

# Incorporation of Barbers

GLASGOW



## Rules and Regulations



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PRINTED BY SAMUEL A. C. TODD LTD., 105 JOHN STREET

1937

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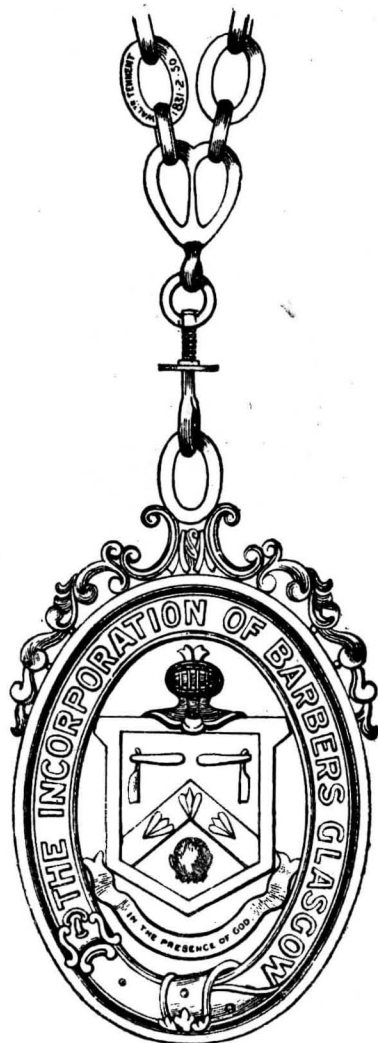
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THE DEACON'S MEDAL.

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**RULES AND REGULATIONS**  
**OF THE**  
**INCORPORATION OF BARBERS IN GLASGOW.**

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**The Act of Parliament abolishing the exclusive privileges enjoyed by this and other Incorporations, having rendered many of the Rules and Regulations formerly acted on inapplicable, the following have been adopted and enacted as the Rules and Regulations of the Incorporation, whereby its affairs shall in future be conducted, and all former Rules and Enactments have been repealed in so far as inconsistent therewith.**

**I.—NEW MEMBERS.**

1. Any person desirous of becoming a Member of the Incorporation shall fill up in detail a Schedule, which will be supplied to him by the Clerk on application, setting forth, among other particulars, his name in full, trade or profession, date and place of birth, and his relationship to any Member through whom he proposes to join at the *Near Hand*. In the case of an Apprentice, he shall produce his Indenture, regularly discharged.

2. *Far Hand Applicants*.—Persons having no previous connection with the Incorporation—shall only be admitted Members by the vote of the Incorporation. *Near Hand Applicants*—Sons and Sons-in-Law of Members, and Apprentices—*under 50 years of age* may be enrolled by the Master Court. *Near Hand Applicants over 50 years of age* shall only be admitted by the vote of the Incorporation, but a Son-in-Law may be admitted by the Master Court at any time within five years from the date of his

marriage with the Member's daughter through whom he claims admission. Every applicant must satisfy the Master Court in regard to the averments in his Schedule of Application by Certificate or otherwise, and produce a Burgess Ticket in his own right, or a receipt from the Collector of the Trades House for payment of his entry-money as a Guildbrother of the Craft Rank, and pay entry-money in accordance with the following rates—Far Hand Entrants shall pay £50, with interest at the rate of 5 per cent. on said sum in addition thereto for every year or part of a year above the age of thirty years; Sons, Sons-in-law, and Apprentices £7 with 5 per cent. compound interest when above twenty-one, all as shown in Schedule A, hereto appended. In addition, every Entrant shall pay One Shilling in name of Quarter Accounts for every year he is above 30 years of age, or 21 years of age, according as he is a Far Hand or a Near Hand Entrant. A Son-in-law's claim to enter at the Near Hand shall terminate on the death of his wife through whom admission may be claimed, and is confined to the first husband of a Member's daughter. Children of Sons-in-law by any other marriage than with a Member's daughter shall not have, nor confer, any right to entry at the Near Hand.

3. Upon enrolment as a Member, whether by the Incorporation or by the Master Court, the person so admitted shall subscribe a copy of these Rules and Regulations, to be engrossed in a book for the purpose; but it shall be in the power of the Master Court to dispense with such subscription in special cases, should the Court consider it right to do so; he shall also pay a fee of Five Shillings to the Clerk, and Two Shillings and Sixpence to the Officer. Each Member shall receive a printed copy of these Rules gratis.

## II.—APPRENTICES.

To acquire the privilege of becoming a Member of this Incorporation as an Apprentice, such Apprentice must have been bound as a Barber to a Qualified Member, by a regular Indenture drawn

by the Clerk, for a period of not less than five years. Said Indenture must be entered in a book kept by the Clerk, within three months of its execution, and regularly discharged on its completion. For Booking each Indenture, the Clerk shall receive from the Apprentice the sum of Three Shillings. Any Indenture with a Member may be transferred to and completed with another Member, provided all parties interested consent.

## III.—QUARTER ACCOUNTS.

Every Member shall pay annually One Shilling, in name of Quarter Accounts, on or before each Lammas Meeting, but country Members shall have the option of paying up till the commencement of the Election of Office-Bearers on the day of the Annual Election, when the Qualified Roll shall be closed till the 1st of December following, after which date every Member shall have liberty to pay up any debt owing by him to the Incorporation, and have his name added to the Qualified Roll. Quarter Accounts may be redeemed at any time by payment of 20s., besides all arrears due at the time, and 1s. for each year the Entrant is above 30 years of age, or 21 years of age, as the case may be, as per Rule No. I., if redemption takes place at time of entry.

## IV.—MASTER COURT.

1. The affairs of the Incorporation shall be managed by a MASTER COURT, consisting of the DEACON, LATE DEACON, COLLECTOR, LATE COLLECTOR, and SIX MASTERS, in all ten, with the addition of two PAST DEACONS as Honorary Members, who shall be elected annually by the Incorporation and shall have all the powers of Ordinary Members of the Court, one of whom shall retire each year and shall not be eligible for re-election until the following year, or such other number as the Incorporation may from time to time fix, who must all be members of the Incorporation, and reside or be engaged in business within the ancient Royalty, or the Parliamentary boundaries of the city for the time being.

2. The Master Court shall meet at least once in the months of OCTOBER, JANUARY, APRIL and JUNE, for the purpose of making up and adjusting the Pension Roll and the despatch of business. It shall manage and direct all the ordinary affairs of the Incorporation, including visiting the Pensioners and Applicants for assistance from the Funds, recommending Pensioners to the Trades House, conserving the Capital Stock, and overseeing the proper application of the Annual Revenue.

#### V.—RIGHTS AND PRIVILEGES OF MEMBERS.

Every Member of the Incorporation shall enjoy equal rights and privileges, subject, however, to the following restrictions, viz. :—

1. No Member shall be qualified to vote or be voted on until one year and one day after his enrolment as a Member ; and no Son or Son-in-law can be admitted through such entrant at the Near Hand until the expiry of said year and day.

2. No minor shall be qualified to hold any office in the Incorporation ; and no Member under the age of 14 shall be entitled to vote.

3. Any Member who has participated financially in the benefits of the Incorporation, otherwise than by his children or other descendants having been educated through the Incorporation, shall be incapacitated from taking any part in its affairs until three months after he shall have refunded whatever amount he has received from the funds.

#### VI.—MEMBERS QUALIFIED TO HOLD THE OFFICES OF DEACON AND COLLECTOR.

1. No Member shall be qualified to be nominated or elected Collector until he has served at least one year as a Master.

2. No Member shall be qualified to be put in nomination for, or be elected to, the office of Deacon, until he has served as Collector, had his accounts vouched and audited, paid over any

balance due by him to the Incorporation, and been discharged from the said office of Collector. Deacons and Collectors shall be eligible for re-election.

#### VII.—MEETINGS OF THE INCORPORATION.

1. A Meeting of the Incorporation to be called the LAMMAS COURT, shall be held annually on the first Friday after the 15th day of August ; and another Meeting, to be called the DEACON'S CHOOSING MEETING, shall be held annually on the first Friday after the 15th day of September. Quarterly Meetings of the whole Trade shall also be called by the Deacon, in terms of the Seal of Cause. A Special Meeting may be called for the dispatch of business, or the consideration of any matter or subject affecting the Incorporation, by the Deacon, or by any three of the Master Court, and the Deacon shall call a Meeting on a requisition subscribed by six of the Members on the Qualified Roll. Should the Deacon decline or fail to call such Special Meeting within eight days after the Requisition has been put into his hands, it shall be competent for the requisitionists to convene such Meeting through the Clerk, who shall be bound to call it.

2. All Meetings shall be called by Circular signed by the Deacon, or the Clerk by his order, mentioning the business to be brought under consideration. No business shall be considered at any Meeting unless notice thereof has been given on the cards calling such Meeting. At meetings of the Master Court five shall constitute a quorum. At Meetings of the Incorporation fifteen of the Members on the Qualified Roll and entitled to vote shall be a quorum ; but this shall not apply to the Lammas Court and Deacon's Choosing Meetings, at which any five Members present shall be a quorum.

3. All questions brought before any Meeting of the Master Court, Sub-Committee thereof, or of the Incorporation, shall be determined by vote. All votes shall be taken by calling the Roll, or by a show of hands, as a majority of the Members present may desire, such majority being determined by a show of hands. The



Preses shall have a deliberative vote, and, in case of equality a casting vote, and the majority shall in all cases bind the minority.

4. Notices of Ordinary Meetings, whether of the Trade or of the Master Court, shall be issued not later than the fourth day preceding the Meeting, excepting any Meeting requiring special despatch, which may be called on such notice as the Deacon may see fit. Notice of the Lammas Court and Deacon's Choosing Meetings shall be issued eight days previously. The Lammas Court Meetings shall also be advertised in two or more Glasgow Newspapers, eight days previously.

#### VIII.—LAMMAS MEETING.

1. At the Lammas Meeting a Roll of the Qualified Members free of debt to the Incorporation, including Quarter Accounts, shall be made up, which Roll shall be copied into the Minute of that Meeting, and be designated the Qualified Roll. No Pensioner either of this Incorporation or of the Trades House shall be placed or remain on said Roll. The Members on this Roll alone shall, with the additions which may be made thereto as provided for by these Rules, be qualified to vote or be voted on, at any Meeting of the Incorporation.

2. Members eligible for election as Deacon and Collector at the ensuing Deacon's Choosing Meeting shall be nominated at the Lammas Meeting, and their names shall be printed and circulated among the Members of the Trade along with the notices of the Deacon's Choosing Meeting.

3. For the purpose of auditing the Accounts of the Collector for the year ending in September following, the Meeting shall then appoint as Trade Auditors a Committee of three, who are not in the Master Court, but one of whom shall have held the office of Deacon, and as Professional Auditor or Auditors a Chartered Accountant or firm of Chartered Accountants.

#### IX.—DEACON'S CHOOSING MEETING.

At the Deacon's Choosing Meeting, after the Minutes of the preceding Meeting of the Incorporation have been read, any person

who had not been a Member for a year and a day at the preceding Lammas Court may pay his arrears, and have his name added to the Qualified Roll. There shall then be read an Abstract of the Income and Expenditure for the preceding year, as also a Statement of the Investments of the Incorporation, and Report by the Auditors. Upon the latter being found correct, and the Collector laying on the table any balance he may have belonging to the Incorporation, he shall be discharged from his said office of Collector. The above Abstract shall thereafter be printed, and a copy supplied to every Member resident within the Kingdom. The Meeting shall next elect a Deacon and Collector, and thereafter the Deacon shall nominate one Master, and the Trade shall elect other five Masters. No Member shall be capable of holding office who is at the time an Office-bearer in any other of the Fourteen Incorporated Trades. The Meeting shall also elect two Key-Masters and a Member of the Trades House Building Committee, who shall be a Member of the Trades House, all of whom shall be chosen from the Master Court, and shall hold office till next Deacon's Choosing. The late Deacon and the late Collector shall be members of the Master Court *ex officio*, for the year succeeding that in which they held said offices of Deacon and Collector respectively. The Meeting shall also elect a Clerk and Officer. Thereafter any other business of which due notice has been given may be transacted. The Representatives to the Trades House shall be elected annually by the direct vote of the Qualified Freemen of the Incorporation—from among the Qualified Freemen without limitation to the Master Court—at the same Meeting at which the Deacon shall be chosen, or within eight days thereafter.

#### X.—DEACON.

The Deacon shall preside at all Meetings, whether of the Incorporation or of the Master Court; and shall, in conjunction with the other Members of the Master Court, manage the Incorporation business. In his absence, the late Deacon, whom failing any prior Deacon, shall take his place, and in absence of the late and any prior Deacon, any Qualified Member may be appointed to preside,

### XI.—COLLECTOR.

The Collector upon his appointment shall furnish security for his intrusions to the amount of £100. He shall receive the balance, if any, paid over by his predecessor, together with all monies payable to the Incorporation during his term of office, and make all necessary disbursements on account of the Incorporation, and other payments authorised by the Master Court or the Trade. He shall keep an Account and make regular entries therein of all sums received or paid by him for the Incorporation, and bring the said Account to a balance not later than the 8th of September, and submit the same to the Trade on or about that date. Any payments made to or by the Incorporation after said balance shall be carried forward to the succeeding Collectors' Accounts.

### XII.—FINES FOR NON-ACCEPTANCE OF OFFICE.

1. Any Member elected to fill the office of Deacon or Collector who shall decline or fail within one month to accept of such office, shall be fined in the sum of One Pound One Shilling, and he shall be disqualified for voting or holding any other office until such fine has been paid.

2. No member shall, however, be subjected to such penalties who is a country Member, or has served two years as a Deacon or Collector. Any Member failing to accept the office of Master shall be fined in Five Shillings, unless he has served six years or upwards.

### XIII.—CLERK.

The Clerk shall take, or cause to be taken, Minutes of the proceedings of all Meetings of the Incorporation or Master Court, in a scroll Minute-Book, which shall be initialled by the Preses at the close of the Meeting. These shall thereafter be extended in the regular Minute-Book, and read at next Meeting, and on being approved of shall be signed by the Preses, and become part of the Records of the Incorporation. He shall be a member of the legal

profession. He shall also give his advice in the affairs of the Incorporation when required. The Clerk shall receive such salary for performing his duties as may be agreed on from time to time by the Incorporation.

### XIV.—OFFICER.

The Officer shall wait on the Deacon if required, to receive such orders as he may have to give in connection with the affairs of the Incorporation. He shall attend at all Meetings, convey the Box from and to the Deacon's residence if within the City boundaries on the Deacon's Choosing day, and perform such other duties as may belong to the office; for which he shall be paid such sum quarterly or annually as may from time to time be agreed on.

### XV.—VACANCIES OCCURRING DURING CURRENCY OF A YEAR—HOW FILLED UP.

In the event of the Deacon's Mastership becoming vacant, the Deacon shall fill up the vacancy at the first Meeting of the Court. In the event of any of the other Offices becoming vacant, the same shall be filled up by the Incorporation, at a Meeting called for the purpose, so soon after the occurrence of such vacancy as may be practicable.

### XVI.—INVESTMENT OF FUNDS.

The Funds of the Incorporation shall be lodged in Bank or invested in the purchase of feu-duties, ground annuals, lands or houses, or lent on heritable security, or lent to the Clyde Navigation Trust, or the Corporation of the City of Glasgow, or in any of the investments sanctioned by the Trusts (Scotland) Act, 1921, or the Colonial Stock Act, 1900, or subsequent Acts. No part of the Funds shall be lent on personal security nor shall any investment be made until the same has been approved of by the Incorporation. Money lodged in bank, whether on deposit receipt or on current account, shall be deposited in name of the Incorporation, and may be withdrawn either by endorsement or by cheques signed by any two of the Deacon and Collector and a Member of the Master Court to be named by the Incorporation at the Deacon's Choosing Meeting.



## XVII.—SEAL.

The Seal of the Incorporation shall remain in the hands of the Clerk for safe custody. The Seal shall not be affixed to any Instrument requiring formal execution by the Incorporation except by the express authority of the Master Court and in presence of the Deacon, the Collector and the Clerk, or such other persons as the Master Court may appoint for the purpose, and the Deacon, the Collector and the Clerk, or other persons appointed as aforesaid, shall sign every Instrument to which the Seal of the Incorporation is so affixed in their presence.

## XVIII.—ANNUAL INCOME AND EXPENDITURE.

The Annual Income of the Incorporation, after paying the expenses of Management, shall be, to such an extent as the Master Court may consider necessary, applied in Pensions to decayed Members, and the Widows of deceased Members : in payments for the Funeral Expenses of Members and Widows of Members, not exceeding £10 in any single case. The Court may grant contributions and subscriptions to one or more of the Charitable, Educational or Benevolent Institutions of Glasgow, but the amount which may be so granted shall not in any one year exceed  $2\frac{1}{2}$  per cent. of the Income for the preceding year, and in addition, the Incorporation may, in any one year, vote contributions to similar purposes not exceeding £25, provided the same be agreed to at a Meeting of the Incorporation by two-thirds of the Members present.

## XIX.—PENSIONS.

No person shall be enrolled as a Pensioner on the Funds except a Member or Member's Widow : and no person shall be so enrolled until five years after his own enrolment, or the enrolment of the Member through whom the proposed Pensioner is connected with the Incorporation, a preference being given to such Member, or the Widow of such Member, as may have devoted time to the management of the Incorporation's affairs. Arrears of Quarter Accounts and fines shall be deducted from such Pensions. A donation by way of Precept may be made to a Son or

Daughter of a deceased Member, but the amount of Precepts shall not exceed in all £150 in any one year. No person shall have any legal right to demand aid from the Funds, and the granting, withholding, or withdrawal of the same, or the increasing or reducing the amount thereof, shall be entirely in the discretion of the Master Court.

## XX.—ALTERATION OF RULES AND REGULATIONS.

These Rules and Regulations shall not be altered or rescinded until the proposed alteration or repeal has been tabled and read at one Meeting of the Incorporation, and considered at another Meeting at least one month subsequent to that at which it was tabled and read, and then agreed to by two-thirds of the Members present at such latter Meeting, and until such alteration or repeal has been sanctioned by the Trades House.

## BURGESS TICKET FEES.

*Note.*—All Applicants for admission must be Burgesses and Guild Brethren of the Craft Rank of the City of Glasgow. The cost of the Burgess Ticket, obtainable at the Town Clerk's Office, City Chambers, Glasgow, is as follows :—

Far Hand ... ..	£5 14 6
Near Hand—Eldest son—father living	1 16 0
Do. do. father dead	1 7 6
Do. Younger son ... ..	1 18 6
Do. Son-in-law ... ..	2 1 6
Apprentice ... ..	2 2 6
Duplicate of Ticket ... ..	1 1 0
Extract from Register ... ..	0 1 0

## MATRICULATION FEE.

All Burgesses and Guild Brethren upon joining the Incorporation shall be charged a Matriculation Fee of £2 2s. in addition to the Fees payable as shown in the Table of Fees annexed to these Rules, unless his Burgess Ticket is dated prior to 1st January, 1911, or unless the Fee has already been paid on joining another Incorporation subsequent to that date.

# SCHEDULE A.—TABLE OF ENTRY MONIES.

(As Revised 1920-1921).

TABLE I. FAR HAND.		TABLE II. NEAR HAND. Sons, Sons-in-Law & Apprentices.	
AGE NEXT BIRTH-DAY.	AMOUNT.	AGE NEXT BIRTH-DAY.	AMOUNT.
30 years or under	£50 0 0	21 years or under	£7 0 0
31	52 10 0	22	7 7 0
32	55 0 0	23	7 14 4
33	57 10 0	24	8 2 1
34	60 0 0	25	8 10 2
35	62 10 0	26	8 18 8
36	65 0 0	27	9 7 7
37	67 10 0	28	9 17 0
38	70 0 0	29	10 6 10
39	72 10 0	30	10 17 2
40	75 0 0	31	11 8 0
41	77 10 0	32	11 19 5
42	80 0 0	33	12 11 5
43	82 10 0	34	13 4 0
44	85 0 0	35	13 17 2
45	87 10 0	36	14 11 0
46	90 0 0	37	15 5 7
47	92 10 0	38	16 0 11
48	95 0 0	39	16 17 0
49	97 10 0	40	17 13 10
50	100 0 0	41	18 11 6
51	102 10 0	42	19 10 1
52	105 0 0	43	20 9 7
53	107 10 0	44	21 10 1
54	110 0 0	45	22 11 7
55	112 10 0	46	23 14 2
56	115 0 0	47	24 17 11
57	117 10 0	48	26 2 10
58	120 0 0	49	27 9 0
59	122 10 0	50	28 16 6
60	125 0 0	51	30 5 4
61	127 10 0	52	31 15 7
62	130 0 0	53	33 7 4
63	132 10 0	54	35 0 9
64	135 0 0	55	36 15 10
65	137 10 0	56	38 12 7
66	140 0 0	57	40 11 3
67	142 10 0	58	42 11 10
68	145 0 0	59	44 14 5
69	147 10 0	60	46 19 2
70	150 0 0	61	49 6 2
		62	51 15 6
		63	54 7 3
		64	57 1 7
		65	59 18 8
		66	62 18 7
		67	66 1 6
		68	69 7 7
		69	72 17 0
		70	76 9 10