In the Constitution and Bye-Laws, all benefits afforded to Honorary Members and Members will also apply to Fellow Members.
TITLE

The name of the Society is the **Society of Cosmetic Scientists** hereinafter called the Society.

AIMS

The Aims of the Society are:
- To advance the science of cosmetics and personal care
- To encourage education and research in cosmetic and related sciences
- To maximise the accessibility of the Society activities to encourage equitable participation throughout the profession
- To provide the means for dissemination and interchange of knowledge pertinent to cosmetic and related sciences
- To support the continuing professional development of its members
- To ensure the long-term viability of the Society

ORGANISATIONAL STRUCTURE

- Head Office Staff
- Council / Committee of Volunteers

BYE LAWS

1 MEMBERSHIP

The Society membership year commences 1 April to the following 31 March. Membership shall be open to those applicants who agree with the Aims of the Society, have the necessary qualifications and who, in the opinion of Council, are acceptable.

Membership shall consist of the following Grades:
-Honorary Members* (1.1)
- Fellow Members* (1.2)
- Full Members, Grade A* (1.3)
- Full Members, Grade B* (1.4)
- Associate Members (1.5)
- Student Members (1.6)

Affiliate Members (1.7)

*Voting members

1.1 Honorary Members

Upon the recommendation of the Council of the Society, the Society may, by a majority vote in the Council Meeting elect as Honorary Members such persons as may be deemed worthy by virtue of services rendered to the Society or of scientific value in the cosmetic and allied fields. Each Honorary Member shall be entitled to take part in all the Society’s activities. This is awarded at the Annual General Meeting and all Honorary Members shall have complimentary life-time membership.
1.2 **Fellow Members**

At the date of their election, Fellow Members must demonstrate:

1.2.1 A personal commitment to the Society through contribution and participation.

1.2.2 Promoting the cosmetics industry through science, education and innovation.

1.2.3 Applicants must have the knowledge, experience and expertise to contribute both to the industry and the Society.

1.2.4 Applicants must recognise an obligation to the Society and the industry.

1.2.5 Applicants must be competent throughout their working lives by virtue of their education, training, participation, experience and commitment.

1.2.6 Applicants must support continual learning and development both for themselves and others.

1.2.7 Applicants must have a minimum of 10 years’ continuous full membership of the Society and have reached a high level of contribution both to the Society and the industry.

1.3 **Full Member Grade A**

At the date of their election, Grade A members must possess the following qualifications:

1.3.1 A degree granted by a University in Cosmetic Science, Chemistry, Chemical Engineering, Pharmacy, Medicine, Biology, Physics or related sciences or an equivalent of such degrees as recognised by Council. Advice on degree equivalents will be sought from other scientific bodies, e.g. University of London, Royal Society of Chemistry, Royal Pharmaceutical Society of Great Britain.

**AND**

1.3.2 At least 3 years’ experience essentially devoted to some scientific aspect(s) of cosmetics and/or technologically closely related products.

1.4 **Full Member Grade B**

At the date of their election, Grade B Members must possess the following qualifications:

**EITHER**

1.4.1 The Diploma in Cosmetic Science awarded by the Society **AND**

1.4.2 At least 3 years’ experience essentially devoted to some scientific aspect(s) of cosmetics and/or technologically closely related products.

**OR**
1.4.3 To have been an Associate Member of the Society for a total of at least five consecutive years and to be able to demonstrate an acceptable level of experience essentially devoted to some scientific aspect(s) of cosmetics and/or technologically closely related products.

1.5 **Associate Members**

At the date of their election Associate members must possess one of the following qualifications:

1.5.1 A degree granted by a University in Cosmetic Science, Chemistry, Chemical Engineering, Pharmacy, Medicine, Biology, Physics or related sciences or an equivalent of such degrees as recognised by Council. Advice on degree equivalents will be sought from other scientific bodies, e.g. University of London, Royal Society of Chemistry, Royal Pharmaceutical Society of Great Britain.

1.5.2 The Diploma in Cosmetic Science awarded by the Society with no experience essentially devoted to some scientific aspect(s) of cosmetics and/or technologically closely related products.

1.5.3 BTEC Higher Certificate or BTEC Higher Diploma in an appropriate scientific subject, or a recognised equivalent, together with at least one year of experience essentially devoted to some scientific aspect(s) of cosmetics and/or technologically closely related products.

1.5.4 An educational standard in two scientific subjects of the General Certificate of Education or T Level, Advanced Level, or a recognised equivalent of such qualifications, together with at least three years of experience essentially devoted to some scientific aspect(s) of cosmetics and/or technologically closely related products.

1.5.5 An educational standard in two scientific subjects of the General Certificate of Secondary Education, or a recognised equivalent of such qualifications, together with at least five years of experience essentially devoted to some scientific aspect(s) of cosmetics and/or technologically closely related products.

1.5.6 At least seven years’ experience relevant to Cosmetics or Personal Care products.

1.6 **Student Members**

Students are defined as:

1.6.1 Those pursuing the Society’s Diploma, ultimately leading to upgrading their membership grade upon successful completion.

1.6.2 Those in full-time education at a recognised Educational Institution.

1.6.3 Those who, in the opinion of the Membership Committee, have gained the required academic qualifications and who are gaining, or actively seeking to gain, approved experience in order to qualify for admission to Associate Membership or Full Membership of the Society.
1.6.4 At the time of their election to student membership, students must have a minimum of two scientific subjects of the General Certificate of Secondary Education, or a recognised equivalent.

1.6.5 Membership of this grade is temporary for the time that the student is in full-time education or apprenticeship; it covers only the period that a candidate for Associate Membership is under education. All Student Memberships are reviewed at the end of the course. Re-election is only permitted if the Membership Committee is satisfied of the Student’s ultimate intention to become a member. All Bye-Laws concerning Student Membership are subject to the discretion of Council.

1.7 Affiliate Members

Affiliates are defined as: Those who do not fulfil the criteria of any of the established grades of membership but are actively involved in the cosmetic or allied industries and, in the opinion of Council, are relevant candidates for affiliation to the Society.

2 ELECTION OF MEMBERS

2.1 All Members shall be elected by a resolution of the Council with not less than two-thirds of those present and forming a minimum quorum of eight, voting in favour.

2.2 Applications for membership at any grade, or transfer by an existing member to another grade, shall be submitted on the relevant official form by the applicant. The application must be accompanied by the details of a referee who is, preferably, a Society Member or a Member of a Society affiliated to the IFSCC. Alternatively, the referee needs to be a professional contact of the applicant. Upon receipt, the application shall be sent to the Honorary Secretary and shall be considered at the next appropriate meeting of the Council. The Council may require the applicant to produce evidence of their suitability to become a member, if necessary by interview.

2.3 The annual subscription, or such other sum as may be prescribed in accordance with the provisions of Bye-Law 4, must accompany the application form. In the event of non-election to membership of the Society this will be refunded to the applicant. Applications shall be accompanied by a signed declaration in the following terms: ‘I, the undersigned, declare that, if elected, I will observe the Constitution and Bye-Laws and do my best to promote the welfare and maintain the dignity of the Society as long as I am a member’.

3 ADMISSION

Every applicant for membership shall be informed in writing of the decision of Council and, if elected, the date of election and then shall receive a copy of the Constitution and Bye-Laws.

4 ANNUAL SUBSCRIPTIONS

4.1 Members of all grades shall pay an Annual Subscription to the Society. The rate of the Annual Subscription shall differ between the various grades of membership. The subscription rates will be notified to members for Renewal of Subscriptions annually.
4.2 The Annual Subscriptions for Members who have passed the statutory age of retirement or are over the age of 70, shall pay a subscription half the current rate appropriate to their grade. This change shall take effect from and including the first subscription renewal date (1st April) after a Member reaches the age of statutory retirement or after their 70th birthday.

4.3 The Annual Subscriptions for all Members who have been members of the Society for at least the previous five consecutive years and who become unemployed will be eligible for membership at the current rate for Students for a maximum of three years whilst unemployed.

4.4 Subscriptions are payable on application for membership and thereafter in advance due on 1 April of each calendar year. In the case of Members elected on or after 1 December, the subscription shall not be renewable until one year from the next 1 April.

4.5 Inflationary increases for the annual subscription to the Society for members may be altered by a resolution at Council and will be notified to the membership at the time of renewal.

4.6 Any member who fails to pay their subscription within three months of the date due shall have their membership lapsed after notice on the part of the Society. They may be restored to membership by contacting Head Office.

5  SUSPENSION AND REMOVAL

The Council shall have power to suspend or terminate the membership of any member if there is an ongoing dispute, or:

5.1 Whose subscription is not renewed within three months from 1 April each year upon which their membership will lapse.

5.2 Who has been convicted of a criminal offence.

5.3 Who does not comply with all applicable laws relating to anti-bribery and anti-corruption, including but not limited to the Bribery Act 2010.

5.4 Where a disciplinary decision is formally presented under the Society’s Complaints Policy Procedure and Disciplinary Process.

Complaints regarding the conduct of a member shall be communicated in writing to the Honorary Secretary through the formal Society Complaints Policy Procedure.

6  RE-JOINING MEMBERSHIP

If your membership has lapsed, you can re-join the Society by contacting Head Office.

7  VOTING RIGHTS AND PRIVILEGES

7.1 All Members shall have the right to attend all meetings of the Society, subject to the terms and conditions of the meeting.

7.2 Honorary, Fellow and Full Member Grades only shall be entitled to nominate, vote and to serve as Officers of the Society and Members of Council.
7.3 Honorary, Fellow and Full Member Grades only shall be entitled to one vote each, on any motion at Annual or Special General Meetings or submit a ballot vote.

7.4 All Members shall be entitled to receive a copy of each issue of the Journal of the Society.

8 MEMBER RECORDS

An up-to-date record of all members of the Society shall be maintained. This shall contain names, addresses, date of election, qualifications and other such particulars as the Council shall require.

9 THE COUNCIL

The Council of the Society shall consist of:

**Five Officers:**  The President  
The Immediate Past President  
The Vice-President  
The Honorary Secretary  
The Honorary Treasurer

**Nine Members of Council**  
Council Designated Roles

10 NOMINATION OF OFFICERS

10.1 President  
The President shall be nominated by the Council and election to this office shall be subject to confirmation at the Annual General Meeting. They shall serve for one year and cannot occupy any other position on Council until one year after completion of their term as Immediate Past President.

10.2 Immediate Past President  
The Immediate Past President is the succession right of the President. They shall serve for one year and cannot occupy any other position on Council until one year after completion of their term as Immediate Past President unless there are exceptional circumstances.

10.3 Vice President  
The Vice President shall be nominated by two members entitled to nominate or by the Council who wherever possible, will put forward at least two nominees, and be elected at the Annual General Meeting. They shall serve for one year and cannot occupy any other position on Council until one year after completion of their term as Immediate Past President unless there are exceptional circumstances.

10.4 Honorary Secretary  
The Honorary Secretary shall be nominated by two members entitled to nominate or by the Council. The Honorary Secretary shall serve a term of five years but will have the option to retire prior to expiry of five years by contacting the Head Office. Upon retirement of the Honorary Secretary, the role will be vacant for nomination and election by eligible members or by the Council who, wherever possible, will put forward at least two nominees at the forthcoming Annual General Meeting. They shall be eligible as Honorary Secretary after an interval of not less than one year from vacation of their office unless there are exceptional circumstances.
10.5 **Honorary Treasurer**
The Honorary Treasurer shall be nominated by two members entitled to nominate or by the Council. The Honorary Treasurer shall serve a term of five years but will have the option to retire prior to expiry of five years by contacting the Head Office. Upon retirement of the Honorary Treasurer, the role will be vacant for nomination and election by eligible members or by the Council who, wherever possible, will put forward at least two nominees at the forthcoming Annual General Meeting. They shall be eligible as Honorary Treasurer after an interval of not less than one year from vacation of their office unless there are exceptional circumstances.

11 **RESIGNATION OF AN OFFICER**
An Officer may resign their role by notice in writing to the Society's Head Office, except in the case of the Honorary Secretary who shall inform the President.

12 **TERMINATION OF AN OFFICER**
An Officer's position is terminated if they shall cease to be a Member of the Society or has been absent from three consecutive Council Meetings without the consent of Council.

13 **VACANT OFFICER ROLES**
Should an Officer role become vacant between Annual General Meetings, the following shall apply in the interim until the formal process for nomination takes place:

- The Council shall have power to fill the vacancy from the Members of Council
- The vacancy can be filled by co-opting from eligible members of the Society

Except in the case of the President, the Vice-President shall act as President.

14 **NOMINATION OF MEMBERS OF COUNCIL**
The Members of Council shall be elected from among the members by two Members entitled to nominate, but no Member may accept a nomination for more than one role or for simultaneous election as an Officer of the Society and as a Member of the Council. Each Member of Council shall be nominated in writing and elected at the Annual General Meeting. The Members of Council shall serve for a period three years but not exceeding five years and shall be ineligible for re-election as Members of Council until expiration of one year. At least three new Members of Council shall be elected annually.

15 **RESIGNATION FROM COUNCIL**
A Member of Council may resign by notice in writing to Head Office.

16 **TERMINATION OF COUNCIL ROLE**
A Member is terminated from Council if they cease to be a Member of the Society or they have been absent from three consecutive Council Meetings without the consent of Council.
17 VACANT COUNCIL ROLES

Should a Council role become vacant between two Annual General Meetings, the Council shall have power to fill any casual vacancies which may arise. Any member so co-opted shall serve until the next Annual General Meeting when they shall be eligible for election as though they had not been a member of Council.

18 ELECTION OF OFFICERS AND COUNCIL

18.1 Nominations for election as Officers or members of Council, shall be received by Head Office within fourteen calendar days before the commencement of the Annual General Meeting.

18.2 In the event that the number of nominations is less than the number of vacancies the Council shall:

• nominate the remaining requisite number by co-opting

In the event and wherever the number of nominations is equal to the number of vacancies:

• no ballot shall be taken

In the event of the number of nominations for office or for Council exceeding the number of vacancies:

• a ballot shall be conducted. Ballot details shall be within fourteen calendar days of the date of the Annual General Meeting to all Members of the Society, and shall be returned so as to be received by Head Office not later than forty-eight hours prior to the commencement of the Annual General Meeting

18.3 In the event of a ballot taking place, each year the Society will appoint a verified third-party to administer and scrutinise the voting and balloting process.

18.4 The results of the ballot shall be declared by the Chairperson at the Annual General Meeting. In the event of an equality of votes the election shall be determined by the Chairperson drawing the successful candidate name from ‘a hat’.

19 COUNCIL DESIGNATED ROLES

19.1 Honorary Education Secretary
The Council is authorised to appoint an Honorary Education Secretary from amongst the members. If not an elected member of Council, Council has the authority to co-opt them to Council if it so wishes. The Honorary Education Secretary shall serve a term of five years but will have the option to retire prior to expiry of five years by contacting the Head Office. They shall be eligible as Honorary Education Secretary after an interval of not less than one year from vacation of their office unless there are exceptional circumstances.

19.2 Honorary Editor
The Council is authorised to appoint an Honorary Editor* from amongst the members. If not an elected member of Council, Council has authority to co-opt them to Council if it so wishes. The Honorary Editor can serve a maximum of five years and shall agree with Council their continuance in the role. The term can be
extended beyond 5 years, with agreement by Council, in the event that a suitable successor is not available, to ensure continuity of the position until such time as a suitable successor is appointed. To be nominated as an Honorary Editor, the candidate must have at least 3 years’ experience as an IJCS Editorial Board member. *Editor in Chief or Deputy Editor

19.3 Social Secretary
The Council is authorised to appoint a Social Secretary from amongst the members. If not an elected member of Council, Council has authority to co-opt them to Council if it so wishes. The Social Secretary shall serve a term of five years but will have the option to retire prior to expiry of five years by contacting Head Office. They shall be eligible as Social Secretary after an interval of not less than one year from vacation of their office unless there are exceptional circumstances.

20 TAKING OFFICE
The Officers and Members of the Council elected at the Annual General Meeting shall take office immediately after the close of the Annual General Meeting.

21 DUTIES OF OFFICERS

21.1 The President of the Society shall be Chairperson of the Council and shall preside at all meetings of the Society.

21.2 The Vice President shall exercise all the functions of the President during the latter’s absence. In the Vice President’s disability or declining to act, the Chairperson shall be chosen by the members present. The Honorary Secretary or any other Council member shall take the Chair for this purpose.

21.3 The Honorary Secretary, in liaison with Head Office, shall be responsible for:

21.3.1 The administration of the Society’s Secretarial facilities.

21.3.2 Ensuring that the proceedings of every General Meeting and Council Meetings of the Society are recorded and kept solely for such purpose.

21.3.3 The sending out of notice of subscriptions due.

21.4 The Honorary Treasurer, in liaison with Head Office, shall be responsible for:

21.4.1 Supervising the keeping of proper accounts, of receipts and expenditure which shall be made up to the thirty-first day of March each year.

21.4.2 Presenting a financial report at each Council Meeting. They shall also prepare an Annual Balance Sheet and statement of income and expenditure according to the up-to-date measurement practices and Accounting Standards applicable in the UK and subjected to an independent examination of accounts. This shall be presented at the Annual General Meeting together with a report of the financial position of the Society.

21.4.3 The payment of agents of the Society and expenses in relation to premises rented, leased or owned by the Society. Accounts shall be paid by Head Office. All payments and contracts shall be authorised by two Officers/Signatories of the Society in accordance with the Bank Mandate.
21.4.4 The Honorary Treasurer, in conjunction with Head Office, shall have the custody of all the funds and property of the Society, for which they are responsible to the Council who shall empower them to use the same in such manner as they may deem necessary for carrying on the objects for which the Society is formed.

21.4.5 The funds shall be kept in a banking account in the name of the Society of Cosmetic Scientists.

21.4.6 Such funds as may not be required for current expenditure may, at the discretion of the Council, be vested in securities authorised by law for the investment of Funds.

21.5 Officers of the Society and other persons carrying out duties on behalf of the Society may be provided with monies from which to pay incidental expenses and shall render an account, to be accompanied by receipts of vouchers, to Head Office.

22 FUNCTION OF COUNCIL

The affairs of the Society shall be conducted by the Council for the purposes of achieving the Aims of the Society.

23 MEETINGS OF COUNCIL

23.1 The Council shall hold not less than five ordinary meetings in every year, one of which shall be held within twenty-one days subsequent to the Annual General Meeting. They shall be held at such time and place as the Council shall determine. Notice of each meeting shall be posted to all Council members not less than ten days prior to the date of the meeting.

23.2 Except where otherwise provided in these Bye-Laws, all resolutions shall be decided by a simple majority of those present and voting, and in the case of an equality of votes, the Chairperson shall have the casting vote.

23.3 The date of each Council Meeting will be notified by email and it is the responsibility of each Council member to accept or send their apologies. Non-receipt of notice of any meeting of Council shall not invalidate the proceedings of the meeting.

23.4 At all meetings of Council, eight (including the Chairperson) shall form a quorum, being the minimum requirement to validate a resolution.

23.5 Should extraordinary circumstances arise which demand an urgent decision of Council, the President may organise a vote of Council members. Such a vote will only be carried if two thirds of total Council (rounded upwards to the nearest number of persons) returns a vote in favour within the time specified.

24 COMMITTEES

24.1 The Council may form Committees with specific terms of reference to facilitate the Aims of the Society. The Chairperson and at least one other member shall be members of Council. In exceptional circumstances the Council may invite non-members of the Society to serve on such Committees and other bodies on joint Committees for the consideration of joint interest.

24.2 The Officers of the Society shall be entitled to be members of all Committees.
25 QUORUM AT ANNUAL AND SPECIAL GENERAL MEETINGS

A quorum of any General Meeting of the Society shall be fifteen Members entitled to vote, but in the event of a quorum not being achieved, the voting shall be extended to midday of the Annual General Meeting.

26 VOTING AT ANNUAL AND SPECIAL GENERAL MEETINGS

26.1 A quorum, being the minimum requirement to validate a resolution, of any General Meeting shall be fifteen Members entitled to vote.

26.2 The Chairperson of any Meeting of the Society shall only have the casting vote.

26.3 Subject to other provisions in these Bye-Laws, any motion before a General Meeting shall be decided by a simple majority of votes, unless a demand for a ballot be made by fifteen Members.

26.4 In the event of a demand for a ballot vote, the results shall be declared at a further Meeting to be held not less than twenty-one days and not more than twenty-eight days after the Meeting at which the motion was proposed. A copy of the motion and voting options shall be sent to each member eligible to vote, within fourteen days of the Meeting at which the motion was proposed. The voting results shall be received by Head Office, verified by the third-party platform appointed by the Society to administer and scrutinise the voting and balloting process, before the opening of the subsequent Meeting.

27 ANNUAL GENERAL MEETING (See Addendum A)

27.1 At least twenty-eight calendar days before the Annual General Meeting, notice must be sent to all members specifying the time and venue of the meeting. The notice will give details of those persons retiring as Officers and Members of Council. Members entitled to vote shall be asked to submit nominations for vacancies to be filled.

27.2 The Society’s financial year end is on the thirty-first day of March in each year. The Annual General Meeting is held before the thirty-first day of May each year. The ordinary business of the meeting shall be to receive:

- the Annual Report of the Council
- the Balance Sheet and Statement of Income and Expenditure
- the Honorary Treasurer’s Report
- to elect Officers and Members of Council
- to confirm Trustees
- to appoint the Independent Financial Reviewer and to deal with Any Other Business on the Agenda

27.3 Any Member wishing to propose Any Other Business, other than that relating to ordinary business for discussion at the Annual General Meeting, must give notice of such business to Head Office via the third-party platform not later than fourteen calendar days before the Annual General Meeting.
27.4 The Agenda of the Annual General Meeting shall be sent to all members at least fourteen calendar days before the Meeting. Agenda items will include the ordinary business of the meeting included in Bye-Law 27.2. Electronic voting shall be returned so as to be received by Head Office not later than forty-eight hours prior to the commencement of the Annual General Meeting unless an extension to voting is required under Bye Law 25.

28 SPECIAL GENERAL MEETING

28.1 A Special General Meeting may be convened by the Council at any time. This meeting shall be held within one calendar month of the passing of a resolution by the Council to hold such a meeting.

28.2 Should the Membership require a Special General Meeting, they can submit a written request signed by at least fifteen Members to Head Office stating the business to be considered. The meeting shall be held within one calendar month of receipt of the request.

28.3 Head Office shall send notice of every Special General Meeting, stating the business to be discussed and naming its sponsors to all members within fourteen calendar days before the meeting. No business shall be brought forward except that which shall have been so notified.

28.4 The procedure at Special General Meetings shall follow Bye-Laws 25, 26 and 28.

29 SCIENTIFIC MEETINGS

The responsibility for the scope and practice of scientific meetings shall rest with the Council.

30 INDEMNIFICATION OF OFFICERS AND COUNCIL MEMBERS

30.1 The Council members and other persons authorised by the Council to act on its behalf shall be indemnified by the Society in respect of all losses and proper expenses incurred by them and claims made against them in the proper discharge of their duties.

30.2 The Society shall keep in place a suitable insurance policy to provide this indemnity.

30.3 This indemnity shall not apply if the loss, expense or claim arises due to fraud, wilful misconduct or dishonesty.

31 DISTRIBUTION OF FUNDS

31.1 The Society shall not make any dividend, gift or bonus unto or between its members, but shall devote its funds solely to the furtherance of its Aims.

31.2 With the approval of Council, any surplus funds will be invested under advice and guidance of an Independent Financial Adviser.
31.3 If upon the winding up of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall be paid or transferred to a charitable cause supported by the Aims of the Society.

32 TRUSTEES

32.1 The Society is required to have at least two Trustees being individuals and current Full Members of the Society, or one Trustee and one subsidiary Limited Company of the Society. All Officers, Trustees and Council Members are indemnified under the provision of Bye-Law 30.

32.2 Trustees are proposed and approved by way of a resolution at the last Council meeting prior to the Annual General Meeting and formally appointed at the next Annual General Meeting.

33 INTERPRETATIONS, ALTERATIONS AND ADDITIONS

33.1 All questions arising out of the interpretation of the Constitution or Bye-Laws shall be decided by the Council.

33.2 Council shall have the power to determine and decide any matter arising which is not covered under any of the Bye-Laws in the Society's Constitution.

33.3 The Constitution or Bye-Laws may be amended only at a General Meeting.

33.4 Amendments to the Constitution or Bye-Laws may be proposed by the Council or by members of the Society. In the latter case the proposal shall be sent to Head Office in writing and shall be signed by at least fifteen members.

33.5 The Council upon receipt of written request shall call a General Meeting to discuss the proposed amendment(s).

33.6 A resolution recommending the amendment(s) to the Constitution or Bye-Laws shall only be valid if at least two thirds of the members entitled to vote, vote in favour of such resolution.

34 PUBLICATIONS

34.1 The responsibility for the scope and content of publications shall rest with Head Office.

34.2 The Society shall publish a Journal which shall be issued at such interval as may be determined. The Journal shall consist of scientific and technological papers which have been communicated to the Society and of such other matters as may be prescribed.

34.3 The Journal shall, if Council think fit, be published jointly with Société Française de Cosmétologie or with other similar representative bodies, but the Council shall have power from time to time to make further or other arrangements for the publication of the Journal. The Journal shall be circulated to the entire membership.

34.4 The Society may also publish books, monographs, brochures, and other publications as are concerned with and related to the Aims of the Society.
34.5 Unless otherwise agreed, the copyright in all matter for publication shall belong to the Society.

35 AGENTS OF THE SOCIETY

35.1 The Council may appoint agents at such remuneration and subject to such terms as the Council may decide and shall have the power to terminate any such service or agency.

35.2 Any such paid agent(s) shall not be a member of Council.

In the Constitution and Bye-Laws, all benefits afforded to Honorary Members and Members will also apply to Fellow Members.
**APRIL**
(At least 28 calendar days prior to the AGM)

**AGM Notice Letter**
SENT TO ALL SCS MEMBERS
(Bye-Law 27.1)

**Notice Letter & Nomination Form**
SENT TO MEMBERS ELIGIBLE TO NOMINATE/VOTE
(Bye-Laws 7 and 27.1)

**MAY**
(14 calendar days before the AGM)

Deadline to receive completed Nomination forms and option to add Any Other Business to Agenda
(Bye-Law 27.3)

**AGM AGENDA** including Financial Accounts, Annual Report & Voting Agenda Items sent to All Members
(Bye-Law 27.4)

**Up to 48 hours before AGM**

**Honorary/Fellow/Full Members** vote on each Agenda Item
(Bye Law 7.2)

**All votes (and ballots if applicable) collated ready for Annual General Meeting**
(Bye-Law 27.4)