



The British Institute of Graphologists

CONSTITUTION

1. NAME OF SOCIETY

The society herein constituted shall be known as THE BRITISH INSTITUTE OF GRAPHOLOGISTS. It shall be permissible for a clarifying subsidiary title be allowed according to the scope of the Institute. Such subsidiary title shall not supersede the principal title, nor be presented in any form other than secondary to the principal title.

2. OBJECTS AND AIMS

The objects and aims of the Institute shall be:

- a) to act as a learned society;
- b) to promote and enrich the study of graphology;
- c) to enhance public understanding and recognition of graphology in personality analysis and psychological therapy;
- d) to develop theory and practice as a method of investigation in its various applications as a psycho-diagnostic tool in educational, industrial, social, and other works;
- e) to provide facilities for study by way of tutorial courses, lectures, seminars, and the like anywhere where such demand exists throughout the United Kingdom of Great Britain and Northern Ireland;
- f) to encourage research into graphological applications by individuals and groups;
- g) to obtain, where possible, grants for research;
- h) to give practical assistance, with or without pecuniary remuneration, to any research organisation or other bodies and individuals whomsoever the Institute decides may or ought to benefit from any graphological researches and/or applications of handwriting analysis, findings, or systems;
- i) to establish within the Institute a professional body organised for the protection of the interests of its members;
- j) to establish a code of ethical behaviour which shall be binding upon all members;
- k) to establish and award a qualifying diploma in graphological analysis following an examination set by its own examination board. The award of a diploma shall confer upon the recipient the title: Graduate Member of the British Institute of Graphologists after the member's name, the abbreviation of which shall be: M.B.I.G.(Dip).

3. ELIGIBILITY FOR MEMBERSHIP AND MEMBERSHIP CLASSIFICATION

- a) ELECTED MEMBER: Any person who has been granted exemption from the Institute's qualifying examination under the terms specified by the Management Committee.
- b) Elected members shall be entitled to use the abbreviation M.B.I.G.
- c) GRADUATE MEMBER: Any person who has been awarded the Diploma of The Institute having successfully passed the Institute's qualifying examination. Graduate Members shall be entitled to use the abbreviation M.B.I.G.(Dip).
- d) AFFILIATE MEMBER: Open to all interested in graphology.
- e) STUDENT MEMBER: Those following a course of study in handwriting analysis with a view to sitting the Diploma examination.
- f) FOUNDER MEMBER: All persons admitted to Membership on or before 31st December, 1983.
- g) HON. MEMBER: Those elected to this status by the Management Committee, the abbreviation to be Hon. M.B.I.G.

- h) FELLOW MEMBER: The Institute shall be entitled to award the title F.B.I.G in recognition of outstanding merit; such awards to be recommended by the Management Committee and approved at an AGM or SGM.
- i) CORPORATE MEMBER: The Institute may offer Corporate Membership to appropriate organisations on payment of an annual fee.
- j) VISITOR: All persons attending by invitation of another member of the B.I.G., but who shall not receive any constitutional benefit or entitlement without prior agreement of the Management Committee.
- k) The B.I.G reserves the right to refuse or terminate a membership at any time.

4. ADMITTANCE TO MEMBERSHIP

All applications for membership of the Institute shall be made on the form supplied by the Institute. All forms and relevant papers may be obtained from the Membership Secretary. The Management Committee of the Institute shall reserve the right to admit, reject, or cancel membership.

5. MEMBERSHIP SUBSCRIPTION FEES

- a) Subscription shall be paid annually in advance on the 1st January. It shall be at the discretion of the Management Committee to allow the payment of subscription fees by instalments.
- b) The subscriptions shall be such a sum as the Institute, may from time to time determine.
- c) Any new member joining after 30th June will pay 50% for that year of the appropriate classification fee.
- d) Fees for Student Membership are payable annually for a maximum of six years. After this period students should pay the Affiliate or Graduate fee as appropriate.

6. BENEFIT OF MEMBERSHIP

- a) All members shall receive a newsletter, be kept informed of meetings and events, may request information relative to the objects and aims of the Institute, and shall receive details or other information concerning graphology and other relevant subjects as may be made available from time to time. All members may advertise membership of the Institute, but the classification of membership MUST be made clear, i.e. expressed in full except for the agreed abbreviations specified in Clause 3.
- b) Effective from 1st January 1994, Affiliate Members shall be entitled to the same benefits as Elected and Graduate Members except in so far as those benefits are restricted specifically to other classifications.
- c) Student Members shall receive professional advice and guidance concerning courses of study available to them, on graphology as a career, on specialising, and on working towards the Institute's Diploma.
- d) Elected and Graduate Members of the Institute shall be entitled to maximum benefit available.
- e) Honorary Members shall include the abbreviation (Hon) in parenthesis to their accreditation.
- f) Fellow Members shall be accredited with the letters F.B.I.G. after their names.
- g) Corporate membership entitles up to two representatives of any one organisation to receive the Journal and to attend B.I.G. events and activities free of charge. In return the organisation will allow its name to be used by B.I.G. for publicity purposes.

7. ENTITLEMENT TO VOTE

Entitlement to vote shall be given to all registered individual members of the Institute. Corporate membership does not carry voting rights.

8. GOVERNING BODY OF THE INSTITUTE

The governing body of the Institute shall be known as the Management Committee, and shall consist of seven(7) elected Officers of the Institute, comprising those holding, for the time being, the following Offices – Chairman, Vice-Chairman, Secretary, Treasurer, Education Officer, Research Officer, and Marketing/PR Officer; together with a further two members nominated by the Management Committee itself. All members of the Management Committee must be registered members of the Institute.

9. ELECTION OF OFFICERS

- a) The initial term of office for an elected Officer shall be for a period of three years. An Officer may be re-elected for a further three years, but thereafter a minimum period of one year shall elapse before re-election. The only exception to this rule will be when an Officer has completed a full term of office, that officer may immediately stand for Chairman for three years, and can then stand again for a further three years, before stepping down for one year.
- b) From time to time a President of the Institute may be elected by the Committee to honour a graphologist who has made an outstanding contribution to the British Institute of Graphologists. The term of Office of the President shall be at the discretion of the Management Committee, as shall all other offices. At the discretion of the Management Committee, an Officer may be removed from Office following absence, without prior arrangement, from meetings on three or more occasions.
- c) It will be the responsibility of the Education Officer to establish an Examination Board for purposes as set out under the objects and aims of the Institute. An Education Officer shall have power to co-opt members qualified to serve on the Board. There shall be no less than three Officers serving on the Examination Board.

10. NOMINATIONS

Nominations for appointment to office or committees shall be made at least thirty days before an Annual General Meeting or other special meeting. All nominations shall be proposed and seconded in writing and consent of the nominee obtained. Nomination forms shall be made available upon application to the Secretary for this purpose.

11. VOTING AND BALLOTING

Voting shall be by a show of hands, except where a ballot vote is specified by the General Regulations. Where deemed necessary the Chairman may appoint two tellers. Postal ballots shall be allowed on matters constitutional at the discretion of the Management Committee. All officers who are members of the Institute shall be allowed their constitutional right to vote, but a Chairman shall not have a casting vote.

12. MEETINGS

An Annual General Meeting shall be held during October, November or December each year, to –

- a) receive reports from the Management Committee;
- b) receive the accounts that have been examined by an Independent Examiner relating to the previous year;
- c) elect those members of the Management Committee due for election;
- d) elect an Independent Examiner.

Twenty one (21) days notice of an Annual General Meeting shall be given to all registered members, but the non-receipt of such notice shall not invalidate the meeting.

The Management Committee shall decide when ordinary meeting of the Institute shall be held and a Special General Meeting may be called by the Management Committee or upon written request to the Management Committee and signed by ten members.

At least fourteen (14) days notice of all General Meetings or Special Meetings shall be given to all registered members.

Notice of motions for the Annual General Meeting to be received by the Secretary in writing thirty (30) days prior to the AGM.

13. QUORUM

Ten (10) registered members of the Institute present at all Annual, Special or General Meetings shall constitute a quorum.

At all meetings of the Management Committee three (3) elected officers present shall constitute a quorum. For all other meetings the Management Committee shall determine whether or not a quorum is required.

14. THE FINANCIAL YEAR

The financial year shall be from 1st April to 31st March

15. DUTIES

The duties of all appointed officers of the Institute shall be set out in the General Regulations issued by the Management Committee, such Regulations to be amended or varied only with the express consent of the Management Committee.

16. SPECIFIC POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee shall be the official body representative of the Institute.

The Management Committee shall have the power to establish any kind of committee and may fix the quorum of any committee upon appointment and may vary such or not. The Committee may also decide whether a quorum is required or not, or may alternatively allow committees to fix their own quorum. Minutes of the Annual General Meeting shall be approved by the Management Committee. The Committee shall have the power to make, amend or rescind the General Regulations as it sees fit and may apply such making, amending or rescinding for the duration up until the next Annual General Meeting when such making, amending or rescinding shall be required to be confirmed by the body of the Institute. Alternatively, a Special General meeting may be called as soon as possible to resolve any making, amending or rescinding of such General Regulations.

The Committee may advise on and/or convene meetings concerning any constitutional matter.

The Committee may appoint any of its own members to other committee or individual positions. The Committee shall also have the power to co-opt other members of the Institute to its own or other committees between Annual General Meetings and shall also have authority to obtain the services of any other professional advisors as may be deemed necessary from time to time.

The Committee shall have the power to expel members from membership of the Institute and to suspend membership until a Special General Meeting can be called to resolve any call for expulsion. The Committee shall have power to confer honorary memberships as it sees fit, and shall be entitled to invite eminent persons to become patrons of the Institute.

The Management Committee shall submit any recommendations relating to revision of membership subscription fees for resolution at an Annual General Meeting.

The Management Committee shall be enabled to undertake fundraising operations where necessary and shall control any investment of funds from whatever sources which shall be invested in accordance with Trustee Investment powers as permitted by law. The Committee shall also have monetary powers of general purchase to enable the efficient running of the Institute as well as power of expenditure to cover such costs and payments as may be necessary from time to time.

Powers for the borrowing of money or the acquiring of property shall be allowed only when authorised by vote at an Annual General Meeting.

In the event of the winding up of the Institute the Committee shall have power to settle all liabilities.

17. AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended by a 2/3rd majority of members eligible to vote at an Annual General Meeting or Special General Meeting or by means of a postal ballot, provided that at least fourteen (twenty one in the case of the AGM) days notice of the proposed amendment has been given to members and that no amendment shall be made to the Constitution which would cause the Institute to cease to function in the obtaining or maintaining of its Objects and Aims, specifically where its charitable aims and activities are concerned.

18. WINDING UP

The Institute may be wound up if a proposal to that effect is passed by a 2/3rd majority of members present at a Special General Meeting.

If, in the event of a winding-up of the Institute, there remains after the settling of all liabilities any property whatsoever, this shall not be paid or distributed among the members of the Institute but shall be given or transferred to such an organisation having objects similar to those of the Institute as the members decide.

The existence of the Institute shall be terminated on completion of the winding-up.

THIS CONSTITUTION WITH AMENDMENTS (18/9/83) INCLUDED WAS FORMALLY ADOPTED BY THE MANAGEMENT COMMITTEE OF THE BRITISH INSTITUTE OF GRAPHOLOGISTS ON THE 9TH DAY OF OCTOBER 1983.

Signed John Hackworth
Chairman

THIS EDITION OF THE CONSTITUTION INCORPORATES THE FURTHER AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING HELD ON 2ND NOVEMBER 1986, AND THE SPECIAL GENERAL MEETING HELD ON 25TH SEPTEMBER 1988, AND THE ANNUAL GENERAL MEETING HELD ON 26TH NOVEMBER 1989.

Signed John Blomfield
Chairman, 27.11.89

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING HELD ON 8TH DECEMBER 1991, THE ANNUAL GENERAL MEETING HELD ON 6TH DECEMBER 1992, THE ANNUAL GENERAL MEETING HELD ON 5TH DECEMBER 1993, AND THE ANNUAL GENERAL MEETING HELD ON 4TH DECEMBER 1994.

Signed Christopher Molander
Chairman, 4.12.94.

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING HELD ON 3RD DECEMBER 1995.

Signed Erik Rees
Chairman, 3.12.95.

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING HELD ON 2ND DECEMBER 2001.

Signed Elaine Quigley
Chairman, 2.12.01.

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE EXTRAORDINARY GENERAL MEETING ON 4TH JUNE 2006.

Signed John Beck
Chairman, 4.6.06.

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE EXTRAORDINARY GENERAL MEETING ON 1ST JUNE 2008.

Signed John Beck
Chairman, 1.6.08.

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING ON 30TH NOVEMBER 2013.

Signed Adam Brand
Chairman, 30. 11. 13.

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING ON 29TH NOVEMBER 2014.

Signed Adam Brand
Chairman, 29. 11. 14

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING ON 23RD NOVEMBER 2019.

Signed Ruth Rostron
Chairman, 23.11.19

THIS EDITION OF THE CONSTITUTION INCORPORATES THE AMENDMENTS AGREED AT THE ANNUAL GENERAL MEETING ON 21ST NOVEMBER 2020, AND THE ANNUAL GENERAL MEETING ON 27TH NOVEMBER 2021.

Signed Ruth Rostron
Chairman, 27.11.21