# SOCIETY FOR THE BIBLIOGRAPHY OF NATURAL HISTORY.

#### Bye-Laws.

As adopted at a Special General Meeting held on 26th August, 1936.

# Chapter 1.—Object.

(a) THE SOCIETY FOR THE BIBLIOGRAPHY OF NATURAL HISTORY is a Scientific Society instituted exclusively for the study of the bibliography of all branches of natural history, including zoology, botany, geology, and mineralogy.

(b) The Society shall promote the Objects for which it has been founded by the issue of Publications, by the maintenance of a Correspondence Bureau and by such other means as the Committee of Management may from time to time direct.

(c) The publications of the Society shall consist of journals or separate works as specified in Chapter 12 below.

(d) For the purpose of the Correspondence Bureau the Society shall cause to be compiled and shall maintain a card-index catalogue containing references to all published papers on bibliographical subjects relating to natural history, including zoology, botany, geology, and mineralogy, and this catalogue shall be available for consultation by Members or Associates of the Society on application to the Secretary.

# Chapter 2.—Constitution.

(a) The Society shall consist of Members and Associates.

(b) Persons of all nationalities and of either sex who are interested in the bibliography of any branch of natural history are eligible for election to the Society either as Members or Associates.

## Chapter 3.—Management.

(a) The management of the Society shall be conducted by a Committee of Management, consisting of nine persons, as follows:—the President, the Treasurer, the Secretary, and Six ordinary Members of the Society. No Member shall, after the 1st January, 1940, be eligible as an ordinary Member of the Committee until he shall have been a Member of the Society for three consecutive years. Associates shall not be eligible for election to the Committee.

(b) The six ordinary Members of the Committee shall serve for a period not exceeding three years and shall retire by rotation, the two members who have served longest on the Committee retiring annually.

(c) For the purposes of section (b) above, the period of service of the members of the first Committee to be appointed shall be deemed to have begun on the 1st January, 1937. The six Members appointed to be the six ordinary members of the Committee to be appointed shall retire as follows:—two Members at the end of 1937, two at the end of 1938, and the remaining two at the end of 1939. The Committee shall determine by such means as it thinks fit which of the six ordinary members of the Committee shall retire on each of the above dates.

(d) Four members (including such of the Officers as are present) shall constitute a quorum.

(e) The Committee shall have power to appoint both standing subcommittees to assist them in special aspects of their work, and temporary sub-committees to advise on, or supervise, special pieces of work. The members of such sub-committees may be either Members of the Committee of Management or may be ordinary members of the Society, provided that the Chairman of all such sub-committees shall in all cases be a member of the Committee of Management.

## Chapter 4.—Officers.

(a) The Officers of the Society shall consist of a President, two Vice-Presidents, a Treasurer, and a Secretary. (b) For any reason which shall appear sufficient to a two-thirds majority thereof the Committee shall have power to suspend any Officer of the Society in the exercise of his office or to remove him and declare such office vacant.

(c) In the event of any vacancy occurring among the Officers or in the Committee of the Society the Committee shall elect some Member to fill the vacancy until the next Annual General Meeting.

#### Chapter 5.—*President*.

(a) The duty of the President shall be to preside at the meetings of the Society and of the Committee of Management and to regulate all the discussions and proceedings therein.

 $(\bar{b})$  In the event of an equality of votes at meetings of the Society or of the Committee of Management, the President shall have a double or casting vote.

## Chapter 6.—Vice-Presidents.

(a) Two Vice-Presidents shall be nominated by the President from among the Members of the Committee of Management and the names of the members so nominated shall be declared at the Annual General Meeting in each year.

(b) In the absence at any meeting of the President, a Vice-President shall take his place and shall for the time being have all the authority, power, and privilege of the President.

(c) In the absence of the President and of both Vice-Presidents, the Committee of Management shall appoint one of their Members to preside.

#### Chapter 7.—*Treasurer*.

(a) The Treasurer shall be responsible to the Committee of Management for all matters relating to the financial affairs of the Society, and shall conduct all correspondence relating to the financial affairs of the Society. In particular, the Treasurer shall be responsible for demanding and receiving for the use of the Society all sums of money due or payable to the Society and for the due disbursement of all monies payable by the Society.

(b) All cheques drawn on the Society's bank in payment of the Society's obligations shall be signed by the Treasurer, or, in his absence, by such other Member as may be appointed by the Committee of Management.

(c) At a convenient date towards the close of each year the Treasurer shall prepare a statement of the Society's financial affairs for submission to the Society's auditor to whom he shall furnish all facilities necessary for the auditing of the accounts.

(d) The Treasurer shall each year sign the accounts and submit them, when audited, to the Committee of Management and to the Annual General Meeting to which he shall at the same time submit his report for the year in question.

(e) The Committee of Management shall nominate each year a Chartered or Incorporated Accountant to audit the Treasurer's accounts and shall have authority to pay the auditor an annual fee of such amount as they may from time to time determine.

### Chapter 8.—Secretary.

(a) The Secretary shall be responsible for the proper conduct of all correspondence (other than financial correspondence) on behalf of the Society.

(b) The Secretary shall prepare minutes both of meetings of the Society and of the Committee of Management and its sub-committees.

(c) The Secretary shall act as Editor of the Society's publications.

## Chapter 9.—Election of Committee of Management.

(a) The Committee of Management for the time being shall cause to be prepared a list of the names of such Members as they shall recommend to fill the offices of President, Treasurer, and Secretary for the year ensuing and also the names of such Members as they shall recommend shall be re-elected and of other Members to be elected into the Committee of Management.

(b) The list prepared by the Committee of Management shall be printed

and a copy sent not less than twenty-eight days prior to the day fixed for the Annual General Meeting to every Member and Associate of the Society.

(c) The list prepared by the Committee of Management shall be submitted for approval at the Annual General Meeting unless seven or more days prior to that meeting six Members of the Society shall have signified in writing their desire to nominate some other Member to serve as one of the Officers of the Society or as one of the members of the Committee of Management. In that event a ballot shall be held at the Annual General Meeting in such manner and under such conditions that the President may determine.

#### Chapter 10.—Election of Members and Associates.

(a) Every candidate for admission into the Society either as a Member or as an Associate shall be proposed by two or more Members to one of whom he shall be personally known.

(b) Members proposing a candidate for admission either as a Member or as an Associate shall sign a certificate recommending him, on which shall be specified the name and permanent address of the candidate and the special branch of the bibliography of natural history in which he is interested. After a certificate has been duly completed and deposited with the Secretary the Candidate therein recommended shall be balloted for at the next meeting of the Committee of Management.

(c) The candidate shall be declared to be duly elected if he receives the votes of two-thirds of the members present and voting.

(d) Every Member and Associate on election shall have immediate notice conveyed to him by the Secretary of his election, accompanied by a copy of the bye-laws, and an Obligation Form and a Banker's order form for the payment of his subscription.

(e) Every Member and Associate on election shall sign the Obligation Form referred to above in which he shall undertake to promote the good of the Society, to pursue the ends for which it is established, to attend so far as may be possible the meetings of the Society, to pay his subscription regularly, and to observe the bye-laws and orders of the said Society. The election of any Member or Associate may be declared void by the Committee of Management if he shall not have signed the said Obligation Form within six months of his election.

#### Chapter 11.—Admission Fee and Subscription.

(a) No Admission Fee shall be payable until two hundred Members and/or Associates shall have been elected into the Society; thereafter the Admission Fees for Members and Associates shall be such sums as may be determined respectively at the next succeeding Annual General Meeting.

(b) Every Member shall upon election pay to the Society a first annual contribution of one guinea (one pound one shilling) and any Member who shall fail to pay such a contribution within six months of his election shall be liable to be removed from the Society by the Committee of Management.

(c) An annual subscription of one guinea shall be payable by Members on the 1st February each year and Members shall not be permitted to exercise any of the rights or to receive any of the benefits of membership until such subscription shall have been paid.

(d) Persons otherwise qualified who desire to take advantage of the Correspondence Bureau but not to receive copies of the *Journal* or other publications of the Society shall be eligible for election as Associates of the Society in the same manner as prescribed above for the election of members, and, subject to the provisions of this section, shall be entitled to all the rights and privileges of Members.

(e) An annual subscription of half a guinea (ten shillings and sixpence) shall be payable by Associates on their election and thereafter on the 1st February in each succeeding year.

#### Chapter 12.—Resignation and Removal of Members and Associates.

(a) Any Member or Associate, having paid all sums due to the Society, shall be at liberty to withdraw therefrom upon giving notice in writing to the Treasurer.

(b) Any Member or Associate may be removed from the Society by order of the Committee of Management provided that at the meeting at which he is so removed two-thirds of the Committee shall be present and voting for such removal.

(c) Any Member or Associate who shall be in arrears with his subscription for three calendar years shall be automatically removed from the Society.

#### Chapter 13.—The Society's Publications.

(a) The publications of the Society shall consist of a journal, of which normally not less than two parts shall be published annually, to be known as the *Journal of the Society for the Bibliography of Natural History*, in which shall be published collected lists of bibliographical papers so far published on various branches of natural history, original contributions in regard to the dates of publication of works on natural history, particulars relating to the disposal of the libraries and collections of deceased naturalists, and other papers on bibliographical subjects of interest to naturalists.

(b) The Society may also publish from time to time additional journals or separate works on bibliographical subjects.

(c) Copies of the *Journal* of the Society shall be sent free to each member who shall have paid all contributions due by him to the Society.

(d) Authors of papers or works published by the Society shall be entitled to twenty-five copies of their communications free of charge. Where there are two or more authors of a single communication, the total number of free copies shall be increased to thirty. Additional copies may be obtained by authors at prices to be determined by the Committee of Management.

(e) In the last part of each annual volume of the *Journal* shall be printed a list of the names of the Members and Associates of the Society with their last known addresses, the Society's bye-laws, and particulars of any donation made to the Society of the value of £10 and upwards.

# Chapter 14.—Meetings of the Society.

(a) The Annual General Meeting of the Society shall be held on the first Saturday in February of each year, at such place and at such time as the Committee of Management may determine. Notice of the Annual General Meeting shall be sent to all Members and Associates of the Society not less than twenty-eight days prior to the date of such meeting.

(b) The Committee of Management shall be free to arrange for meetings of the Society to be held at other convenient dates in the course of the year and notice of such meetings shall be communicated in like manner as those relating to Annual General Meetings.

## Chapter 15.—Alteration of Bye-Laws.

(a) Any of the Bye-Laws of the Society may at any time be repealed or altered or other adopted in lieu thereof at a Special Meeting of the Society to be held, either after notice given by the Committee of Management or after notice given to the Secretary signed by not less than six Members otherwise qualified specifying the intended alteration or repeal.

(b) A Special Meeting shall be held to consider any such proposals for the alteration of the bye-laws within twenty-eight days of the issue by the Committee of Management or of the receipt by the Secretary of Notice for such amendment, as the case may be.

(c) The Committee of Management shall notify every Member resident in the United Kingdom of a proposal to hold such a meeting not less than fourteen days prior to the date fixed for such meeting.

(d) In the event of any such alteration being made, the alteration shall be incorporated in the bye-laws issued with the last published part of the *Journal* for the current year.

#### Chapter 16.—Prohibition in Respect of Funds.

(a) The Society shall not, and may not, make any dividend, gift, division, or bonus in money unto or between any of its Members or Associates.

# INTRODUCTION

THE Society for the Bibliography of Natural History was founded on 14th March 1936. The formal proposal to found the Society was made at a representative meeting of zoologists, botanists and bibliographers held on that day in the rooms of the Royal Entomological Society of London in South Kensington and the meeting was the result of a number of informal conversations first between the late Dr. Sherborn, the first President of the Society, and myself, and later with Mr. Francis Hemming, then Treasurer of the Royal Entomological Society of London, and others.

The following were present at the inaugural meeting :----

L. R. Cox W. N. Edwards H. W. England S. P. L. Filon C. J. Golledge Miss M. L. Green F. J. Griffin F. Hemming B. M. Hobby K. Jordan N. B. Kinnear J. R. Norman J. Ramsbottom O. W. Richards N. D. Riley S. Savage W. L. Sclater C. D. Sherborn J. F. Sowerby L. J. Spencer T. A. Sprague C. K. Swann W. H. T. Tams A. C. Townsend H. R. T. Williams

and a number of communications was received from persons unable to attend but desirous of wishing success to the meeting.

The meeting adopted a proposal to found a society and set up an organising committee comprising Dr. C. Davies Sherborn (*Chairman*), Professor Frank Balfour-Browne, Mr. Francis Hemming, Dr. J. Ramsbottom, Dr. T. A. Sprague and Mr. A. C. Townsend with Mr. Francis J. Griffin (*Honorary Secretary*).

This committee held several meetings and drew up a set of Bye-Laws which were approved at the first General Meeting of the Society, held on 26th August, 1936, in the rooms of the Royal Entomological Society of London. The following attended this first General Meeting :—

J. Cowley	F. Hemming
Miss R. Davenport	K. Jordan
W. N. Edwards	S. A. Neave
H. Willoughby Ellis	J. R. Norman
R. Ellis	C. D. Sherborn
Miss M. L. Green	C. K. Swann
F. J. Griffin	G. A. Waterhouse

At this meeting the following were appointed to be the first Officers and the first Committee of Management :---

President : Dr. C. Davies Sherborn Treasurer : Francis Hemming Secretary : Francis Griffin Members of the Committee : Professor Frank Balfour-Browne Dr. J. Ramsbottom Dr. T. A. Sprague

Mr. A. Cockburn Townsend.

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It was decided to summon the first Annual General Meeting for the first Saturday in February 1937.

Thus was the Society born. It attracted a number of members who actively supported it and immediately commenced the publication of a *Journal*, one or more parts of which have appeared in each subsequent year. As Secretary of the Society I have acted as Editor of the *Journal* and I have also been responsible for the maintenance of the reference Catalogue of bibliographical papers referred to in the Bye-Laws.

With the advent of war it is natural that the Society's activities should be restricted, for its objects are not those of war but essentially of peace. It has, however, succeeded in producing its *Journal* under wartime conditions and looks with confidence to the future. With this twelfth part of its *Journal* the first volume is completed. The second will commence soon and it is hoped that a long series of worthy volumes will follow in orderly succession.

A list of members from the inception of the Society is printed, the names of Founder Members being printed in large type.

> FRANCIS J. GRIFFIN. Secretary to the Society.

# THE DEVELOPMENT OF THE SOCIETY FOR THE BIBLIOGRAPHY OF NATURAL HISTORY IN THE FIRST SIX YEARS OF ITS EXISTENCE

# By Francis HEMMING, C.M.G., C.B.E. (*Treasurer to the Society.*)

### I. THE FINANCIAL STRUCTURE OF THE SOCIETY.

THE principal object for which the Society was founded was to promote the study of the bibliography of natural history by the publication of a journal specially devoted to that subject. At the time that it was decided to establish the Society there appeared good prospects of at once obtaining 50 or more members. It was thought that with an initial membership of about this size it would be possible to issue annually at least one Part of the proposed journal if members of the Society were to pay an annual subscription of one guinea. This amount was therefore fixed as the subscription rate.

2. The first subscription by Founder Members was in respect of the period from the foundation of the Society on 14th March 1936 to 31st December of that year. Thereafter subscriptions became payable on 1st February of each year. Except therefore for the Founder Year (1936), the Society's financial year has run from 1st February in one year to 31st January of the following year. This arrangement was adopted in preference to the calendar year in order that the Society's subscription should become payable on some date other than 1st January, when the subscriptions to most scientific societies become due.

3. The only other resources at the disposal of the Society during the period under review was the proceeds of the sale of publications, apart from the donations referred to in paragraph 11 below.

4. Almost the whole of the expenditure of the Society is devoted to the publication of its *Journal*; and owing to the generosity of the Royal Entomological Society of London in giving the Society permission to use its Offices, the management expenses of the Society have always been extremely small. Expenditure under this head has been confined to postage, the purchase of stationery, a small honorarium to Miss E. Evans, Clerical Assistant in the Royal Entomological Society of London for clerical assistance rendered to the Society outside her working hours, and to nominal payments to the Royal Entomological Society of London for the accommodation provided and in later years to Messrs. W. B. Keen & Co., Chartered Accountants, for acting as the Society's Auditors. In the first year, expenditure amounting to £14 4s. 5d. was incurred on the printing of the By-laws and other miscellaneous printing required on the formation of the Society.

5. The maintenance of the catalogue of bibliographical references specified in the By-laws as one of the services to be undertaken by the Society has involved no outlay to the Society, the whole work having been undertaken by Mr. Francis Griffin, the Secretary of the Society, who first presented to the Society the catalogue which he had made before the Society was founded and has since maintained it.

# II. THE MEMBERSHIP OF THE SOCIETY.

6. The number of Founder Members was 58. In the five following years 22 new members were elected (10 in 1937–38; 8 in 1938–39; 2 in 1939–40; 1 in 1940–41 and 1 in 1941–42). In the same period the Society lost 14 members through death or resignation (1 in 1937–38; 2 in 1938–39; 6 in 1939–40;

2 in 1940–41; and 3 in 1941–42). The membership at the end of each of the first six years of the Society's existence was as follows :—

		Year.		Founder Members.	Members.	Total No. of Members.
193	6			58		58
193	7 - 38			57	10	67
	8-39			55	18	73
	9 - 40			49	20	69
	0 - 41			47	21	68
194	1 - 42			44	22	66

In the period that has elapsed since the close of the Society's year 1941–42, 2 Founder Members and one other Member have resigned, while one new Member has been elected. Thus at the present time (July 1942) the membership of the Society consists of 42 Founder Members and 22 other Members, a total of 64.

7. The By-laws provide for the election, if desired, of Associate Members who possess fewer privileges and pay a reduced subscription of half-a-guinea. So far, however, there have been no elections to this class.

# III. THE INCOME AND EXPENDITURE OF THE SOCIETY.

8. At the outset the funds at the disposal of the Society and its outlay was so small that, as Treasurer, I thought it better to present the accounts as a simple statement of receipts and payments, but in the report which I submitted to the Annual General Meeting held in February 1941, I presented the accounts for the year 1940–41 prepared on an Income and Expenditure basis, thereby making possible for the future exact comparison of the financial position of the Society from year to year.

9. Owing to the need for paper economy in war conditions, it has been decided not to publish in full, with the present (concluding) Part of Volume 1, the accounts for the six years that have elapsed since the foundation of the Society, but these accounts, certified by the Society's auditors, are preserved at the Offices of the Society for purposes of record.

10. The following is an abstract of the three chief items in the accounts for each year :—

(a) Subscriptions of members.

		£	s.	d.		
1936		63	0	0	(amounts received)	
1937 - 38		73	10	3		
1938 - 39	*	69	6	7		
1939		63	0	0	"	
1940 - 41		55	13	0	(income attributable)	
1941 - 42		45		.7	(income accursticasie)	
					"	

(b) The production of the Journal.

			£	s.	d.	
1936	i		19	16	9	(payments made)
1937 - 38			48	8	1	
1938 - 39			77	19	5	22
1939			70	7	11	ette e set i f
1940-41			53	14	10	(expenditure incurred)
1941 - 42			113	8	1	

(c) The sale of publications.

		£	s.	<i>d</i> .	
1936			6	9	(receipts)
1937 - 38		5	8	8	,, ,,
1938 - 39		29	3	8	"
1939	۰.	21	13	10	**
1940-41		15	18	5	(income attributable)
1941-42		50	16	8	,,
			vii		•

11. The Society was fortunate in 1939 to receive a donation of £25 generously presented by the President, the late Dr. C. Davies Sherborn, to assist in the publication in the *Journal* of facsimile reproductions of very rare works. So far this gift remains intact. In addition, the Society received in 1936 and 1940–41 gifts amounting to £4 4s. and £1 8s. 2d. respectively.

## IV. BALANCE SHEET.

12. At the end of each of the first four years of its existence, during which (as explained above) the accounts were presented on a Receipts and Payments basis, the Society found itself with an increased credit balance. The particulars are as follows :—

			£	<i>s</i> .	d.	
1936			30	19	0	(excess of receipts over payments)
1937 - 38			57	4	3	· · · · · · · · · · · · · · · · · · ·
1938 - 39		1.1	69	18	7	23
1939 - 40			74	19	3	22

13. The year 1940–41, the first year for which the accounts were presented on an Income and Expenditure basis, closed with an excess of income over expenditure amounting to £14 17s. 1d. For the year 1941–42 there was an excess of expenditure over income amounting to £24 11s. 10d., owing to the exceptionally heavy expenditure in that year on the *Journal*, Part 11 being much larger than any of its predecessors.

14. The Society has no bad debts owing to it except a small sum in respect of arrears of subscriptions unpaid. Since the introduction of the Income and Expenditure system of accounts, these arrears have been valued annually and an appropriate account written off.

15. For the last two years, for which alone particulars in this form are available, the Society's assets have substantially exceeded its liabilities, the figures being :--

	Year.	Excess of assets over liabilities.							
				£	8.	d.			
1940 - 41				91	19	9			
1941 - 42				67	7	11			

# V. PRESENT POSITION AND THE OUTLOOK FOR THE FUTURE.

16. Up to the outbreak of war in 1939 the financial position of the Society was sound, though an increase in its funds was required to permit of the publication of larger and more frequent Parts to its *Journal*. The advent of war has naturally made the situation much more difficult. Income has suffered through an accentuation of the decline in membership which had started in 1939 when the risk of war first became evident to all. The loss so sustained has been aggravated by the fact that expenditure has gone up with the increase in printing costs.

17. In view of the slender resources that have been at its disposal, the Society may regard itself as fortunate to have been able to produce in a space of six years a volume of the *Journal* containing 504 pages including a number of coloured plates and facsimiles and to be able to start the seventh year of its existence with a small but satisfactory reserve fund.

#### VI. POSTSCRIPT.

18. The Society has suffered a great loss by the death, at the age of 81, of Dr. C. Davies Sherborn, which occurred on 22nd June 1942, when the present Part was passing through the press. Dr. Sherborn, who had been President since the beginning, had been largely responsible for the foundation of the Society. He was a frequent contributor to the *Journal* in which he took a keen personal interest. On the last occasion that I saw him, which was about a

month before his death, he said how much he valued the *Journal* and how he was looking forward to the appearance of the present Part (Part 12) so that at least the whole of Volume 1 should have been published during his presidency of the Society. This wish was not destined to be fulfilled, but this volume of the *Journal* remains as solid evidence for future generations of the vigour, enthusiasm and freshness of outlook carried even into extreme old age by Dr. Sherborn, the greatest bibliographer of natural history in our time.

# SOCIETY FOR THE BIBLIOGRAPHY OF NATURAL HISTORY

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