual Delegate Meeting.)
- (3) To fine, suspend or expel any Member for conduct detrimental to the interests of the Union. (Subject to the right of appeal to the A. D. M., notice of which must be lodged within a month after the date of the suspension or expulsion.)
- (4) To order the withdrawal of any Member or Members from their employment, and to take such steps or conduct such negotiations or accept such altered conditions as may be necessitated therewith. No withdrawal from employment affecting a majority of members shall be sanctioned unless a poll of the whole of the Members shows that a two-thirds majority of those voting is in favour of such action

FUNDS OF THE UNION

All the Funds contributed by Members through their Branches are the property of the Union.

The Funds of the Union are invested in the names of three Trustees elected by the Annual Delegate Meeting from among the Members of the Union.

The Investment of the Funds in any Trustee security or a deposit at a bank are determined by the National Executive Council

MEMBERS LEAVING PROFESSION

Any Member who ceases to be a Journalist shall cease to be a Member of the Union.

A Member who ceases to be eligible for full membership, but who remains in journalism, may become an Associate Member.

When a Member, having lost journalistic employment, secures employment out of journalism, his membership may, subject to the consent of his Branch, be in suspension for a period not exceeding six months.

Each member is entitled to a free copy of the rules.

Newspapers and Printing Industries Pension Fund, Ltd.

From The Newspaper World

The Newspaper and Printing Industries Pension Fund, Ltd., as approved by both the Newspaper Society and the Institute of Journalists, is a registered Industrial and Provident Society founded for the purpose of providing retiring pensions for employes in the newspaper and printing industry. It began operations on June 1, 1928, and had last month 45 employer-members and 927 worker-members. Its investments, which in June, 1928 were naturally nil, already total over £12,000. The scheme is on a "contributory" basis, *i. e.*, employer and employe each pays 50 per cent. (or other agreed proportions) of the premium shown in the table.

Every employer entering the scheme pays premiums to the Fund, according to the ages of his men (special rates can be supplied for women), and collects for himself the men's contributions towards these premiums. It is not essential for all the men in any establishment to join the Fund; the scheme is actuarially sound even though only part of the men in any firm join. The scheme is equally applicable to mechanical, clerical, journalistic, and management staffs. The normal age limits between which men join the Fund are: Next birthday ages, 21 to 50. In practice, the collection of premiums has proved a simple matter. Each worker-member has a contribution card. The firms collect from the workers every week, and remit (adding their own proportions of the premiums due) to the Fund every four weeks. The normal basis of pension on retirement at age 65, is: £1 per week for men joining the Fund from 21 to 40 inclusive; 15s. from 41 to 45; and 10s. from 46 to 50. These figures are merely a standard upon which a given table is based. Any amount of pension may be subscribed for. Contributions larger or smaller than those shown in the table increase or decrease the resultant pension in proportion. Retirement before age 65 is permissible, but decreases the resultant pension.

The pension, beginning at age 65, is payable for five years certain, and thereafter until death of the pensioner. Thus, if a worker dies, after beginning to draw his pension, but before he has drawn it for five years, his estate will get the benefit of the pension payments for the balance of the five-year period. In the event of a worker withdrawing from the scheme before reaching pensionable age his contributions are refundable (with 2½ per cent. compound interest) or may be left in the Fund to provide a reduced pension at age 65, provided that the amount so left in is sufficient to produce a pension of not less than £10 per annum. In the event of a worker's death before age 65, his contributions with 2½ per cent. compound interest are refunded to his estate. In the event of the withdrawal of an employer, his workers may be treated as withdrawing and receiving refunds, or may continue contributions on their own account.

Employer and worker usually each contribute one-half of each premium paid, but as long as the full premium is paid, it does not affect the Fund if the proportion is different.

If an employer wishes to offer his men a non-contributory scheme, he can do so simply by paying the full premiums himself, or the employer can pay 75 per cent, and the worker 25 per cent., and so on. In this connexion it must be emphasized that in no circumstances is more than 50 per cent. of any premium refundable, in the event of a worker's death or withdrawal. Examples: (1) Employer pays 75 per cent. of premiums, worker 25 per cent. Worker dies or withdraws. Worker's portion of premiums paid (25 per cent. plus interest) is refundable to his estate; 25 per cent. is refundable to the employer; 50 per cent. must remain in the Fund. (2) Employer pays 100 per cent., worker nothing. Worker dies or withdraws 50 per cent. of premiums paid is refundable to employer; remainder stays in Fund. In no circumstances are contributions paid by an employer (except any excess over 50 per cent as already explained), for a particular man or group of men, returnable to the employer, the worker, or their respective estates.

Employers may charge premiums paid to the Fund against profits for Income Tax purposes. With Income Tax at its present figure this is equivalent to a rebate of 20 per cent. on the premiums paid. Employes can secure allowance of their premiums for Income Tax in the same way as life assurance premiums. The Fund itself, incidentally, is not called upon to pay Income Tax, and therefore the members benefit by the fact that the Fund secures full interest on all its investments. The Fund is administered by a Committee of Management of eight elected members, four of whom are employes and four employers. The Committee is responsible under the rules to the annual general meeting of members.

The records of the Fund show that (including members over 50 and those subscribing for pensions of more than £1 per week, whose premiums are higher than normal) the average premium paid to the Fund per worker member per week is about 3s. 3d. On a 50 per cent. basis, this represents 1s. 7½d. from the employer and the same amount from the worker. On an average wage of 75s. a week (not an unreasonable figure when journalists and managerial staffs are included) this is only just over 2 per cent. on the wage bill. On an average wage of £4 it is almost exactly 2 per cent.

THE
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Journalism Series

Edited by

T. C. MORELOCK

Associate Professor of Journalism

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