



RULES AND BYE-LAWS
OF

**IPSWICH
INSTITUTE**

READING ROOM
AND LIBRARY

ESTABLISHED 1824
AS THE MECHANICS' INSTITUTION

Charity No. 304772

THE IPSWICH INSTITUTE READING ROOM & LIBRARY

15 TAVERN STREET, IPSWICH IP1 3AA

RULES OF THE INSTITUTE

1. The Institute shall be called 'The Ipswich Institute Reading Room and Library'. (Established in 1824 as the Ipswich Mechanics' Institution).
2. The object of The Institute is to advance the education of the inhabitants of Ipswich and neighbourhood by the provision of a Library and Reading Room and by otherwise promoting Science, Literature, the Fine Arts and Adult Instruction, provided that no income shall be applied directly in relief of rates, taxes or other public funds.
3. In addition to the powers of investment conferred by law, the Institute shall have the power to invest in Property Unit Trusts up to not more than one third of the value of the Institute's Capital Funds at the time of investment. For the purpose of determining such one third limit, the value of any real property occupied and held by or for the Institute shall be disregarded. All such real property of the Institute shall be vested in the Official Custodian for Charities.

All investments (unless vested in the name of the Institute) shall be vested in a nominee company which operates in connection with a Stockbroker or Investment Manager, a Bank nominee company or a Trust Corporation which encompasses the objects of the Institute. All receipts shall be deposited at Banks approved by the Management Committee referred to in Rule 5. Bank accounts shall be operated in accordance with Financial Procedures authorised by the Committee. All such accounts to be in the name of the Ipswich Institute.

The trustees may make any kind of investment which they could make if they were absolutely entitled to the assets of the Institute. In exercising the power of investment conferred by this clause the trustees must have regard to the standard investment criteria, e.g. by taking specialist advice.

4. An annual General Meeting of members shall be held not later than 30th April each year of which twenty-one days' notice shall be exhibited in the Reading Room. At this meeting the Committee shall present an Annual Report and a duly audited Statement of Accounts both of which shall be exhibited with the notice of the meeting. The Annual General Meeting may be adjourned from time to time as then and there decided.

5. The Management of the Institute shall be vested in a Committee of not more than twelve members who shall be elected by General Meeting. The Committee may at any time fill a vacancy and the member so appointed shall retire at the next Annual General Meeting. Three other members of the Committee shall also retire each year at the Annual General Meeting. The members to retire shall be those longest in office, a selection of those of equal seniority being made by lot. All members retiring shall be eligible for re-election. The Committee shall have power to make Bye-laws for the management of the Institute.
6. A Chairman, Vice Chairman and Treasurer shall be appointed and an Assistant Treasurer may be appointed annually by the Committee who shall meet at least four times per annum to transact business. Four Committee members shall form a quorum. A special meeting of the Committee may be called at any time by the Chairman, Vice Chairman, any five members of the Committee or by the Secretary.
7. The Secretary shall be the appointed person for the purpose of Section XXI of the Literary and Scientific Institutions Act 1854.
8. A President and Vice Presidents of the Institute may be elected at an Annual General Meeting.
9. A Special General Meeting may, at any time, be summoned by the Committee, and they shall do so on receipt of a request signed by not less than twenty members. Twenty-one days' notice of such a meeting shall be exhibited in the Reading Room prior to the meeting.
10. No proposition shall be accepted for discussion at any General Meeting unless notice in writing and signed by the proposer and seconder thereof is given to the Secretary so that it can be exhibited in the Reading Room for fourteen days previous to the meeting.
11. The determination of all matters at any General Meeting shall be by show of hands, unless a ballot of all members has been or shall be demanded by the Chairman or by not less than twenty members present at the meeting.
12. The Rules of the Institute may be altered only at a General Meeting provided that no alteration shall be made to the Rules whereby the Institute would cease to be a Charity in Law.
13. Any person wishing to become a member of the Institute shall sign a form agreeing to comply with the Rules and Bye-laws of the Institute.

14. Each member shall pay in advance such subscription as shall from time to time be fixed at a General Meeting. A student in full-time education over the age of 16 may become a member at a reduced rate as fixed from time to time at a General Meeting.
15. When a member's subscription is in arrears notice may be given to that member that unless the amount be paid within one month his or her membership shall cease.
16. The Committee shall have the power to exclude from membership any person failing to abide by the Rules and Bye-laws of the Institute. Such a member, however, may appeal to a General Meeting for re-instatement.
17. Members may nominate visitors for the time being temporarily resident with them for any period not exceeding fourteen days in any one year without additional subscription.
18. If any book borrowed by a member be lost, such member shall replace it to the satisfaction of the Committee or pay the cost of replacement. If any such book be damaged such member shall pay the cost of repair or replacement as assessed by the Committee.
19. If any member keeps a book after the date specified on the label he or she may be required to pay a fine for every clear week-day beyond that date of such sum as the Committee may from time to time decide.
20. The Institute shall not be dissolved except in accordance with Section XXIX of the Literary and Scientific Institutions Act 1854. Any property whatsoever remaining after consideration of all debts and liabilities shall be dealt with in accordance with Section XXX of such Act, provided that such property shall be applied only for charitable purposes for the benefit of the inhabitants of Ipswich and neighbourhood.

28th April 2000

Revised by Annual Members' Meeting 28th April, 2017 & 23rd April 2021

BYE-LAWS OF THE IPSWICH INSTITUTE

As revised by the Committee in accordance with Rule 5
on 15th September 2003, 27th April 2007 and 23rd April 2021

Breach of any of these Bye-laws will render offenders liable to exclusion from membership in accordance with Rule 16.

1. Members shall maintain the quiet atmosphere in the Library.
2. Members with mobile phones shall turn them off or to silent mode when in the library or restaurant. If a call must be taken, members should ensure that the conversation takes place outside, or in the Coffee Bar or Coffee Lounge.
3. Only members are permitted to use the facilities of the Institute apart from:
 - a. visitors under Rule 17
 - b. the entertainment by members of their guests in Chapters Restaurant
 - c. the entertainment elsewhere in the Institute by a member of up to two non-members as guests on one occasion per month only
 - d. non-members while on the premises to attend publically accessible educational courses and other activities
4. All visitors and guests shall be recorded in a visitors book and signed in by a member
5. Smoking is not permitted in the Institute
6. Any member shall provide proof of membership or identity on request by a member of staff or Committee
7. Conduct and clothing shall be decorous
8. No book, tape, CD, DVD, magazine or newspaper shall be defaced or mutilated. No such property shall be taken from the premises without being recorded by a member of staff

9. If any book, tape, CD or DVD borrowed by a member be lost, such member shall replace it to the satisfaction of the Committee or pay the cost of replacement. If any such borrowed item be damaged such member shall pay the cost of repair or replacement as assessed by the Committee
10. If any member keeps a book, tape, CD or DVD after the date specified on the label he or she may be required to pay a fine for every clear week-day beyond that date of such sum as the Committee may from time to time decide.
11. No animal, except for guide dogs, shall be allowed on the premises.
12. Property left (including shopping, umbrellas etc.) shall be clearly marked with the member's name and membership number and shall be removed the same day. Members are responsible for their own property; neither the Committee nor the staff can accept responsibility for members' property.
13. The senior member of staff on duty or any member of the Committee shall have the power to require any person not complying with the Rules or Bye-laws to leave the premises

BY ORDER OF THE COMMITTEE

A C DUNFORD, Chairman

Approved by Committee

15th September 2003, 27th April 2007, 23rd April 2021

THE IPSWICH INSTITUTE

The Ipswich Institute was established in 1824, being one of the first Mechanics' Institutions formed under the auspices of Dr George Birkbeck, to bring education to artisans. The Industrial Revolution was then only in its early stages and the opportunities for education were extremely limited.

In the same year a similar institution was formed in London, which as Birkbeck College is now part of the University of London. These two establishments are thought to be the only survivors of Dr Birkbeck's original movement.

The Institute's first venue was a schoolroom in St. Matthew's Church Lane, rented at 15 guineas a year. In the following year more central premises were hired in the Buttermarket for a fee of £20 a year, which included the services of a librarian. The Institute thrived in this location for 8 years, gradually developing its work but always on the lookout for more suitable accommodation. It moved to its present Tavern Street site in 1834.

These premises have been extended and improved over the years - most notably with the opening of an adjoining lecture hall on Tower Street. The building was later sold off for use as a Picture House (and subsequently a repertory theatre) in 1928. The last major alteration to 15 Tavern Street was in 1982 when the rear of the building was rebuilt and extended.

In the early days of the Institute lectures of all kinds - scientific, literary and musical - were well attended. In 1859 the Committee became aware that a Public Reading Society had been established with some success and 'Penny Readings' were started. These were so successful that the 'Ipswich Model' was taken up by most towns in Suffolk as well as elsewhere.

After a build-up of membership to some 2,000 in 1919, the membership slowly waned. By the early 1970's it had dropped to about 360 and the Institute was in danger of collapse.

However, in 1975 a programme of modernisation was embarked upon and membership has since risen. In addition to maintaining the long established Reading Room and Library in Tavern Street, careful stewardship of investments meant that in 2001 the former Diocesan House at 13 Tower Street could be purchased. This building provides a useful source of rental income to supplement subscription fees as well as ushering in a new phase of the Institute's development.