



THE INCORPORATION OF HAMMERMEN

was incorporated by Seal of Cause granted by the Magistrates and Town Council of Glasgow, with concurrence of Gavin, Archbishop of Glasgow, under Seal of the City, and round Seal of the Archbishop dated 11th October, 1536

The Incorporation has from its inception sought to promote the maintenance of high standards in all forms of metalworking and to support the needy amongst its Members and their families. With the abolition of the privileges of the Burghs of Scotland and the extension of free trade, the Craft became a charitable organisation. Today, it continues to support Members and their dependents in need, to promote excellence in craftsmanship and design in all aspects of metalworking, to encourage engineering education and craft related careers for young people, to promote engineering in all its branches as a worthy occupation, and to support charitable purposes primarily connected in some way with the Craft and its origins.

LAWS AND REGULATIONS

of the

INCORPORATION OF HAMMERMEN

of

GLASGOW

1 NAME AND DESIGNATION OF INCORPORATION

The Incorporation shall be known as heretofore under the name and designation of "The Incorporation of Hammermen of Glasgow" (hereinafter referred to as "the Incorporation") and shall be governed as hereinafter provided.

2 ENTRANTS

2.1 Qualification

All applicants for admission as Members of the Incorporation must be Burgesses and Guild Brethren of the City of Glasgow. Applications shall be made in such form as shall be prescribed by the Master Court from time to time, and satisfactory evidence of age shall be produced to the Clerk with such application. In the case of an applicant under the age of majority, the application may be signed on the applicant's behalf by the applicant's parent or guardian.

2.2 Classes of Entrant

Entrants shall be of two classes: Far Hand and Near Hand.

Far Hand: Entrants at the Far Hand are (a) those who are not qualified to apply for Membership at the Near Hand as after provided; and (b) those who are qualified to apply for Membership as Operative Members. In the case of Operative Members the following provisions shall apply:

- (a) The Applicant must, at the date of application, have been engaged in or practising a trade connected with the Craft for a period of three years or pursuing a course of study leading to qualification to engage in a trade connected with the Craft; and
- (b) The Master Court shall be the sole judges of the sufficiency of the

Applicant's engagement or practice in a trade connected with the Craft.

Near Hand: Entrants at the Near Hand are those who are the natural or legally adopted issue of Members, or are married to the natural or legally adopted issue of Members.

In the case of natural or legally adopted issue an applicant shall only be entitled to admission at the Near Hand provided the applicant has not attained the age of 65 at the date of application; otherwise the application must be for admission at the Far Hand. In the case of applicants claiming admission through marriage to the natural or legally adopted issue of a Member, such natural or legally adopted issue must be in life and not separated or living apart from the applicant.

Every applicant, whether at the Far-hand or at the Near-hand, must before admission, be approved of by a majority of the Master Court present when the applicant is proposed for admission and the Master Court shall have absolute power to admit or reject the applicant without reason assigned or given.

2.3 Entry Money

The entry-monies shall be laid down from time to time by resolution of the Craft in General Meeting.

All monies received for the entry of Members shall be added to the Capital Funds of the Incorporation. The entrant must also matriculate with the Trades House, and for this purpose shall pay by way of Matriculation Fee, such sum as may be fixed by the House. The age of all applicants shall be reckoned as at the birthday next ensuing the date of application.

2.4 Declaration of Fidelity

Each entrant must make or subscribe a Declaration pledging obedience to all Laws and Regulations of the Incorporation enacted, or to be enacted, and to be a true and faithful Member of the Incorporation. In the case of an entrant under the age of majority, such Declaration may be made or subscribed on behalf of the entrant by a parent or guardian. All persons becoming Members of the Incorporation shall be bound by the Laws and Regulations thereof in force for the time being.

2.5 Admission

The entrant, if found qualified, shall, upon payment of such entry-money and fees as may from time to time be fixed by the Incorporation, be admitted a Member of the Incorporation and be entitled to all the liberties and privileges thereof as defined in these Laws and Regulations.

2.6 Nullity


In the event of any information furnished with an application or by an applicant for admission being in any material point false, inaccurate or misleading, the Master Court of the Incorporation shall have power to declare any admission following thereon to be null and void, and to forfeit all payments in respect of such admission or such proportion thereof as they may fix.

2.7 Honorary Members

Honorary Members may be admitted without payment of entry money at the discretion of the Master Court.

3 OFFICE-BEARERS AND MANAGEMENT

3.1 Office-Bearers

The affairs of the Incorporation shall be managed by a Master Court, which shall consist of the Deacon, the Collector, The Late Deacon, The Late Collector and up to twelve Masters, in total not less than ten and not exceeding sixteen, of whom five shall constitute a quorum. 

3.2 Election

The Deacon, the Collector and Masters shall be elected annually at a General Meeting of the Members of the Incorporation, specially convened for that purpose and held upon the first Friday in September after the fifteenth day of that month in each year or on such other day as the other incorporated Crafts represented in the Trades House of Glasgow shall agree for such purpose.

3.3 Deacon

Any Member of the Incorporation eligible as after provided by 3.9 hereof to be elected to the office of Deacon, must have held the office of Collector for at least one year and been honourably discharged, and thereafter

have been one year out of that office, unless otherwise decided by the Master Court. The Deacon shall hold office as such for one year, but may be re-elected for a second or subsequent year or years. The Deacon shall continue to be a Member of the Master Court during the year immediately following demission of office as Deacon, and that without election.

3.4 Duties of Deacon

The Deacon, whom failing, the late Deacon, whom also failing, the Collector, whom all failing, the Senior Member of the Master Court present shall preside as Chairman at all meetings of the Incorporation and Master Court, and in case of a parity of votes, the Chairman shall have a casting vote in addition to a deliberative vote.

3.5 Collector

Any Member of the Incorporation eligible as after provided by 3.9 hereof to be elected to the office of Collector, must have been for at least one year a Member of the Master Court. The Collector shall hold office for one year, but may be re-elected for a second or subsequent year or years. The Collector shall continue to be a Member of the Master Court during the year immediately following demission of office, and that without election. The Collector shall find security to the satisfaction of the Master Court for all transactions by the Collector with the funds of the Incorporation to the extent of such sum as the Master Court may from time to time determine.

3.6 Duties of Collector

The Collector shall be responsible for the whole financial transactions of the Incorporation and shall keep, or cause to be kept, regular and distinct Accounts. An accurate Account of all intromissions and of the Capital of the Incorporation shall be made up in such form as may be approved of by the Master Court. Such Account shall be audited by a Chartered Accountant, firm or company of Registered Auditors appointed by the Master Court. Such Accountant, or any one or more partners or directors of such firm or company may be a Member of the Incorporation. The Account, bearing the Auditor's docquet, shall be submitted to the said General Meeting.

3.7 Retiral of Trade Masters

One Member of the Master Court shall retire at the end of each year. The

retiring Master shall be the Senior Member of the Court and , as before provided in 3.3 hereof, the Deacon, after demission of office as such, may continue, if so elected, to be a Member of the Master Court for not more than three years after the year of entitlement to hold office as Late Deacon.

3.8 Representatives to Trades House

The Incorporation being entitled to send six Representatives to the Trades House, the Deacon and Late Deacon shall be two, ~~ex officii~~; the other four shall be elected at the Annual General Meeting. One of the Representatives shall also be elected, at said General Meeting, to be a Member of the Trades House Committee on Buildings. In the event of the re-election of the Deacon, the Late Deacon shall be entitled to remain one of the six Representatives to the Trades House. Representatives who have been elected Deacon Convenor of the Trades of Glasgow or Collector of the Trades House, must be returned as Representatives so long as they hold such offices, or are entitled to sit in the House as late Convenor or Late Collector.

3.9 Qualification of Deacon, Collector and Trades House Representatives:

No person who now is, or who shall hereafter be, a Member of the Incorporation, may hold office as Deacon or Collector, or be elected a Representative of the Incorporation to the Trades House, or a Member of the Trades House Committee on Buildings, unless that person shall hold a Burgess Ticket of the City of Glasgow issued qua Hammermen, or shall have paid, or shall pay to the Collector of the Trades House, such sum as may from time to time be exigible as the entry-money for such Burgess Ticket issued as of Craft rank qua Hammermen.

3.10 Election of Office-bearers:

The votes of Members at the Annual General Meeting in September, in so far as relating to the election of Office-bearers, shall be taken on written or printed lists, subscribed by the voters and delivered by them personally to the Clerk, which lists shall be scrutinised and the respective elections declared in presence of the meeting. In the event of more Members than two being voted on for the office of Deacon or Collector, the member having the largest number of votes shall be declared duly elected, although the votes given for that member may not be a majority of the aggregate of the Members voting; and the same principle shall be observed in electing the other Office-bearers.

3.11 Vacancies - How Filled Up:

In the event of the death, resignation, or disqualification (to be determined by the Master Court) of the Deacon, and in the event of a vacancy occurring in any of the offices of Collector, Representative to the Trades House or Clerk, the Master Court shall fill up such vacancy ad interim until the next Annual General Meeting.

3.12 Clerk:

At the Annual General Meeting, a Clerk to the Incorporation shall be elected. Candidates for election must be suitably qualified to act as Clerk, and, if not a Member of the Incorporation at the time of election, must undertake to and must enter within three months thereafter. The duties of the Clerk shall be to conduct the business and correspondence of the Incorporation and Master Court. The Clerk shall keep, or cause to be kept, Minutes of the proceedings, call all meetings as instructed by the Deacon, keep the Books and Accounts of the Incorporation on behalf of the Collector, assist the Deacon, Collector and the Master Court in all the ordinary administration of the affairs of the Incorporation, and give or procure to be given advice upon such when required, meet and give information to all persons applying for admission as Members, and also to Members, and their widows, and others applying for relief, for all of which the Clerk shall be paid such yearly remuneration as the Master Court may fix from time to time, but exclusive of the usual professional fee for preparing legal deeds and documents and for conducting all legal business of the Incorporation.

4 THE MASTER COURT

4.1 Meetings:

Except in the special cases aftermentioned, all meetings of the Master Court shall be convened by the Clerk on the instructions of the Deacon, at such time and as often as the Deacon may consider proper, provided always that there shall not be less than five meetings during the year, and that not more than four months shall elapse between one meeting and the one immediately following. In the case of the absence, indisposition, or refusal of the Deacon to call a meeting of the Master Court, it shall be competent, upon the requisition of any five Members of the Master Court, for the Clerk to call any such meeting, specifying in the Notice the particular purpose for which it is convened. All meetings shall be called by circulars posted to Members at least forty eight hours before the meeting. The first meeting of the Master Court after each

Annual General Meeting, shall be held not later than the 6th day of October. At that meeting the Master Court shall elect (1) two of their number to be Keepers of the Keys of the Deacon's Box, and (2) a Finance Committee of not less than five, of which the Deacon and Collector shall be Members, ex officio.

4.2 Seal:

The Common Seal of the Incorporation shall be kept in the custody of the Clerk. All deeds and instruments to which the Incorporation is a party shall be executed by authority of the Master Court, sealed with the Common Seal and signed by the Deacon, the Collector and the Clerk.

5 MEETINGS OF THE INCORPORATION

5.1 Calling Meetings:

All General Meetings of the Incorporation shall be called by circulars posted at least eight days prior to the day on which the meeting is to be held to the Members who reside within the United Kingdom, and whose addresses are known.

5.2 Minutes:

At all Meetings of the Incorporation, the Minutes of the immediately preceding Meeting shall be made available and the rubric of each Minute read.

5.3 Special Meetings:

Special Meetings of the Incorporation may be called for the despatch of business, or the consideration of any matter or subject affecting the Incorporation, by the Deacon, or on a requisition subscribed by any five of the Master Court, or by any twelve of the Members of the Incorporation, and put into the hands of the Deacon or the Clerk. Should the Deacon fail to instruct the calling of such Special Meeting within eight days after the requisition has been put into the hands of the Deacon, it shall be competent for the requisitionists to convene such Meeting through the Clerk, who shall be bound to call it.

5.4 Quorum:

At all General Meetings of the Incorporation, any twelve Members shall

constitute a quorum.

5.5 Qualification to Vote:

No Member shall be qualified to vote or to hold any office in the Incorporation, unless such Member has attained the age of 18 years, and one year and one day has elapsed after the Member's admission.

6 INVESTMENT AND APPLICATION OF FUNDS

6.1 Investment of Funds:

The funds of the Incorporation shall be managed under the direction and superintendence of the Master Court. The Master Court may entrust to and confer upon any person (including any company, firm or group of persons) any of the powers of managing the funds of the Incorporation exercised by the Master Court and upon such terms and conditions and with such restrictions as the Master Court may think fit. In so far as not invested, and subject to the limit after specified, such funds shall be regularly lodged in such Bank as the Master Court may direct upon current account or upon such form of interest bearing deposit account as may be specified by the Master Court. Sums of cash up to £500 may remain on current account for up to 2 months. Any sums of cash up to £500 may remain on current account for more than 10 days. In so far as invested, they shall be invested in investments authorised by law in Scotland for the investment of trust funds or in the purchase or on the security of lands, houses, or other heritable subjects in Scotland, but no portion of the funds shall be lent on the personal security of or to any Member of the Master Court. Investments may be taken in the name of a nominee company on behalf of the Incorporation as beneficial owner or in the joint names of the Deacon, the Collector, and the Clerk for the time being as may be most appropriate. The Master Court shall have power to sell and realise, by public rroup or private bargain, and to change, alter and vary the investments from time to time, and otherwise to deal with same as if they were the absolute beneficial owners thereof.

6.2 Application of Funds:

Unless approved beforehand by the Members in General Meeting, it shall not be lawful for the Incorporation to encroach permanently upon its Capital, but, subject to this, the funds of the Incorporation, after payment of all expenses of management and of defending the rights of the Incorporation, shall be applied

6.2.1 Support for Members and their Dependents

for the assistance of deserving (1) Members; (2) Surviving spouses of Members; (3) children or other dependents of Members; and (4) other persons having a connection with the Craft or with trades or activities associated with the Craft and who have need of assistance from the Craft. Such assistance may take the form of direct or indirect financial support, or of social or welfare assistance provided by the Craft to such persons as individuals or as a group;

6.2.2 Promotion of Craft Related Careers

for the provision of bursaries, prizes, scholarships, textbooks and other rewards for work or achievement of a practical nature for the benefit of persons learning and/or practising a trade or profession associated with the Craft and/or the promotion of engineering and other craft related careers for young people; and

6.2.3 General Benevolence

subject to the foregoing, any surplus income in any year may be given at the discretion of the Master Court to public institutions or in aid of benevolent or charitable objects for the promotion of good causes and for the benefit of the community, preference generally being given to such purposes and causes as shall be in some way associated with the Craft.

7 BENEFITS AND BENEFICIARIES

7.1 Benefits Discretionary and Unattachable:

All assistance shall be granted and payable during the pleasure of the Master Court, and no person shall have any right to demand aid; and the granting, withholding or withdrawal of the same, or increasing or reducing the amount thereof, shall be entirely in the discretion of the Master Court. Any assistance given or benefit paid shall be purely alimentary and shall not be liable to be affected by the deeds or attachable for the debts of the recipients.

7.2 Members of Master Courts Ineligible:

It shall not be competent to enrol any person as a beneficiary on the funds of the Incorporation who is a member of the Master Court of any Incorporation.

7.3 Beneficiaries' Votes:

Those members receiving support from the funds of the Incorporation shall not be entitled to vote nor to hold office.

7.4 Restriction for Five Years from Entry:

No grant of direct monetary assistance shall be awarded until the expiry of five years after the admission of the person in respect of whose membership the aid is asked, unless under exceptional circumstances to be judged by the Master Court.

7.5 Form of Application:

All applicants for financial assistance from the funds of the Incorporation must be lodged with the Clerk, stating the age, means of support, residence, and other circumstances of the applicant, according to a printed form to be furnished by the Clerk. If entertained, the application shall be remitted to one or more members of the Master Court, who shall carefully enquire into it, and report thereon to the next meeting of the Master Court.

7.6 Dates of Payment:

Those persons on the Roll of Beneficiaries shall be paid on the first days of the months of November, February, May and August. When any of such days fall upon a Saturday, Sunday, or other bank or public holiday, the payments shall be made on the preceding business day. All payments to grantees shall be in advance.

7.7 Surviving Spouse of Beneficiary:

After the death of a person receiving charitable benevolence, his or her surviving spouse shall be entitled to payment of that grant for the remainder of the benevolence year ending 31st October, provided always that the surviving spouse is regarded by the Master Court as deserving.

7.8 Marriage or Re-marriage:

If a person in receipt of financial assistance shall marry or re-marry, such

recipient shall from and after such marriage (unless otherwise decided by the Master Court), cease to be eligible for assistance. In the event of a Member, who has joined through marriage to the natural or legally adopted issue of a Member and become a widow or widower, marrying again, the second spouse and second family shall not be eligible to apply for assistance unless such second spouse be also the natural or legally adopted issue of a Member of the Incorporation, or until the Member who has joined through marriage to the natural or legally adopted issue of a Member shall have paid the difference between the entry money at Near-hand and Far-hand, as at the date of having joined the Incorporation.

7.9 Visitation of Beneficiaries:

All persons receiving charitable assistance from the funds of the Incorporation shall, if residing in Glasgow or neighbourhood, be visited at least once annually by a member or members of the Master Court, who shall report to a Meeting of the Master Court (to be held during the month of October) on the whole circumstances of the parties, so that if any change either by increase, reduction, or withdrawal of assistance is decided upon, it may be ordered by the said Meeting. The necessary changes shall then be made upon the Roll of Beneficiaries, and a new one made up for the use of the Collector. In the case of grantees residing at a distance from Glasgow, their names shall be continued on the Roll, but the Master Court shall, before paying or remitting their assistance, receive satisfactory evidence as to their financial position and circumstances.

8 INTERPRETATION

8.1 Any reference in these Laws and Regulations to the masculine gender shall be deemed to include the feminine if and when the other Incorporated Trades entitled to elect representatives to the Trades House and the Trades House itself shall have approved the admission of females to the Incorporation.

8.2 These Laws and Regulations shall be governed by and construed in accordance with the Laws of Scotland and each Member by adhering hereto shall be deemed to have agreed to prorogate the jurisdiction of the Courts of Scotland.

9 ALTERATION OF LAWS AND REGULATIONS

9.1 Approval, etc:

The foregoing Laws and Regulations shall not be altered or rescinded in

any respect, until the proposed alteration or repeal has been proposed at a meeting of the Incorporation duly convened and held and agreed to by two-thirds of the Members present at such meeting and until such alteration or repeal has been sanctioned by the Trades House.

9.2 Commencement

The foregoing Laws and Regulations, when approved by the Trades House as hereinbefore provided, shall take effect and be operative as from the date of such approval, from which date all former Laws and Regulations shall be rescinded.

Note:

These Laws and Regulations were duly proposed and adopted at a meeting of the Craft duly convened and held on 20 May 1996, and thereafter approved by The Trades House of Glasgow on 25 September 1996 upon which date they became effective in accordance with Regulation 9.2.



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