

THE CONSTITUTION OF THE BRITISH ORIGAMI SOCIETY

As amended at an Annual General Meeting on 12th September 2020

1. NAME

The Name of the Society is THE BRITISH ORIGAMI SOCIETY

2. OBJECTIVES

- (1) The objectives of the Society are: to promote and increase public knowledge and awareness of origami, to encourage the practice of origami in education and as therapy for the mentally and physically disabled and to create, maintain and preserve an origami archive.
- (2) To achieve these objectives, the Society will:
- (a) promote the study of the techniques, history, aesthetics and mathematical theory of origami, related techniques of paper-folding and other paper crafts;
 - (b) promote the study of Origami in the wider context of play, games, puzzles, magical illusions and recreational mathematics;
 - (c) facilitate and encourage discussion and communication about origami and related techniques between people in the United Kingdom and across the world;
 - (d) arrange activities for the encouragement of origami including conventions, meetings and public exhibitions;
 - (e) publish magazines, booklets and other publications about origami and related subjects,
 - (f) maintain a library of books, papers and other materials relating to origami and related subjects with a view to preserving unpublished as well as published material and making information available to members of the Society and the general public;
 - (g) maintain a collection of origami models by British paper-folders and of outstanding work by folders from other countries in order to preserve a record of unpublished models;
 - (h) encourage the use of origami in schools as a mathematical and creative activity and as an exercise in manual dexterity;
 - (i) foster the use of origami in hospitals and similar institutions as a means of occupational therapy, especially for the physically and mentally handicapped.
- (3) The Society will not engage in any political activities.
- (4) The Society is non-profit-making and no member of the Society will derive any profit or gain from the Society, its funds or activities except as a paid employee or as a paid independent contractor. This will only be with specific and adequate terms contained in a contract which has been approved by the Council.
- (5) The Society is domiciled in England and Wales and is governed in its internal activities by the law of England and Wales but membership is open to people of all countries.

3. DEFINITION OF ORIGAMI

- (1) The Society defines Origami as the folding of paper of any regular shape to form two-dimensional or three-dimensional models of living creatures, inanimate objects and abstract forms.
- (2) While the Society holds that Origami in its purest form does not admit the cutting of paper, the Society does not exclude cutting provided that it is limited in extent, adds significantly to the value of the model and provided that the model retains the main characteristics of uncut Origami.
- (3) The usual medium of Origami is paper but the Society recognises that the techniques of folding may be applied to other materials.
- (4) The Society recognises techniques of manipulating and cutting paper other than Origami and seeks to foster the interchange of ideas between the pursuit of Origami and other paper techniques.

4. MEMBERSHIP

- (1) Membership of the Society is open to all who are interested in the aims of the Society whether or not resident within the United Kingdom.
- (2) There are six classes of Membership namely:
- (a) HONORARY MEMBERSHIP:
 - (i) Honorary Membership is the gift of the Society which may be bestowed as an honour on any person who has rendered especially significant service by the creation of models, by research, by teaching, by administration or in any other way to the cause of origami or to the Society;
 - (ii) Honorary Members may be appointed from anywhere in the world and whether or not previously a Member of the Society;

(iii) Honorary Members will be nominated by the Council and elected to Honorary Membership of the Society at an Annual or Special General Meeting;

(iv) A Vice-President, on appointment, will automatically become an Honorary Member of the Society;

(v) An Honorary Member of the Society will be entitled to the full benefits of Membership of the Society, including eligibility to vote at General meetings and to be elected as an Officer of the Society or as a Member of the Council;

(vi) An Honorary Member will not be required to pay a subscription to the Society.

(b) ORDINARY MEMBERSHIP: open to all individuals resident within the United Kingdom.

(c) OVERSEAS MEMBERSHIP: open to all individuals resident outside the United Kingdom.

(d) JUNIOR MEMBERSHIP: open to all individuals resident in the United Kingdom who are under the age of eighteen years when joining the Society. Junior Membership will continue as such until the end of the year of attaining the age of eighteen.

(e) FAMILY MEMBERSHIP. A Family Membership comprises two or more related or unrelated persons who are members of the same household and residing within the United Kingdom. At least one of the Family Members must be an adult. A Family Member pays a single joint subscription to the Society but each person making up the Family Member has the full benefits of membership of the Society of an individual Member with the following exceptions:

(i) All persons making up a unit of Family Membership are entitled to attend a General meeting of the Society. However, only two of the Family Members are permitted to cast a vote at such a meeting. Upon application for, and at annual renewal of Family Membership, the members of the family must nominate in writing the two of those members who will be able to cast a vote.

(ii) The individuals making up the Family membership will together be entitled to receive only one copy of the magazine, notifications and other generally distributed publications of the Society.

(iii) Only two people making up a unit of Family Membership are entitled to be elected as Officers of the Society, provided that the number of people making up the Family Member who are elected as ordinary Members of the Council and as Officers of the Society do not together exceed two people.

(f) CONCESSIONARY MEMBERSHIP: open to persons of limited means resident within the United Kingdom and belonging to any of the following categories:

(i) Retired Persons mainly dependent on their State pensions.be defined?

(ii) Students who are undergoing full-time education and who are over the age of eighteen years upon joining the Society. Junior Members who are still undergoing full-time education shall become Concessionary Members at the beginning of the calendar year after which they attain the age of eighteen years;

(iii) Persons who are unemployed and in receipt of a State benefit;

(iv) Other persons in receipt of State benefits;

(v) Other persons who may be approved for Concessionary Membership by the Council after consideration of their circumstances.

(g) ELECTRONIC MEMBERSHIP (E-MEMBERSHIP): open to all individuals of any age whether resident in UK or abroad. Members receive digital copies of magazines only.

(3) Applicants for admission as Concessionary Members must indicate which category they are applying for on their application form for membership or for renewal of membership each year.

(4) Applications for Membership (other than Honorary Membership) must be made in writing on the application form available on the BOS website to the Membership Secretary and an applicant will be admitted to Membership on payment of the subscription appropriate to the class of membership applicable.

(5) Should the Council have good reason to terminate the membership of any member, the Council (excluding the President) will meet in person under the Chair to debate the issues. The Member concerned has the right to attend and be heard by the Council before the decision is made. Any subsequently terminated Member has the right of appeal to the President of the Society who has full discretion to uphold or rescind the decision of the Council after considering representations from the Council and the Member concerned. The President's decision will be final.

(6) All Members are responsible for notifying any change of address to the Membership Secretary.

(7) For the purposes of the provisions of this Constitution relating to Membership of the Society, the term "the United Kingdom" shall be deemed to mean England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands. All Members of the Society resident within the United Kingdom so defined are referred to as British Members.

5. SUBSCRIPTIONS

(1) The Annual Subscriptions to be paid by the respective classes of Members are determined by the Society at a General Meeting (normally the Annual General Meeting) before the start of the Society's

financial year in which they will become payable. Notice of any proposal to vary the Annual Subscriptions will be sent to all Members at least 14 days before the General Meeting at which it is intended that the proposal shall be moved. The Annual Subscription so fixed shall continue in force from year to year until varied by the Society at a General Meeting and unless a variation is intended, no vote to fix the Annual Subscriptions for the forthcoming year will be required to be taken at an Annual General Meeting of the Society

(2) Annual Subscriptions may be fixed at different rates for the following classes of Members:

- (a) Ordinary Members
- (b) Overseas Members
- (c) Junior Members
- (d) Family Members
- (e) Concessionary Members
- (f) e-Members

(3) Subscriptions for Overseas Members may be fixed at different rates on a geographical basis to take account of varying postal rates for different postal zones

(4) The Society on the recommendation of the Council may fix a reduced Annual Subscription for Overseas Members who are in financially disadvantaged circumstances

(5) All Annual Subscriptions for the forthcoming year shall be payable in advance on the 1st day of January in each year. Membership shall lapse if, after a reminder shall have been sent to a Member at that Member's last known address, the Subscription remains unpaid two months after it has become due.

(6) Subject to availability, whenever in the year a Member joins the Society, the Member will be entitled to the whole of the magazines and other generally distributed publications issued during the year.

6. GENERAL MEETINGS

(1) An Annual General Meeting will be organised by the Council and held each year to receive and consider an Annual Report prepared by the Council and the audited Accounts for the previous financial year, to elect the Officers of the Society, Members of the Council, an Independent Examiner and Honorary Members and to transact any other appropriate business

(2) If the Council fail to convene an Annual General Meeting to take place before the end of October in any year the President, Chair, Treasurer or General Secretary acting individually or any six other Members acting together may convene and send out notices for a General Meeting of the Society which shall take place as soon as reasonably possible. This meeting shall constitute an Annual General Meeting of the Society for all purposes

(3) A Special General Meeting will be held at the call of the Council or within 56 days of the receipt by the General Secretary of a notice signed by twelve Members of the Society requesting that such a Meeting shall be held and stating the reason for requesting it

(4) Within 21 days of the receipt by the General Secretary of a valid request for a Special General Meeting in accordance with sub-paragraph (3) above, the General Secretary will send to all Members of the Society notice of a Special General Meeting to be held in accordance with the request and if the General Secretary fails to do so the Members requesting the Meeting may themselves send out notices of a Special General Meeting giving the required notice. See Paragraph (6) below.

(5) Every notice of a Special General Meeting sent to Members of the Society shall state the reasons for calling the Meeting and shall specify the business to be transacted

(6) Every Member shall be given at least 28 days' notice of an Annual or Special General Meeting

(7) The quorum at any General Meeting shall be twelve Members attending in person or by proxy

(8) A Member of the Society shall be entitled to speak and vote at the Annual and Special General Meetings of the Society

(9) For Family Membership limitations – See Article 4(e)(i)

(10) A Member of the Society unable to be present at an Annual or Special General Meeting will be entitled to vote thereat by proxy to be appointed in writing by the Member. A Member of the Society attending a General Meeting in a separate capacity may be appointed a proxy for another Member of the Society and shall be entitled to a vote in each capacity

(11) At a General Meeting the President will preside. In the absence of the President or at the President's request a Vice-President or the Chair may preside or failing them any other Member of the Society appointed by the Members present at the Meeting shall preside

(12) Except as provided otherwise by this Constitution, resolutions at General Meetings will be proposed and seconded and will be passed if carried by a simple majority of Members of the Society present (or who have appointed a proxy for the meeting) and voting

(13) In the event of a tie in a vote at a General Meeting the Member presiding shall have a casting vote which will be additional to any vote that Member may have as a Member of the Society

7. OFFICERS OF THE SOCIETY

- (1) The Officers of the Society comprise a President and Vice-Presidents, a Chair, a General Secretary, a Treasurer, a Librarian, an Editor, a Publications Officer, a Membership Secretary, a Supplies Secretary, a Conventions Officer, a Public Relations Officer and a Web Officer. All Officers (other than Vice-Presidents) are appointed from among the Members of the Society
- (2) Nominations of candidates for election as Officers of the Society will be made verbally at the Annual General Meeting or at a Special General Meeting called for the purpose of electing them. If there are more than one nomination for any Office then a ballot (by show of hands or otherwise as may be determined by the Members present, or in case of disagreement to be held as determined by the Member presiding at the Meeting) will be held at the General Meeting.
- (3) Any number of Vice-Presidents may be appointed and they need not be appointed from among the existing Members of the Society. A Vice-President holds office for life or until resignation or until removal by a vote to that effect at a General Meeting of the Society. A Vice-President shall be eligible for appointment to Membership of the Council and any Office in the Society in addition to the office of Vice-President. A Vice-President may resign from that office at any time on giving notice in writing to the Chair or the General Secretary.
- (4) All Offices in the Society are honorary appointments but an Officer or other Member of the Society will be entitled to reimbursement of all expenses reasonably and legitimately incurred on behalf of the Society
- (5) The President of the Society will be elected for a term of three calendar years beginning on the first day of January following election. A new President will be elected at the Annual General meeting in the third year of each presidency. A retiring President will not be eligible for re-election until another person has subsequently served as President
- (6) All Officers of the Society (other than the President and Vice-Presidents) will be elected for one calendar year, beginning on the first day of January following the Annual General Meeting at which they were elected. They shall be eligible for re-election for the following year at the next Annual General meeting
- (7) An Officer of the Society may, notwithstanding Paragraphs (5) and (6) of this Article, resign from the office held at any time upon giving notice in writing to the General Secretary or to the Chair or if both of these Offices are vacant to any two other Members of the Council. An Officer of the Society so retiring will be eligible for co-option or re-election to Membership of the Council
- (8) The Council has power to appoint any Member of the Society to fill any vacancy among the Officers of the Society including the President caused by the resignation or incapacity of an Officer of the Society or otherwise. An Officer of the Society so appointed shall hold office until a Special General Meeting called for the purpose of electing a person to the office so rendered vacant or failing that until the end of that calendar year
- (9) If for bona fide reasons an election of an Officer or Officers of the Society does not take place before the end of the year, the existing Officer or Officers of the Society may temporarily continue in office after the end of the year and until a new Officer or Officers have been elected, provided that arrangements are made to call a General Meeting for the election of Officers as early as possible in the New Year and an election of officers proceeded without delay
- (10) A Member of the Society shall not be eligible to become an Officer of the Society until he/she is aged 18
- (11) Limitations for Family Members becoming Officers– See Paragraph 4(e)(iii)
- (12)
 - (a) Before being elected, all nominees for appointment as Officers of the Society or as Members of the Council shall be informed that if elected they will also become General Trustees of the Society. All nominees shall be asked whether they know any reason why they may be disqualified from being elected. If disqualification occurs, their election will not take place.
 - (b) If at any time it comes to the notice of the Council that any Officer of the Society or Member of the Council is disqualified from acting as a Trustee of the Society, then the Council shall forthwith declare the appointment to be terminated by virtue of the disqualification and the position shall be declared to be vacant.
 - (c) A Member whose Office or Membership of the Council has been terminated under the previous subparagraph shall have a right of appeal to the President of the Society.
 - (d) Pending the holding of a General Meeting of the Society, the Council shall have power in accordance with Article 9 (13) to appoint another Member of the Society to be an Officer or Member of the Council in place of the disqualified person

8. OFFICERS' ROLES AND RESPONSIBILITIES

(1) President

The President is the formal head of the Society. The President's duties are to:

- preside at General meetings of the Society
- represent the Society at meetings with the public and other bodies and on all formal occasions.

The President may delegate any presidential function (other than under Articles 4 (5) and 7 (12) (c)) to a Vice-President or to the Chair or to any other Member of the Society approved by the Chair or the Council, provided that Article 6 (11) shall apply in respect of presiding at a General Meeting by the President or a nominated deputy

(2) Chair

The Chair is the executive head of the Society. The Chair's main duties are to:

- preside at all meetings of the Council of the Society.
- be responsible for co-ordinating the work of the Council and of the other Officers of the Society.

In the absence of the President or at the President's request the Chair shall represent the Society on formal occasions and may preside at a General Meeting of the Society under the provisions of Article 6(11)

(3) General Secretary

The General Secretary is responsible for maintaining effective records, and administration of the day-to-day activities of the Society – by paper, phone, email, digital, on-line etc. The General Secretary's main duties are to:

- be a first point of contact for general enquiries about the Society or origami.
- send out notices of Annual and Special General Meetings of the Society in accordance with the provisions of this Constitution
- keep full minutes of the General Meetings of the Society.
- call Meetings of the Council
- keep a full record of its transactions whether meeting personally or transacting its business by post or by e-mail or by telephone.
- preserve a full record of the activities of the Society, co-operating in this respect with the Librarian.

(4) Membership Secretary

The Membership Secretary is responsible for administration of the Membership of the Society. The Membership Secretary's main duties are to:

- send to every Member a notice that that Member's Subscription is due before the beginning of each year.
- send out reminders when Subscriptions are overdue.
- account to the Treasurer for all Subscriptions received.
- maintain an accurate register of the Members of the Society
- inform the Council of subscriptions which are in arrears.
- regularly provide the General Secretary, Treasurer and Magazine Editor with current lists of Members of the Society.

(5) Treasurer

The Treasurer is responsible for managing the finances of the Society under the direction of the Council. The Treasurer's main duties are to:

- co-operate with the other Officers in the financial administration of their Offices.
- each year prepare the Accounts of the Society from 1st January to 31st December, and after arranging for the examination of the Society's Accounts by the Independent Examiner, present the Accounts to the Council before their circulation among the Members of the Society at least 14 days before the date of the Annual General Meeting.
- prepare a Budget each year for the guidance of the Council and keep under regular and frequent review the Society's income, expenditure, assets and liabilities.

(6) Librarian

The Librarian is responsible for managing the Society's Library and Archive. The objectives of the Society's Library and Archives are to:

- maintain a collection of original Origami designs and written theses, articles and books by Members of the Society
- maintain a collection of especially significant Origami designs by paper-folders from abroad and from other sources apart from Members of the Society
- keep an efficient index of Origami designs in the Society's collection
- preserve a complete collection of the periodicals and other publications of the Society and maintain an index of items included therein
- maintain a collection of books, papers, news cuttings and correspondence relating to the Society, and to Origami generally with particular reference to Origami in the United Kingdom.
- maintain a collection of Origami models of outstanding design and execution
- provide information from the collections to Members of the Society and other enquirers approved by the Chair or General Secretary or any two other Members of the Council acting together.

(7) Editor

The Editor is responsible for producing the Society's Magazine. The Editor's main duties are to:

- oversee the production of the BOS Magazine 6 times a year including editing, layout, preparing for printing. This may involve a team who contribute in various ways e.g. contributing regular articles, sourcing diagrams, proofreading etc.

- liaise with the Membership Secretary regarding printing and distribution
- liaise with the Web Officer regarding uploading the magazine onto the Society's website
- report to the Council regarding budgeting.

(8) Publications Officer

The Publications Officer is responsible for overseeing and facilitating the production of the Society's own publications. The Publications Officer's main duties are to:

- schedule, commission & design new booklets.
- edit material to BOS house style.
- negotiate with authors for revisions & editing of material.
- provide final artwork in a format ready for printing.
- make the choice of printer, costings and print runs
- progress report to BOS Council on a regular basis.
- ensure copyright is respected and best practices observed.

(9) Supplies Secretary

The Supplies Secretary is responsible for administering and/or providing the Society's supply service – mainly origami paper, books and other publications. This may be in partnership with an external organisation in accordance with a written agreement between the two parties. The Supplies Secretary's main duties are to:

- organise an origami supplies service as far as is reasonably possible
 - via the BOS website
 - at BOS conventions
 - at mini-meetings and other events
 - by post, email, phone etc.
- manage and plan for new, existing and old stock
- liaise and work with other areas of the BOS including the library, conventions teams, magazine, publicity, membership, publications etc.
- provide regular financial and budget reports to the Treasurer and Council.

(10) Conventions Officer

The Conventions Officer is responsible for overseeing and facilitating the running of the Society's weekend conventions. The Conventions Officer's main duties are to:

- seek out, arrange visits for, recommend & approve new & existing venues to hold conventions
- agree prices for B&B, meals and refreshments as well as meeting rooms and breakout rooms and have these confirmed and approved by the Treasurer.
- work with a team of Convention organisers for each convention, ideally local to the venue
- create a booking form for each convention
- be responsible for bookings & keep a spreadsheet of all the bookings e.g. amount banked via cheques, payment directly to the bank, credit card payments and PayPal payments (net of the PayPal fee)
- send or email booking confirmation letters, programme etc. as requested by the organisers
- arrange payment of the deposit and the final invoice to the venues.

(11) Public Relations Officer

The Public Relations Officer is responsible for overseeing marketing and publicity for the Society. The Public Relations Officer's main duties are to:

- maintain a list of people wishing to appear on the BOS Commissions webpage. This relates to requests for models, teaching, media work, public events and other commissions from organisations and members of the public, via the web site, the Secretary, Chairman or any other BOS members who pass on requests.
- promote and market the Society in line with its charitable aims
- oversee the Society's presence on social media – an increasingly prominent area of the PR Officer's role
- liaise with media such as newspapers, magazines, radio & TV etc
- maintain a supply of promotional leaflets for distribution as required.
- communicate & respond to general queries or inquiries about the Society. These may come from the BOS website contacts list, BOSMail etc and from Society members or members of the public
- oversee the Society's involvement with exhibitions and public events, including authorising expenses for members

(12) Web Officer

With increasing use of the internet and social media, a Web Officer post has been created effective from 2020. The Web Officer's main duties are to:

- maintain the British Origami Society website www.britishorigami.info. This is increasingly the public face of the Society and includes information about all aspects of origami and the Society itself, including joining the Society.

- have some involvement with the Society's social media pages & BOSMail – the Society's internet mailing list, and any other web or digital related matters.

9. THE COUNCIL OF THE SOCIETY

- (1) The Council of the Society consists of the Officers of the Society and not more than five ordinary Members appointed by an Annual or Special General Meeting of the Society together with such co-opted Members of the Council as shall be appointed by the Council under paragraph 3 of this Article and this Council shall direct the activities of the Society. Vice-Presidents are not members of the Council and are not General Trustees of the Society.
- (2) Nominations for elected Membership of the Council will be made verbally at the Annual General Meeting or at a Special General Meeting called for the purpose of appointing a Member or Members of the Council. If the nominations exceed the number of vacancies, then a ballot (by show of hands or otherwise as may be determined by the Members of the Society then present, or in the case of disagreement to be held as determined by the Member presiding at the Meeting) will be held at such General Meeting
- (3) The Council shall also have the power to co-opt not more than four Members of the Society to serve as Members of the Council in addition to the Officers of the Society and the five elected Members of the Council. Co-opted Members of the Council shall have equal rights with other Members of the Council
- (4) Limitations for Family Membership on Council– see Article 4(e)(iii).
- (5) A Member of the Society shall not be eligible to become a Member of the Council until attaining the age of 18 years
- (6) The elected Members of the Council hold office for one calendar year from the first day of January following the Annual General Meeting or other General Meeting at which they were elected and the Members of the Council co-opted under paragraph (3) of this Article shall hold office until the end of the calendar year for which they were co-opted. At the Annual General Meeting held during that year, both elected and co-opted Members of the Council will be eligible for re-election for the following year.
- (7) If for bona fide reasons an election of Members of the Council shall not take place before the end of the year, provisions made in Article 7(9) regarding Officers of the Society will apply to other members of the Council.
- (8) A Vice-President of the Society may be invited to attend and speak at the Meetings of the Council but shall not be entitled to vote on any matter
- (9)
- Instead of meeting in person, the Council may transact its business by post or by e-mail or by any other means as it shall think fit
 - If the Council intends to reach a decision on any matter by e-mail, then every member of the Council will be notified of the proposed resolution whether by e-mail or by telephone and will be given an opportunity to vote
 - In the event of a decision on any matter by e-mail, any member without access to e-mail will be notified of the resolution by telephone and may vote by notifying the General Secretary by telephone
 - Any resolution made by any means by the Council when not meeting in person will be either ratified or rescinded when the Council shall next meet in person
- (10) Five Members of the Council constitutes a quorum of the Council and a Resolution of the Council requires at least five members of the Council to vote on it whether present at a meeting of the Council in person or voting by post or by e-mail
- (11) Subject to the over-riding authority of the Society in General Meeting the Council will have power to make provision for any matter not provided for in this Constitution or in any Rules made under Article 18, including power to delegate any matter, provided that all such provisions shall be in accordance with the Objects of the Society and the other terms of this Constitution and nothing is done that might prejudice the charitable status of the Society
- (12) A Member of the Council may notwithstanding Paragraphs (6) (7) and (13) of this Article resign from the Council at any time upon giving notice in writing to the General Secretary or to the Chair or if both of these offices shall be vacant to two other Members of the Council
- (13) The Council will have power to appoint any Member of the Society to fill a vacancy among the Members of the Council caused by the resignation, or incapacity of an existing Member of the Council, or caused by the appointment of a Member of the Council to be an Officer of the Society, or for any other reason. A Member of the Council so appointed shall hold office until a Special General Meeting called for the purpose of appointing a person to the vacancy in the Council so caused or failing that until the end of the current year

10. THE INDEPENDENT EXAMINER

The Society shall at its Annual General Meeting appoint an Independent Examiner to examine the accounts of the Society for the Society's current financial year. The Independent Examiner shall also verify the Society's material assets. The Independent Examiner shall not be a Member of the Council and need not but may be a Member of the Society and shall be eligible for election each successive year. In the event of

the Office of Independent Examiner falling vacant after the Annual General Meeting or if no Independent Examiner shall be appointed at the Annual General Meeting then the Council shall appoint an Independent Examiner. A

professional Examiner shall be entitled to be paid the normal fees for the service. If the Independent Examiner shall be a Member of the Society, Article 2 (4) shall apply to the remuneration

11. LIBRARY AND ARCHIVES

(1) The objectives of the Society's Library and Archives are:

- (a) To maintain a collection of original Origami designs and written theses, articles and books by Members of the Society
- (b) To maintain a collection of especially significant Origami designs by paper-folders from abroad and from other sources apart from Members of the Society
- (c) To keep an efficient index of Origami designs in the Society's collection
- (d) To preserve a complete collection of the periodicals and other publications of the Society and maintain an index of items included therein
- (e) To maintain a collection of books, papers, news cuttings and correspondence relating to the Society, and to Origami generally with particular reference to Origami in the United Kingdom.
- (f) To maintain a collection of Origami models of outstanding design and execution
- (g) To provide information from the collections to Members of the Society and other enquirers approved by the Chair or General Secretary or any two other Members of the Council acting together

(2) Rules made under Article 14 shall provide for the operation of the Library including the terms of borrowing, provisions for observance of copyright, access to the Library, provision of information to non-members and payment of fees and expenses. Rules may stipulate the conditions on which a model or other work shall be admitted to the Society's collections, including provision for a selection committee

12. SOCIETY AWARDS

(1) There will be a series of awards to recognise creative skills or work on behalf of the Society or origami in general. These may be awarded both to members of the Society and other persons. They will consist of:

- (a) "The Sidney French Medal" - given for services to origami rendered over a period of at least 5 years.
- (b) "The Iris Walker Award" - given for significant individual services to the Society or to origami in general.
- (c) "The David Lister Award" - given for outstanding contributions to origami research, or similar academic work in educational, academic or therapeutic fields.

(2) A small subgroup, elected by Council, will accept nominations, then bring their recommendations to Council who will decide on the outcome.

(3) Each recipient of an award shall be invited to attend a General Meeting of the Society at which the award shall be presented.

13. COPYRIGHT

(1) The Society and its Members will respect all copyrights, registered trademarks and registered designs in all models, designs, diagrams, photographs, books, and writings and will observe the laws of copyright, registered trademarks, registered designs and patents and all other provisions relating to intellectual property which are applicable in all the separate countries throughout the World

(2) This Article applies to all models, designs, diagrams, photographs, books and writings whether existing in writing or print on paper or any other hard copy or existing in electronic form, photocopy or microfiche in libraries, public or private archives or on the Internet or on recorded discs or tapes of any kind or in any other kind of electronic record and whether made commercially or otherwise publicly or made privately

(3) Before reproducing any model, drawing, photograph or text contained in any publication, a Member of the Society will obtain the consent of the copyright owner before publication

(4) As a matter of courtesy, whether or not required to do so by law, the Society and its members will give proper acknowledgement to the original author of any model, design or diagram demonstrated or reproduced in any manner

(5) A group of Holding Trustees exists, nominated by the Council, to administer and oversee copyright which is held by the Society. See Article 16 (2).

14. RULES

The Council may as it thinks fit (and will if so instructed by the Society at a General Meeting) make Rules regulating any aspect of the activities of the Society subject to the provisions of this Constitution. Any Rules made by the Council under this article shall be circulated to all Members of the Society as soon as practicable and shall be subject to variation or revocation on a motion made at a General Meeting of the

Society. All such Rules shall be in accordance with the Objects of the Society and the other terms of this Constitution and no Rule shall be made that might prejudice the charitable status of the Society.

15. OTHER POLICIES

(1) Equalities and Diversity Policy Statement

The British Origami Society aims to treat all people equally, irrespective of their race, colour, ethnic origin, religion or beliefs, gender, transgender, age, sexual orientation, physical, mental, sensory or learning disability, marital status, economic status or any other factor. This applies to our dealings with members or non-members of the Society.

The Society will not tolerate harassment or intimidation of any kind and will respond to, investigate and take any necessary action in regard to any such reports.

We are committed to achieving equal opportunities in everything we do, and welcome the contribution that a diverse membership & community can offer.

(2) Safeguarding and Child Protection Policy Statement

The British Origami Society acknowledges the duty of care to safeguard and promote the welfare of children while they are a member of the Society or at any BOS event, and is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount. It aims to ensure that all children have a positive and enjoyable experience of origami in a safe and friendly environment, regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background and any other factors. The Society aims to ensure children are protected from abuse of any kind whilst participating in origami.

(a) Children and other Vulnerable Persons at Conventions and Mini-meetings

The British Origami Society promotes the use of origami in education and therapy in accordance with its constitution and as part of its charitable objectives. It welcomes all people to its meetings and conventions. For the wellbeing and safety of children under the age of 16 and vulnerable adults, the British Origami Society requests that they are accompanied at all times by a responsible adult who has a duty of care to that person.

Members of the British Origami Society are neither qualified nor properly insured to care for children under the age of 16, or for other vulnerable persons. Even where a member might be qualified to do so in their usual line of work, the British Origami Society expects members convening meetings of the Society to adhere to this policy for their own sake and the reputation of the British Origami Society.

As part of our safeguarding policy, the Society will:

- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern,
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

(b) Monitoring

The policy will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as a result of any other significant change or event.

(3) Data Protection & Privacy Policy Statement

The British Origami Society takes a proactive approach to Data Protection and Privacy in all aspects of its activities. It aims to ensure the necessary steps are taken to protect the privacy of its members and users of the Society's website and digital services.

(a) Personal information

Society members or users of our website, software applications or digital services, may be required to provide personal information (name, address, email, account details, etc.). This will only be stored with the member's or user's consent, after which time we may use this information to administer the Society's activities including our website, applications, member, volunteer and event promotion databases.

We will ensure that all personal information supplied is held securely in accordance with the General Data Protection Regulation (EU) 2016/679, as adopted into law of the United Kingdom in the Data Protection Act 2018. Further, by providing telephone, email and address details, members or website users consent to the British Origami Society contacting them using that method. They have the right at any time to request a copy of the personal information we hold on them. Should anyone wish to receive a copy of this, or would like to be removed from our database, they should contact the General Secretary.

A full version of the Society's Data Protection and Privacy Policy, including specific matters related to the BOS website and digital services, is available on the BOS website or by contacting the General Secretary.

16. TRUSTEES

(1) The General Trustees of the Society are all of the Officers of the Society and the Members of the Council, who together make up the Council, which is the governing body of the Society. The General Trustees are jointly and severally responsible for administering the Society and holding its general assets in accordance with the provisions of this Constitution and in accordance with the principles of law and equity. As General Trustees of the Society, the Officers and Members of the Council are responsible for reporting on the Society to the Charity Commissioners and for observing any directions given by them

(2) Trustees for Specific Purposes: The Council shall appoint at least four of the General Trustees to hold any property of the Society requiring to be formally vested such as buildings and copyrights (the Holding Trustees). The Council shall have the power by resolution to appoint new Holding Trustees when required and to remove existing Holding Trustees. All trust deeds dealing with property of the Society shall provide that new Holding Trustees shall be appointed by the Council and that the Council may by resolution remove the Holding Trustees. Conclusive evidence of the appointment and removal of a Holding Trustee shall be a deed made by the Council, or in the absence of a deed, by a copy of a resolution of the Council certified by the Chair and the General Secretary.

(3) Trustees for Winding Up. In the event of the winding up of the Society, Trustees for this purpose may be appointed under Article 21 (3) (a) of this Constitution

17. THE ADMINISTRATIVE AND FINANCIAL YEAR OF THE SOCIETY.

The administrative and financial year of the Society in respect of which the Officers of the Society and the Members of the Council will hold office and for which accounts and budgets will be prepared will be the calendar year from 1st January to 31st December

18. INVESTMENT

(1) All moneys at any time belonging to the Society and not required for immediate application for the Society's objects will be invested by the Treasurer upon such investments and securities (other than real or leasehold property) as the Council think fit after taking adequate financial advice

(2) The Council has power to open current or deposit bank accounts and to make arrangements in respect thereof provided that such arrangements provide that cheques drawn upon a current bank account will require the signature of at least two Members of the Council

19. LAND AND BUILDINGS

In the event of the Society acquiring any real or leasehold property, land or buildings, such property will be vested in Holding Trustees for the benefit of the Society in accordance with a Trust Deed approved by the Council after taking legal advice

20. AMENDMENTS TO THE CONSTITUTION

The Society's Constitution may be amended by a two-thirds majority of Members of the Society present and voting (including by proxy) at an Annual or Special General Meeting, provided that 14 days' notice of the proposed amendment shall have been sent to all Members of the Society and provided that no amendment shall be made to this Constitution (and in particular to Article 2 (1) Article 20 or Article 21 which shall cause the Society to cease to be charitable at law

21. WINDING UP

(1) The Society will be wound up upon the decision of a two-thirds majority of Members present and voting at an Annual or Special General Meeting or voting by proxy provided that 14 days' notice of the proposal to wind up will have been sent to all Members of the Society

(2) If it becomes apparent that the Society has ceased to function effectively then such Members of the Council or other Members of the Society that are in communication with each other will take reasonable steps to trace the Officers of the Society and other Members of the Council and of the Society. Having done so the Members of the Council (whether or not they shall constitute a quorum of the Council) or other Members of the Society may (either meeting in person or reaching a decision by postal vote) resolve that the Society will be wound up in accordance with this paragraph of this Article. After the passing of such a resolution the Members of the Council or other Members of the Society will call a General Meeting of the Society giving at least 28 days' notice of the proposal to wind up the Society under this paragraph and setting out the resolution of the Members of the Council (or other Members of the Society) giving their names and also a full explanation of the circumstances. Such notice will be sent to all known Members of the Society at their last known addresses. At the General Meeting called in accordance with this paragraph no quorum of Members shall be required and a resolution to wind up the Society may be passed by a simple majority of Members present and voting or voting by proxy

(3) Any decision to wind up the Society will (if the circumstances so warrant) include provision for the following matters:

- (a) The appointment of not less than two or more than four Trustees (who need not have previously been appointed as trustees for any other purpose) to collect any moneys which may be or may become due to the Society and to discharge any outstanding liabilities of the Society
- (b) The application of the Society's surplus funds to such other purposes as shall be decided by the Trustees so appointed provided that such purposes shall be exclusively charitable and so far as possible consistent with the objects of the Society

(4) Upon any winding up every effort will be made by the Members of the Society and the Trustees to secure the deposit of the Society's records, collections and archives in some permanent library or literary or artistic institution willing to preserve them for future research with reasonable access thereto by the general public

22. NOTICES

All notices required to be given under this Constitution will be sent to every Member at that Member's last-known known address, but inadvertent omission to send to any Member or Members notice of a Meeting or of any resolution proposed to be passed at a Meeting or any other document or documents (including accounts) shall not invalidate any Meeting or the proceedings of any Meeting