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Organisation of  
a Medical Society



J. B. HURRY



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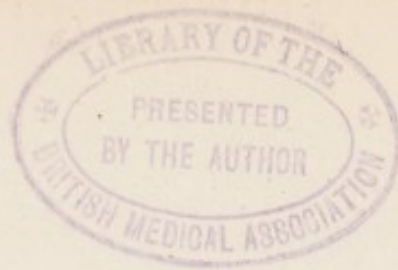






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The Ideals and  
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a Medical Society



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# The Ideals and Organisation of a Medical Society

By

JAMIESON B. HURRY, M.A., M.D.

Author of "A History of the Reading  
Pathological Society."

LONDON

J. & A. CHURCHILL,  
7 Great Marlborough Street

1913

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## Preface

**I**T has been the Author's privilege to be enrolled amongst the Members, to serve amongst the Office-bearers, and to occupy the Presidential Chair of the Reading Pathological Society.

The experience thus gained of the organisation of a local Medical Society may prove of service to those who are faced with a similar responsibility. At any rate this Booklet is born of an enthusiastic appreciation of the value of such professional organisations, and of a desire to contribute to their efficiency.

J. B. H.

WESTFIELD, READING.

1913.





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# Chapter One

## The Ideals of a Medical Society

Ἀγνῶς δὲ καὶ ὁσίως διατηρήσω βίον τὸν ἐμὸν  
καὶ τέχνην τὴν ἐμήν.<sup>1</sup>

*Oath of Hippocrates.*

**A** MEDICAL Society exists for the advancement of Medicine and for the cultivation of good fellowship in the medical profession. In proportion as these objects are attained does a Society realise its ideals.

The *ars medendi* has never exacted such devotion from its votaries as it does to-day. Astonishing progress is taking place in every department of Medicine, and only by incessant vigilance and zeal can the conscientious practitioner hope to keep his daily practice abreast of the latest advances of science.

Amongst the forces that contribute most to the maintenance of a lofty standard of life and work, the membership of a Medical Society ranks high. On the one hand opportunities of collective investigation and criticism are afforded, and the perennial danger of mental progeria is lessened. On

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<sup>1</sup>. "With purity and with holiness I will pass my life and practise my art."



the other hand the Society promotes social intercourse and a sense of co-partnership between *confrères*, and tends to banish "envy and hatred and all uncharitableness."

It seems strange that so many centuries elapsed before the value of medical co-operation found expression in the establishment of Medical Societies. But the history of Medicine shows that professional education, as now understood, is but of recent growth, and apart from medical education professional organisation could scarcely exist.

The precursor of Medical Societies in the United Kingdom was that venerable Institution, the Royal College of Physicians, founded in 1518 by Thomas Linacre and incorporated by Henry VIII. In 1540 were incorporated the Barber-surgeons and in 1606 the Apothecaries. In 1662 came the incorporation of the Royal Society to which in its early years many medical papers were contributed. But these great corporate bodies can hardly be regarded as Medical Societies, as usually understood, and we have to wait for another 70 years for the birth of the earliest strictly Medical Society in this country, viz. "the Medical Society," which was founded in Edinburgh in 1731.<sup>1</sup> London

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<sup>1</sup>. An excellent account of early Medical Societies in this country will be found in the *Brit. Med. J.*, 1895, Vol. I., pp. 1213, 1451; Vol. II., pp. 24, 141. Cf. also *Lancet*, 1896, Vol. I., p. 1270.



soon followed suit by establishing in 1752 what was also called "The Medical Society."<sup>1</sup> To Colchester belongs the honour of establishing the first provincial Society, viz. the Medical Society of Colchester founded in 1774.

There are now at least 132 Medical Societies in this country, England claiming 104 (28 in London and 76 in the Provinces), Scotland 20, Ireland 4 and Wales 4.<sup>2</sup> In addition there are about 40 Home Branches of the British Medical Association with over 200 Divisions.

These professional organisations must exert an immense influence for good. But there are still hundreds of practitioners who live in professional isolation and who lose the benefits that social and intellectual co-operation with fellow-workers confers. It is indeed much to be desired that every practitioner should ally himself to a Branch of the British Medical Association, as well as to any available local Society. *Fungitur Societas vice cotis acutum reddere quæ ferrum valet.*<sup>3</sup>

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<sup>1</sup>. This must not be confounded with the present Medical Society of London which dates from 1773. Cf. *The History and Progress of the Medical Society of London*, by C. H. F. Routh.

<sup>2</sup>. These figures do not include Book Clubs, Associations for Medical Defence or Benevolence, or Students' Societies.

<sup>3</sup>. A Society plays the part of a whet-stone which rendereth iron sharp.

# Chapter Two

## The Organisation of a Medical Society

### I. THE OFFICERS.

Ἰητροὺς γὰρ ἀνὴρ πολλῶν ἀντάξιός ἄλλων,  
ἰοὺς τ' ἐκτάμνειν ἐπὶ τ' ἥπια φάρμακα πάσσειν.<sup>1</sup>

*Homer.*

**M**UCH of the success of the Society, from a social as well as from a scientific point of view, will depend on the Officers. Character, popularity, zeal for research should all be weighed.

For the Presidency a senior member, held in general respect, should be selected—one who can preside with dignity and serve as an efficient mouth-piece of the local profession when occasion arises. The office should not be held for many years by the same person. Fresh blood brings fresh ideas, and it is well that each suitable member

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<sup>1</sup>. “Worth many a life is his,  
The skilful leech, who knows with practised hand  
T’extract the shaft, and healing drugs apply.”



should look forward to the occupation of the presidential chair.<sup>1</sup> A badge of office to be worn by the President is sometimes provided and helps to enhance the dignity of the holder.

Most Societies elect a certain number of Vice-Presidents, this office being reserved either for members who have passed the chair or for members who have rendered special service.

In the absence of the Chairman the senior Vice-President is usually called upon to preside.

Where membership is considerable, it is well to elect both a Treasurer and an Auditor; but in small Societies these special Officers may be dispensed with.

In regard to the Secretaryship a duplication is often convenient, in view of the unexpected message "wanted at once" that so often upsets the best laid plans for attendance.

The appointment of an Honorary Librarian and of a Curator is of great importance, where circumstances permit.

All Officers should be subject to election at the Annual Business Meeting.

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<sup>1</sup> One of the Presidents of the Medical Society of London, Dr. James Simms, managed to secure re-election as President for a period of twenty-three years. This prolonged tenure of Office proved most unfortunate for the Society, since it led to the secession of a large number of influential members, who established the Medico-Chirurgical Society. Cf. Routh, l. c., pp. 10, 14.



## II. THE COUNCIL.

“Consilium bonorum atque sapientium.”

*Quintilian.*

An executive body, conveniently termed the Council, is generally found desirable. Questions frequently arise which are best discussed, in the first instance, at a small meeting. Alterations of rules, ethical subjects, the nomination of Officers to be brought forward for election and similar matters should be discussed by the executive, the time of the Society being thus economised and reserved for more important scientific work.

The Council should be composed of the Officers of the Society and of a number of members representing the different interests. It is well to select senior as well as junior, country as well as town members.

Such a body will inspire confidence in the wisdom of its decisions, which will often be ratified without much discussion by the full body of Members.

## III. THE MEMBERS.

“Homines ad Deos nulla re propius accedunt quam salutem hominibus dando.”

*Cicero.*

It is a great privilege to belong to a Medical Society and to enjoy the social and professional benefits conferred by such membership. On the



other hand every Member should advance the prosperity of the Society by regularity of attendance and by contributions to its Agenda according to his opportunities. The ideal Society strives for the good of each Member ; while each Member should strive for the good of the whole Society.

Every practitioner of Medicine from time to time meets with abnormal forms of disease, which will be instructive to his colleagues. Nor do the Nestors of the profession escape difficulties of diagnosis and treatment which may be diminished or removed by consultation with others.

Every effort should be made to embrace in the membership all practitioners of good repute living in the neighbourhood. This ideal should not be found difficult of attainment, with an efficient organisation. Which of us is so strong as not at times to need the countenance and support of his fellows ? And what greater privilege for the strong than to assist by example and counsel those younger and less well-equipped *confrères* on whom practice often imposes a galling yoke ? In truth the advantages conferred by the Society should be so great that a Member feels a distinct sense of loss, if from any cause he has unavoidably been prevented from attending.

Many Societies confer the dignity of Honorary Membership either on distinguished members of the profession who have rendered some service, or on ordinary members who have left the neigh-



bourhood and whose names are worthy of honoured remembrance.

The annual subscription varies considerably according to the work attempted. A guinea or half-guinea is the usual tax, although some Societies, such as the Harrogate Medical Society, are content with a modest two shillings and sixpence. A difference is sometimes made between town and country members, in consideration of the fact that the former reap greater advantages from the Society than do the latter. Members are wise to submit to a liberal subscription, since the extra few shillings are more than recouped by the increased benefits which can be supplied in return. For example, books, periodicals and directories, if provided by the Society, need not be purchased by the individual.

#### IV. THE MEETINGS.

“Let us not forsake the assembling of ourselves together . . . . but exhort one another.”

*Hebrews X.*

A central and convenient hall for its Meetings has much to do with the prosperity of a Society, and the available provision varies greatly.

In some cases enlightened Hospital Authorities, such as those at Reading, are able to set apart a suitable hall for the use of a Society, which in return places its Library and Museum at the disposal



of the Staff and Nurses, and thus to some extent returns a *quid pro quo*.

The Guildhall of the Borough is granted at Windsor, the great value to the community of a highly qualified medical service being thus recognised by the Municipal Authority.

In yet other cases, e.g. Bournemouth, a special hall is rented by the Society for its Meetings and Library. This plan, although involving more expense, has the advantage of securing a greater independence and security of tenure.

Most Medical Societies meet once a month with an interval in the Summer.

The first item after the reading of the Minutes is usually the election of new Members. This function is sometimes performed with scanty ceremony. Other Societies require candidates for membership to be duly proposed and seconded at one Meeting, and to undergo the ordeal of a ballot at a subsequent Meeting. If elected, the new Member is introduced by his proposer to the President who formally admits him by the formula "By the authority of the —— Society I admit you a Member thereof." The new Member then signs the "Roll of Membership."<sup>1</sup>

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<sup>1</sup>. In the case of the Reading Pathological Society new members subscribe to the following :—"I, whose name is here inscribed on the Roll of Members of the Reading Pathological Society, do promise that, so long as I continue a Member, I will, to the utmost of my power, promote the honour and prosperity, and observe the rules, of the Society to which I have been elected."



Care should be taken to secure an ample and varied Agenda. There is no better test of good secretaryship than the ability month by month to supply an appetising *menu*. Living specimens, morbid specimens, microscopical slides, X-ray photographs, new instruments and drugs, and a sufficiency of formal papers should be provided as occasion offers, so that no member may fail to find some item that will please his palate. Nor should common specimens such as an appendix, a calculus or a mole be despised. Many facts can only be established by an accumulation of examples, and common ailments are in a sense the most important because most prevalent. Two or three Meetings in the year may be allocated for purely clinical work, every member being invited to exhibit patients suffering from unusual types of disease. The first hour may be devoted to the examination of patients, the remainder of the evening being spent in discussing problems of diagnosis, prognosis or treatment.

Another variation from the ordinary routine can be made by the introduction of some important topic, which is then thrown open for general debate. Appendicitis, head-ache, constipation, pneumonia, pyrexia may be given as types of subjects which usually evoke wide-spread interest.

Ethical questions are sometimes admitted to the Agenda Paper. But as a rule they are best avoided. Many such can be settled by the Council so to speak "out of court."



Most Societies have within their radius one or more Hospitals or Infirmarys, and the advantage of such proximity should be utilised to the utmost. The precise form of co-operation will depend upon local circumstances. From time to time a Meeting may be held in the Wards or Out-Patient Room, where a series of patients can be collected for demonstration. The pathological laboratory, the operating theatre, the post-mortem room, the X-ray and other special departments will also yield most valuable contributions to the Society's Proceedings. Many years ago Abernethy declared that "the Hospital is the only proper College in which to rear a true disciple of *Æsculapius*." Such institutions are equally indispensable for keeping the disciples in touch with the latest advances of Medicine.

It is a good plan from time to time to organise excursions to sanatoria for tuberculosis, lunatic asylums, water-works, work-houses, convalescent institutions, schools for mentally defective children, spas and so forth. A first-hand acquaintance with such institutions is frequently of great value in medical practice.

## V. THE ORATORS.

*"Apollineo nomina digna choro."*

It is an excellent custom to inaugurate or close the Session by a special function, a modern

*Asclepieia.* A Retrospective Address of the work of the past year may fittingly be delivered by the President, and such a summary is a useful means of emphasising important contributions and of placing them in their true perspective.

In the case of provincial Societies a medical Quintilian from London or elsewhere is often invited to deliver an Address dealing with recent research, the lecturer being dubbed "Orator" by the Reading Pathological Society.<sup>1</sup> Such a custom has the advantage of bringing members into personal touch with original workers who in their turn may gain much from the general practitioner. This function may fitly be concluded by a dinner. Once a year at least let professional colleagues say one to the other "Let us eat, drink, and be merry." A good dinner *emollit mores nec sinit esse feros.*

## VI. THE LIBRARY.

"The great consulting-room of a wise man is a Library."

*George Dawson.*

The provision of a Library is one of the chief functions of a Medical Society, and no effort or expense should be spared in raising its efficiency to the highest level. Constant association with the

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<sup>1</sup> This same designation was used by the Medical Society of London at least as early as 1778. Cf. Routh, l.c., p.17.



best books greatly enhances the standard of practice, and forms the best antidote to "rule of thumb" methods.<sup>1</sup>

The primary object of a Library is to supply the most recent literature dealing with every department of Medicine. Indispensable are those comprehensive systems and monographs which many practitioners with slender incomes are unable to place on their own shelves but which are constantly required for reference. Equally important are the great weekly and monthly Journals, the Proceedings of the Royal Society of Medicine, Medical Dictionaries, Directories and Year Books.

When funds permit, it is well to secure some of the Classics of Medicine, such as Hippocrates, ed. by Littré (1839-61); Galen, ed. by Kühn (1821); Celsus, tr. by Lee (1831); Harvey, a Collegio Medicorum Londinensi ed. (1766); Vesalius, ed. by Boerhaave and Albini (1725); Willis, ed. by Blasius (1682); Spigelius (1645); Van Swieten (1744); Morgagni (1769); Smellie (1754-64), and many other rare and costly works in which the bibliophile delights.

In a special alcove may be treasured any volumes produced by Members of the Society. Reprints of papers should also be carefully preserved and bound together. The Library should be a store-

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<sup>1</sup> Some Societies supplement their own resources by an annual subscription to Mr. H. K. Lewis's Circulating Library.



house for everything that relates to the local medical history. Portraits, drawings, MSS., in brief everything that helps to keep green the memory of deceased practitioners should be affectionately collected and catalogued.

The Society usually delegates the management of the Library to a Committee elected annually for the purpose and of which the Librarian is the executive Officer. To this Committee a grant should be voted once or twice a year for Library expenses, a Report of its proceedings together with a balance-sheet and a list of additions being presented to the Society at its Annual Business Meeting.<sup>1</sup>

Access to the Library should be possible at all reasonable hours, both on Sundays and week-days. Much may depend in cases of emergency on the latest information being available for use at the bedside or in the operating theatre. There is no good reason for closing Libraries for a whole month in each year, as is still unfortunately the case with some large Metropolitan Institutions.

No Library belonging to a Medical Society achieves complete success unless volumes can be borrowed for the purposes of study. The evening hours at home are often the only ones available

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<sup>1</sup>. In some cases an additional subscription is levied for the use of a Society's Library—a custom more honoured in the breach than in the observance.

for consulting books, and every facility for this should be afforded.

The provision of a complete and up-to-date catalogue is amongst the chief duties of a Library Committee. A volume for *desiderata* also is indispensable.

The ideal Librarian will always have a welcome for any Member who is seeking for information, especially if engaged in research.

## VII. THE MUSEUM.

“A Library and a Museum are twin Institutions having for their common aim the advance of knowledge.”

*Sir Jonathan Hutchinson.*

Almost as important to a progressive Medical Society as a Library is a Museum, however incomplete and humble in comparison with our great National Collections.<sup>1</sup>

Such an Institution provides an instrument of research, cultivates the perceptive faculty, fosters the habit of collecting, and facilitates objective, as compared with subjective, teaching.

It is not necessary that the Museum should be controlled by the Society, for in many cases its association with the local Hospital is found to answer well. The essential condition is that the

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<sup>1</sup>. “Museums and their Relation to Medical Education and the Progress of Knowledge.” *Brit. Med. J.*, 1888, Vol. II., p. 1257.



collection shall be available for purposes of study, and for the illustration of papers and discussions at the Meetings of the Society.

The Museum should be the complement to the post-mortem room and as well as to the hospital ward, and may therefore roughly be divided into two divisions illustrating these two departments of Medicine.

To the first belong the morbid specimens which have been shewn at Meetings of the Society and which should be carefully labelled and preserved for future reference. Even the common objects of pathology, both wet and dry, should be diligently collected. For to most Societies belong country practitioners whose opportunities of examining morbid specimens are few, and every facility should be placed in their way.

The second division of the Museum should be clinical, i.e. devoted to the illustration of disease as met with in the living subject.<sup>1</sup> Photographs, lithographs, drawings, prints, skiagrams, models, casts will all be useful. Especial care should be taken to preserve *res raritate ac vetustate notabiles*. Every local Museum should endeavour to contribute to the history of Medicine. Some illustrations may be hung on the walls, while others may conveniently be preserved in large portfolios.

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<sup>1</sup>. Sir J. Hutchinson, The Clinical Museum, *Brit. Med. J.*, 1893, Vol. II., p. 1295.

Great interest attaches to pathological specimens illustrating any industrial or other diseases that are prevalent in the locality. Prominence should also be given to *mirabilia* that are associated with research or that form memorials of practitioners who have passed away.

While the best specimens will constitute the "exhibition series" open to the casual visitor, it is often well to collect in drawers or cupboards a "study series," available for purposes of special enquiry.

A first-rate microscope is one of the most important *desiderata* in a Museum, together with a cabinet for microscopic slides.

A complete descriptive catalogue<sup>1</sup> must of course be kept by the Curator and be available for consultation. References to hospital case-books, and to papers read before the Society should be freely introduced.

When a Museum belongs to a Medical Society, its management is usually delegated to a Committee with a Curator as its executive Officer. A grant for expenses should be voted annually, and an exhibition of all specimens recently added should be frequently arranged. There should be the most harmonious co-operation between the Library

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<sup>1</sup> Sir James Paget, *The Making of Pathological Catalogues*, *Brit. Med. J.*, 1880, Vol. II., p. 911.



and the Museum each of which dovetails with the other.

The ideal Curator will always have a welcome for any Member who is seeking for information, especially if engaged in research. It is well from time to time to give post-graduate demonstrations in the Museum.

### VIII. THE PORTRAIT GALLERY.

“Historical portrait galleries far transcend in worth all other kinds of national collections of pictures whatever.”

*Carlyle.*

As a Medical Society grows in antiquity the desirability arises of perpetuating the memory of benefactors, and there is no better means than the preservation of their portraits.

A series of such portraits adorning the walls of the hall in which the Society meets will in course of time form a gallery of the highest interest, and foster the growth of local patriotism.

The gallery need not be confined to local Members of the profession. It is good for us to keep in perpetual remembrance those great and good men who have adorned our profession and who rank amongst the benefactors of the world.

Apart from such portraits of the *élite*, an Album should be provided for the photographs of the

rank and file. Such a collection becomes of growing value as the years roll by, and increases the sense of *cameraderie* which is so important in professional associations.

It is a good custom to invite new Members at the time of their election to contribute their portraits to the Society's Album.

## XI. THE ANNALS.

"Multorum benefactorum recordatio jucundissima."

*Cicero.*

Every Society should print an Annual Record of its Proceedings including a *résumé* of the various contributions, together with its Rules, Balance Sheet and Reports of its Library and Museum, if these departments have been established. Such records may be amplified according to the size and resources of the Society; they will be found to strengthen the cohesion of the members. Important papers should be published *in extenso*.

Special honour should be paid to any original work, whether literary or scientific, that has been carried out. Nothing indeed redounds more to the honour of a Society than the fact of having contributed to the progress of Medicine, and having thereby done something in the cause of suffering humanity. As excellent examples of such Annual Reports may be mentioned those of the Bradford



Medico-Chirurgical, and of the Brighton and Sussex Medico-Chirurgical Societies.

It is also an excellent plan for a Society that has reached its quarter-centenary or a still riper age to publish its history *ab initio*. Such a Retrospect enables a series of events to be placed in their true perspective and keeps alive the early tradition of founders and benefactors. The Volume will be rendered more attractive if illustrated by the portraits of those who have deserved well of the Society.

As a good model of such a Historical Retrospect may be recommended the Centenary Volume of the Royal Medical and Chirurgical Society (1805-1905) by N. Moore and S. Paget.<sup>1</sup>

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<sup>1</sup>. An illustrated History of the Reading Pathological Society (founded in 1841) appeared in 1909 (Bale, Sons and Danielsson).

# Chapter Three

## Model Rules for a Medical Society<sup>1</sup>

### SECTION I. THE NAME AND OBJECTS OF THE SOCIETY.

1. **T**HE Society shall be called the —  
Medical Society.<sup>2</sup>

2. The objects of the Society shall be the advancement of Medicine, and the promotion of good fellowship in the Medical Profession.

3. The Society shall endeavour to carry out its objects by the reading and discussion of Papers, by the exhibition of living and morbid Specimens, by the maintenance of a Library and a Museum, and by such other means as appear desirable.

### SECTION II. THE OFFICERS.

1. The Officers shall consist of a President, Vice-Presidents, Honorary Treasurer, an Honorary

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<sup>1</sup>. These Rules are intended to be suggestive rather than exhaustive and will require adaptation to the special circumstances of every Society. In some cases a larger number of officers and committees will be required.

<sup>2</sup>. A modification of the title will be required where a Society is restricted to a department of Medicine, such as Dermatology, Gynæcology etc.



Librarian, an Honorary Curator and two Honorary Secretaries. The Officers shall be elected annually, by ballot if necessary.

2. No President shall hold office for more than two consecutive years.

3. The Vice-Presidents shall consist of Members who have held the office of President.

4. The Honorary Treasurer shall (a) collect the subscriptions of the members, (b) shall keep an account of all receipts and payments, and (c) shall present an audited account of the Society's finances at the Annual Business Meeting.

5. The Honorary Secretaries shall (a) preserve Minutes of the Proceedings of the Society, (b) prepare and circulate the Agenda for each Meeting, (c) publish the Annual Report, and (d) be generally responsible for the Society's affairs under the direction of the Council.

6. The Honorary Librarian shall have charge of the Library under the direction of the Library Committee.

7. The Honorary Curator shall have charge of the Museum under the direction of the Museum Committee.

### SECTION III. THE COUNCIL.

1. The Council shall consist of the President, the senior Vice-President, the Honorary Treasurer, the Honorary Librarian, the Honorary Curator and

the Honorary Secretaries (*ex officio*), and of six other members, all of whom shall be elected annually. Of the six unofficial members one-third shall retire annually in rotation and not be re-eligible for at least twelve months.

2. The Council shall act as the executive of the Society. It shall nominate the Officers, Councillors and Committees to be submitted to the Society at its Annual Business Meeting and generally deal with business referred to it by the Society.

3. The Council shall at the Annual Business Meeting present a Report of the Proceedings of the Society during the previous Session.

4. The Council shall have the power of filling up, for the current year, any vacancies which may occur in any of the offices or on any of the Committees between one Annual Meeting and another.

#### SECTION IV. THE MEMBERS.

1. All legally qualified Medical Practitioners shall be eligible for Membership.<sup>1</sup>

2. The following procedure shall be followed in

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<sup>1</sup> It is the exception for provincial Societies to admit lady members. The Leamington Society however does so.

A period of residence in the district is a condition sometimes imposed. Thus the East Sussex Medico-Chirurgical Society requires a year. This Society also insists that no member shall call himself a homœopathist or adopt any other title which implies that he treats disease by exclusive methods.



the election of Members :—Notice in writing must be given to one of the Hon. Secretaries that Member A. will propose, and Member B. will second the election of candidate C. This notice shall be read out at a Meeting of the Society and sent to each Member in the Circular summoning the next Meeting. At this second Meeting the nomination shall be read out, and the election determined by ballot. No Member shall propose or second a candidate, unless personally acquainted. No candidate shall be declared elected unless at least three-fourths of the recorded votes are *placets*.

3. When a new Member has been elected, the President or Chairman shall admit him, or her, to the Society by the formula “By the Authority of the ——— Medical Society I admit you a Member thereof.” The new Member shall forthwith sign the “Roll of Membership,” without which the election is incomplete.

4. The election of a Member shall be notified to him, or her, in writing by the Honorary Secretaries, who shall at the same time forward a copy of the Rules, a list of Members and a catalogue of the Library.

5. The Honorary Membership of the Society may be conferred on persons of distinction. The election of such Members shall be conducted by the same procedure as the election of ordinary Members.

6. Members may retire from the Society after giving a month's notice of such intention to the Hon. Secretaries in writing, and defraying whatever subscription may be due.

7. A person who has ceased to be a Member of the Society by resignation or the non-payment of Subscription, must be elected by the usual procedure, if desirous of re-joining the Society.

8. The expulsion of a Member can only take place at a Special General Meeting, convened for the purpose of considering the matter. Three-fourths at least of the Members present must vote for the expulsion to make it effective. Of such Meeting at least 14 days notice shall be given to all Members of the Society.

## SECTION V. THE ANNUAL SUBSCRIPTION.

1. The Annual Subscription shall be one guinea for Members residing within a radius of five miles,<sup>1</sup> and half-a-guinea for others.<sup>2</sup>

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<sup>1</sup>. The limits of the Borough in which a Society is established will often be more convenient than an arbitrary radius.

<sup>2</sup>. Some Societies levy an entrance fee equivalent to the Annual Subscription. Thus in the case of the East Sussex Medico-Chirurgical Society both the entrance fee and the subscription are one guinea for members residing within the Borough of Hastings, and half-a-guinea for members residing outside the Borough.



2. The Subscription shall be payable on admission and at the commencement of each Session.

3. A Member who has failed to pay his, or her, subscription for two years, and who has been twice apprised thereof by the Secretaries shall be reported to the Society, when the said person may be declared no longer a Member.<sup>1</sup>

#### SECTION VI. THE MEETINGS.

1. A meeting of the Society shall take place in every month except August and September.<sup>2</sup> A notice, summoning the Meeting and stating the Agenda, shall be sent to each Member at least seven days previously.

2. The Meeting in October shall be called the Annual Meeting, at which an Oration is delivered.<sup>3</sup> The Oration shall be followed by the Annual Dinner.

3. The Meeting in July shall be called the

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<sup>1</sup>. The Chester and North Wales Medical Society allows subscriptions to be four years in arrears before expulsion! Only one year's grace is allowed by the Bradford Medico-Chirurgical Society.

<sup>2</sup>. The Bath Clinical Society and some others only meet monthly from October to April. Such a curtailment greatly diminishes the utility of a Society.

<sup>3</sup>. Many Societies prefer that their Session shall commence with the Calendar year.

Annual Business Meeting, at which the following Business shall be transacted :—

- (a) Report of the Council presented by the Senior Secretary.
- (b) Financial Statement presented by the Hon. Treasurer.
- (c) Report of the Library presented by the Hon. Librarian.
- (d) Report of the Museum presented by the Hon. Curator.
- (e) Election of
  - (i.) President.
  - (ii.) Vice-Presidents.
  - (iii.) Hon. Librarian.
  - (iv.) Hon. Curator.
  - (v.) Hon. Secretaries.
  - (vi.) Council.
  - (vii.) Library Committee.
  - (viii.) Museum Committee.
- (f) Grants of money to the Library and Museum Committees.
- (g) General Business.

4. A Special Meeting of the Society shall be called on a requisition in writing to the President, signed by not less than ten Members <sup>1</sup> and stating the objects of the Meeting. Of such Meeting at

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<sup>1</sup>. Five Members are deemed sufficient by the Eastbourne Medical Society for such a requisition.



least fourteen days' notice shall be given to every Member of the Society.

5. Unless otherwise notified on the Circular summoning the Meeting, the Chair shall be taken at — p.m. precisely.<sup>1</sup> The order of business shall be as follows :—

- 1st. The confirmation of the Minutes of the previous Meeting.
- 2nd. The election of Members.
- 3rd. The exhibition of Cases.
- 4th. The exhibition of Morbid or other Specimens.
- 5th. The reading and discussion of Papers.
- 6th. General Business.

6. Living Specimens, macroscopical and microscopical Specimens, X-ray Photographs, Instruments, Pharmaceutical Preparations etc. shall as far as possible be on view before the President takes the Chair. It is desirable that all exhibits be accompanied by notes.

7. Members are requested to give ten days' notice to the senior Secretary of the Specimens or Papers they intend to bring forward.

8. All papers and notes, when read, shall be forthwith handed to one of the Secretaries, in whose

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<sup>1</sup> The hour varies considerably. The Cambridge Medical Society meets at 2.30 p.m.; the Reading Pathological Society at 4.30 p.m.; the Bedford Medical Society holds some Meetings at 3, some at 8 p.m.

keeping they shall remain until after the publication of the Annual Report.

9. A paper by a non-member may be communicated to the Society, provided that notice of such paper is given at a previous Meeting and that its reception is agreed to by at least three-fourths of those present.

10. Members of the Medical Profession, although not Members of the Society, may, with the sanction of the President, attend the Meetings of the Society as visitors, and take part in its discussions. This does not apply to the Annual Business Meeting.

11. No Member shall introduce any subject for discussion foreign to the ordinary business of the Society, without having, at a previous Meeting, obtained the consent of a three-fourths majority of the Members present. Notice of the intention to ask permission shall appear on the Circular summoning the Meeting.

## SECTION VII. THE LIBRARY COMMITTEE.

1. The Library Committee shall consist of the President and Honorary Librarian (*ex officio*), and of nine Members of the Society. Three Members shall retire annually and shall not be re-eligible for at least a year.

2. The Library Committee shall have the



general supervision of the Library and be responsible for the expenditure of any funds placed at its disposal by the Society. It shall purchase Books and Periodicals, and maintain an efficient Catalogue.

3. At the Annual Business Meeting of the Society the Library Committee shall, through the Hon. Librarian, present a written Report to the Society, describing the general condition of the Library, including a list of the Books that have been added to the Library during the preceding year, and giving an audited financial statement, together with any other matter that the Committee thinks desirable.

#### SECTION VIII. THE MUSEUM COMMITTEE.

1. The Museum Committee shall consist of the President and Honorary Curator (*ex officio*), and of six Members of the Society. Two Members shall retire annually and shall not be re-eligible for at least a year.

2. The Museum Committee shall have the general supervision of the Museum, and be responsible for the expenditure of any funds placed at its disposal by the Society. It shall maintain an efficient Catalogue.

3. The Honorary Curator shall prepare and preserve those specimens which the Society desires to have added to the Museum.

4. At the Annual Business Meeting of the Society the Museum Committee shall, through the Hon. Curator, present a written Report to the Society, describing the general condition of the Museum, including a list of the specimens added to the Museum during the previous year with the names of the donors, and an audited financial statement, together with any other matter that the Committee thinks desirable.

#### SECTION IX. THE ANNUAL REPORT.

1. An Annual Report of the Proceedings of the Society shall be published by the Honorary Secretaries and circulated amongst the Members at the commencement of each Session.

2. In addition to the Proceedings of the Society the Report shall contain (a) a list of the Officers, Council and Committees ; (b) The dates of Meetings for the ensuing Session ; (c) The Rules ; (d) A list of past Presidents ; (e) The names and addresses of Members ; (f) The Reports of the Library and Museum Committees ; (g) the audited Balance Sheet showing the Society's income and expenditure for the year.



## SECTION X. ALTERATION OF RULES.

1. No alteration of these Rules shall take place except by the consent of a majority of the Members present at the Annual General Meeting, or at a Special General Meeting convened for the purpose.

2. Due notice of the proposed alteration shall be given in the Circular convening the Meeting.

# Appendix One

## REGULATIONS OF THE LIBRARY.

1. The Library is open every day from 10 a.m. to 6 p.m., except on Sundays and Bank Holidays. Access to the Library may be obtained at other times on application to the Hon. Librarian.

2. Every Member of the Society is allowed to borrow four volumes, on condition that the author and title of each volume, together with the name of the borrower and the date of issue are entered in the Book that is kept at the Library for the purpose.

3. Books and Periodicals may be retained for a month<sup>1</sup> and may be renewed for a second month, unless another Member has signified his desire for the Volume by notice posted on the notice board.

4. All new Books shall lie on the table for one month after purchase.<sup>2</sup> No current Periodical may be removed from the Library until the new number has been placed on the table.

5. A fine of sixpence per week<sup>3</sup> will be imposed on any Member who keeps a Volume or Periodical

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<sup>1</sup>. This is a liberal period. The Sheffield Medico-Chirurgical Society only allows one week.

<sup>2</sup>. The Cardiff Medical Society retains new books for six months before issue.

<sup>3</sup>. The Bristol Medico-Chirurgical Society imposes a fine of 3d. a day !



for a longer period than that allowed by the Regulations.

6. Any Member desiring the purchase of a Volume or a Periodical is requested to inscribe the author, title and publisher of such Book or Periodical in the Recommendation Book, or to communicate his desire to the Honorary Librarian.

7. A list of new Books and Periodicals added to the Library shall be posted on the notice board.

8. A Member who has lost or damaged a Book or Periodical shall replace the same or refund its value to the Society.

9. The Library Committee shall have power to label certain Books as "Reference Books."<sup>1</sup> Such Books shall not be removed from the Library.

10. The Hon. Librarian will be happy to give any assistance in his power to Members using the Library, especially for purposes of research.

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<sup>1</sup> The number of such "Reference Books" should be kept as small as possible. It is surely a mistake to forbid the borrowing of a volume of Allbutt and Rolleston's *System of Medicine* or of the *Encyclopædia Medica* as does the Bristol Medico-Chirurgical Society.

# Appendix Two

## REGULATIONS OF THE MUSEUM.

1. The Museum is open every day from 10 a.m. to 6 p.m., except on Sundays and Bank Holidays.

2. Every Member is allowed, with the sanction of the Hon. Curator, to use the Specimens, Models, Diagrams and Photographs in the Museum to illustrate any Paper or Discussion in connection with the Society's Meetings.

3. Any Member who is able to contribute Specimens to the Museum is invited to communicate with the Honorary Curator. Especially welcome will be any contributions throwing light on diseases that are peculiar to or prevalent in the district.

4. A list of Specimens and Illustrations added to the Museum from time to time shall be posted on the Notice Board.

5. The Honorary Curator will be happy to give any assistance to Members of the Society using the Museum, especially for purposes of research.



# Appendix Three

## Forms.

### No. I.—NOTIFICATION OF THE ELECTION OF A MEMBER.

.....Medical Society.

.....191 .

Sir or Madam,

We have the honour of informing you that you have been elected a Member of this Society, and of enclosing a Copy of the Rules of the Society, a list of its Members, and a Catalogue of its Library.

If you have not yet signed the Roll of Membership, with its form of obligation, this should be done at the next Meeting of the Society.

The annual subscription of £ s. is payable to the Honorary Treasurer on admission to the Society and at the commencement of each Session.

We are, Sir or Madam,

Your obedient servants,

Hon. Secretaries.

To.....

.....

No. II.—OBLIGATION TO OBSERVE THE  
RULES OF THE SOCIETY.

I promise that, so long as I continue a Member  
of the ——— Medical Society, I will, to the utmost  
of my power, promote the honour and prosperity  
and observe the Rules of the Society to which I have  
been elected.

Signed

.....

No. III.—APPLICATION FOR A  
SUBSCRIPTION IN ARREARS.

.....Medical Society,  
.....19 .

Sir or Madam,

I am directed by the Council of the .....  
Medical Society to remind you that your annual  
subscription of £.....s..... which was due  
on.....19 , is still unpaid, and to request  
you to remit the same at your earliest convenience.

Believe me,

Your obedient Servant,

.....

Hon. Treasurer.

To.....

.....



No. IV.—APPLICATION FOR THE RETURN  
OF A VOLUME TO THE LIBRARY.

.....19 .

Sir or Madam,

I am directed by the Library Committee of the  
..... Medical Society to remind you that  
the following volume :.....  
by.....which was borrowed on  
.....has been retained beyond the  
period of.....allowed by the Society.<sup>1</sup>

Will you kindly return the same at your earliest  
convenience ?

Believe me,

Your obedient Servant,

.....

Hon. Librarian.

To.....

.....

---

<sup>1</sup>. A fine of sixpence per week is imposed for every volume that  
is retained beyond the period allowed by the Society.

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