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Title

1. The Society shall be called The Orders and Medals Research Society, and is hereinafter referred to as "the Society".

Objects

2. The objects of the Society shall be:
   a) To promote and foster a general interest in the study of orders, decorations and medals and all matters related thereto.
   b) To assist members in their researches.
   c) To publish such information, particularly the results of individual research, as may be practicable.
   d) To do all such lawful things as, in the opinion of the Committee, shall further the objects of the Society.

Membership

3. a) Membership of the Society shall be by election. The names of intending members shall be submitted to the Committee at their next meeting after the application is received. The Committee shall thereupon cause the names of such applicants as they consider suitable to be published in the Journal and, if no objection in writing be received by the General Secretary within thirty days of such publication, those applicants shall be deemed to be members.

   b) In the event of such objection being received, the Committee shall, after reconsideration and in the light of information received, have the final discretion to accept or reject the application.

   c) The Committee shall have absolute discretion to reject any application for membership and shall not be obliged to give any reason for such rejection.

Conduct of Members

4. Members shall not act in any manner or engage in any activity which is likely to be prejudicial to the good name of the Society.

5. A member shall cease to be a member for any of the following reasons:
   a) If he shall resign by notice in writing to the Membership Secretary in which case he shall not be entitled to the return of any part of the current subscription.
b) If his annual subscription shall be more than two months in arrears. Any member who has ceased to be a member under this rule shall, upon re-application for membership, be required to pay a rejoining fee in addition to the normal subscription, such amount to be decided annually by the Committee.

c) If the Committee passes a resolution removing him from membership and in such case the Committee shall not be obliged to give any reason for such resolution. No member shall be removed under this rule without first being offered the opportunity of a hearing before the Committee, such opportunity to be claimed in writing within two calendar months of the despatch of the proposal for such removal.

Officers

6. The Officers of the Society shall be the President, the Immediate Past President, the General Secretary, the Membership Secretary and the Treasurer.

Executive Committee

7. The Executive Committee, otherwise referred to in these rules as the Committee, shall consist of the Officers and eight ordinary members.

8. The Committee may appoint an Editor and an Archivist annually at the first Committee meeting after the Annual General Meeting.

9. The Committee may, at any time, appoint any ordinary member to fill a casual vacancy until the next Annual General Meeting and such member shall have the rights of the elected member he replaces. It may co-opt not more than two non-voting ordinary members to the Committee for any special purpose.

10. Any elected member of the Committee who is absent from three consecutive Committee meetings without reasons which shall be considered valid by the Committee shall be deemed to have resigned and may thereupon be replaced in accordance with paragraph 9.

11. The Committee shall establish a Finance sub-committee and may establish other sub-committees for any special purpose and determine their membership provided that only members of the Committee shall serve on any sub-committee set up to consider finance. The Committee shall appoint the Chairman and members of such sub-committees at the first Committee meeting after the Annual General Meeting, but it shall be at the Committee's discretion to appoint or dissolve a sub-committee at any other time.

Election of Committee

12. The Officers and the eight ordinary members shall hold office for two years: of the eight ordinary members, four shall be elected annually.

13. Retiring members of the Committee shall be eligible for re-election.

14. Notwithstanding paragraph 13, no one member shall hold the office of President for more than two consecutive terms of office and he shall not thereafter be eligible for re-election until a period of two years has elapsed.

15. Elections shall be held at the Annual General Meeting.
16. Nominations for election to the Offices and Committee of the Society shall be sent in writing to the General Secretary by a member of the Society duly qualified to vote and shall also be signed by another member similarly qualified both of whom shall have obtained the nominee's consent.

17. A member duly qualified to vote is any member not currently in arrears with his subscription.

18. Nominations must be received one calendar month before the date fixed for the Annual General Meeting.

19. Where more nominations are received than there are vacancies, the positions shall be balloted for at the Annual General Meeting. Those members wishing to vote postally shall be enabled to do so.

Management of the Society

20. The business of the Society shall be conducted by the Committee.

21. The President of the Society shall preside at meetings of the Committee or, in his absence, the members of the Committee shall elect one of their number to preside.

22. Seven Committee members shall form a quorum.

23. Questions arising at any meeting of the Committee shall be decided by a simple majority vote, the President or Chairman having a second or casting vote in cases of equality.

24. Meetings of the Committee shall be divided, when necessary, into two parts: the first shall be open to members of the Society as observers; the second shall be confidential to members of the Committee. Any member of the Committee who is found, by majority vote of the Committee, to be in breach of that confidence shall, if it be specified in a following resolution also carried by a majority vote of Committee, thereupon cease to be a member of the Committee and may be replaced in accordance with paragraph 9. In the case of any such removal, a report to the membership shall be made at the first opportunity.

25. The Committee shall cause proper minutes to be made of all decisions and appointments made by them and of proceedings of all general meetings of the Society and of the Committee. The minutes thereof signed by the Chairman of such meeting or by the Chairman of the succeeding meeting after the approval of that meeting shall be sufficient evidence without further proof of the facts therein stated.

26. In cases of emergency the Officers shall be empowered to act on behalf of the Committee but in such cases shall report any such action to the Committee at the earliest opportunity.

Subscriptions

27. The annual subscription shall fall due on the 1 July of each year, the amount to be fixed at the Annual General Meeting on the recommendation of the Committee. The first renewal subscription of members joining on or after 1 April in any year shall fall due on 1 July of the following year.

28. Any member whose subscription is more than two months in arrears shall be considered to have resigned and shall not receive any further Journals or notices.

Funds
29. The funds of the Society shall be applied solely towards the objects and benefit of the Society.

Accounts

30. The Treasurer shall keep such proper books of account as will enable him to present to every Annual General Meeting of the Society and at any other time if required on reasonable notice by the Committee, an accurate report concerning the finances of the Society which shall be accompanied by an Income and Expenditure Account and Balance Sheet made up to a date not more than four months prior to such meeting. Copies of these accounts shall be available at the Annual General Meeting and shall be published in the Journal.

31. At least once in every year, before the Annual General Meeting, the accounts of the Society shall be examined and the correctness of the accounts and books shall be ascertained by competent examiners who shall not be members of the Committee or Trustees and who shall be appointed by the members of the Society in Annual General Meeting.

Trustees

32. There shall be three Trustees of the Society, at least one of whom shall be a member of the Committee, who shall be members elected from time to time as necessary by the Society in General Meeting.

33. A Trustee shall hold office during his lifetime or until he shall resign by notice in writing to the Committee or until a resolution removing him from office be passed at a General Meeting of the Society by a majority of two thirds of those present and qualified to vote.

34. All property of the Society including land and investments shall be held by the Trustees for the time being, in their own names so far as necessary and practical, for the use and benefit of the Society. All such property shall be listed and maintained current by the Trustees in an Asset Register.

35. Upon the death, resignation or removal of a Trustee, the Committee shall take steps to procure the election of a new Trustee in accordance with paragraph 32.

36. The Trustees shall have power to sell, lease, mortgage or pledge any Society property for the purpose of raising or borrowing money for the benefit of the Society with the consent of the Committee, but no purchaser, lessee or mortgagee shall be concerned to enquire whether such consent has been given.

General Meetings

37. The Society shall hold a General Meeting on or prior to the 31st October in every year as its Annual General Meeting at a time and place to be determined by the Committee.

38. The Committee may whenever it thinks fit convene an Extraordinary General Meeting and such meeting shall also be convened on requisition in writing to the General Secretary by twenty or more ordinary members.

39. At least fourteen days notice of every General Meeting shall be given to all members entitled to receive such notice and shall specify the date, time and place of the meeting.

40. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate any resolution passed or proceedings at any meeting.
41. Any member desiring to bring any business before a General Meeting shall give specific notice in writing to the General Secretary at least fourteen clear days prior to the meeting.

42. No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. Twenty members personally present and qualified to vote under paragraph 17 shall be a quorum.

43. If, within half an hour of the time appointed for the holding of the meeting a quorum is not present the meeting, if convened on the requisition of the members, shall be dissolved, and in every other case shall stand adjourned to such time and place as the Chairman shall appoint and if at such adjourned meeting a quorum is not present within half an hour of the time appointed, the members present and qualified to vote shall be a quorum.

44. The President of the Society shall preside at any General Meeting or if he be not present the Immediate Past President or failing these the members shall elect one of their number to preside.

45. The Chairman may with the consent of the meeting, and shall if directed by the meeting, adjourn a meeting.

46. At all General Meetings a resolution other than one relating to the rules put to the meeting shall be decided upon by a show of hands by a simple majority of members present in person and qualified to vote under paragraph 17. A declaration by the Chairman of the meeting of the result of the voting upon a resolution and an entry to that effect in the Minute Book shall be conclusive of the facts. In any case of equality of votes the Chairman of the meeting shall be entitled to a second or casting vote.

Visitors

47. Members may introduce and entertain guests at meetings and functions organised by the Society except General Meetings, and there shall be kept at the Society premises a Visitor's Book which both the member and guest shall sign. The member introducing a guest shall be responsible for his guest strictly observing these rules and the Society By-laws and shall not leave the Society premises before his guest.

48. No person whose membership has been terminated under rule 5(c) or whose application for membership has at any time been rejected shall be introduced as a guest.

Bye-laws

49. The Committee may from time to time make, vary and revoke by-laws not inconsistent with these rules for the regulation of the internal affairs of the Society and the conduct of members. Such by-laws for the time being in force shall be binding on all members.

Branches

50. A minimum of 15 members of the Society may form themselves into a branch of the Society subject to the consent of the Committee.

51. Branches shall operate within these rules and any by-laws which may be for the time being in force.

Exclusion of Liability
52. Neither the Society nor any officer thereof shall be liable to any member or guest of a member for any loss of
or damage to property occurring, from whatever cause, in or about the Society premises; nor for any injury
sustained by any member or guest whilst on, entering or leaving Society premises.

Alteration of Rules

53. These rules may be revoked, added to or altered by a majority of two thirds or more of the members present
and qualified to vote at a General Meeting, notice of which has been duly given, specifying the intention to
propose the revocation, addition or alteration together with full details thereof.

Dissolution

54. If at any General Meeting a resolution for the dissolution of the Society be passed by the majority of the
members present and such resolution shall at an Extraordinary General Meeting held not less that three
months later, be passed by a majority of two thirds of those present and qualified to vote thereon, the
Committee or failing them the Trustees shall thereupon or at such future date as may be specified in such
resolution proceed to realise the property of the Society and discharge all debts and liabilities.

55. Should there be any surplus of funds after the discharge of all debts and liabilities and all costs of winding up
have been deducted, the Committee shall dispose of such surplus funds in the manner specified in the
dissolution resolution. Should the funds of the Society be insufficient to meet the debts and liabilities of the
Society, the deficiency shall be made good by the members of the Society in equal shares.

Interpretation and dispute

56. In any question concerning the interpretation of these rules, or the Society By-laws, or in any matter not
provided for by these rules, the ruling of the Committee shall prevail subject to verification at the next
General Meeting.

57. In these rules, unless the context otherwise requires, words importing the masculine gender include the
feminine.
THE ORDERS AND MEDALS RESEARCH SOCIETY

BY-LAWS

BY-LAW No. 1

Local Branches - Organisation

Recognising that contact between individual members is a desirable part of the activities of the Society the Executive Committee welcomes proposals to set up local branches of the Society. At the same time, Committee is anxious to ensure that any group of members who wish to establish such a branch, under the aegis of the Society and using its name, shall conduct their affairs in a businesslike manner likely to reflect credit upon the Society. Having taken this matter under consideration, the following regulations concerning branches are therefore promulgated.

1. No group of members may establish a branch of the Society or so describe themselves unless prior permission to do so has been sought and obtained from the Executive Committee of the Society. Such permission will not normally be granted unless it can be shown that a minimum of 15 members have shown themselves willing to take an active part in the branch.

2. No person shall be a member of a branch, take a regular part in its activities or regularly attend its meetings unless he be a member of the Society.

3. For the efficient conduct of its affairs, each recognised branch may elect such local officers as it sees fit. Such office shall not confer any additional duties, rights or privileges within the Society.

4. In order to cover expenses arising from postages, hire of rooms, etc., a branch may levy such local fees as may be agreed by the members of the branch assembled at a meeting called for that purpose, notice of which meeting shall have been given to all members of the branch. In any case where fees are levied, a yearly balance sheet showing the source and distribution of all income shall be produced by the Officer in charge of finance. Any branch in receipt of a grant from the Society shall forward a copy of their balance sheet to the Society Treasurer each year.

5. The establishment and maintenance of a branch is solely the responsibility of the members of that branch and the Society does not guarantee to provide assistance whether financial or otherwise.

6. Notwithstanding the above paragraph, the Society will afford a branch, through the Journal, such publicity of its affairs as the Executive Committee considers appropriate.

7. No branch shall meet on the day set aside for the Annual General Meeting of the Society.

8. Recognition of any branch granted under Regulation 1 above shall be deemed to continue until withdrawn by the Executive Committee of the Society. Other than at the request of the branch itself, recognition will not normally be withdrawn from any branch except for breach of the above regulations or conduct liable to bring the Society into disrepute.

9. A branch may be compulsorily dissolved by decision of the Society in Annual General Meeting and the funds of any branch so dissolved shall revert to the Society.
NOTES OF GUIDANCE

These notes do not form part of the regulations and are for the guidance of enquirers.

Committee has ruled that the name of a branch should reflect the area from which the bulk of the membership is drawn. As the purpose of establishing a branch is for members to meet, it follows that overseas branch names should be those of cities or, at its widest, states.

Regulation 2 does not rule out speakers or occasional guests who are non members. The emphasis is on the word 'regular'.

Attention is particularly called to Regulation 5. The Executive Committee will consider written applications from branches specifically to assist with room hire charges and fees incurred for “specialist” speakers who are not members of that branch. Any further request for financial support will be considered by the Executive entirely on the merits of the application and Committees’ decision shall be final. Branch officials are reminded that all applications for grants must be accompanied by an up to date financial statement of the branch affairs together with a list of all branch members in good standing.

BY-LAW No. 2

Society Honours

1. The Orders and Medals Research Society shall have available for award two honours as specified in paragraphs 2 and 3 below.

2. The "Orders and Medals Research Society Award of Merit in Gold", referred to for short as "The Society's Gold Medal", shall be awarded only to those who have been in membership for a period not normally less than 15 years and who have a record of distinguished and voluntary service to the Society. It shall be worn from a ribbon in the Society colours of blue edged maroon.

3. The "Orders and Medals Research Society Award of Merit", referred to for short as the "Award of Merit", may be awarded to members, non-members, Institutions and Organisations for highly meritorious service to the objects of the Society. When awarded to a member, it shall be worn from a ribbon in the Society colours of maroon edged blue.

4. Any service which is worthy of recognition by the award of either Honour, but is performed by one upon whom the Honour has already been bestowed, shall be recognised by the award of a bar.

5. With the exception of members of the Honours sub-committee, any member of the Society may nominate for either award. Such nominations, which shall be seconded by two other members and must be accompanied by a statement of the nominee's services, shall be forwarded to the President of the Society.

6. All nominations will be considered by an Honours sub-committee which shall consist of the President, Past President and one other member who shall be elected annually by the Executive Committee at their first meeting after the Annual General Meeting.

7. The sub-committee will meet to consider nominations annually in July and may recommend to the Executive Committee that up to three Gold Medals and six Awards of Merit be awarded in any one year. Nominations which are not accepted will not be carried forward to the following year. Neither the sub-committee nor the Executive Committee will give any reason for the non-award of an honour, nor will any correspondence be entered into on the subject.
8. The granting of a Society Honour shall be accompanied by a certificate giving details of the award and signed by the Patron in the case of a Gold Medal, and the President of the Society in the case of an Award of Merit. Citations for newly awarded honours shall be published in the Journal and the Secretary shall maintain a record of all such awards made.

BY-LAW No. 3

Use of the Society Badge

It is, quite naturally, the desire of many members to advertise to others their membership in the Orders and Medals Research Society. To assist in this aim, the Society has itself made available for sale lapel badges. Clearly, there can be no objection to the use by any member of the Society badge in such a form.

In any printed or electronic form, however, the display of the Society's badge could be construed in certain circumstances as implying that the document on which it appears is official Society policy, approved of by the Society or an official communication from the Society. In order to avoid misunderstanding, therefore:

1. Individual members may not use the Society badge on writing paper, visiting cards, websites or similar.

2. The use of the Society badge in a printed or electronic form is restricted to official Society publications and for the use by Society officials only who are communicating with others on Society business.

3. The word "officials" in paragraph 2 means any elected Officer or member of the Committee and any other member appointed by the Committee to any position within the Society under the powers granted to them under the Constitution.

4. The use of the Society badge is also permitted for purposes similar to those in paragraph 2 by elected officials of recognised branches of the Society, on official branch business, provided that the name of the branch appears in close proximity to the badge. In case of such use, regional variations or adaptations of the badge are not permitted.

Those permitted the use of the badge shall take all reasonable steps to ensure that it is not used in circumstances which might lead other members to criticise its use. In particular, it shall not be used for any form of advertising, except with the express consent of the Committee.
THE ORDERS AND MEDALS RESEARCH SOCIETY

SOCIETY HONOURS

The Society awards two honours, the Award of Merit in Gold for services to the Society, and the Award of Merit for services to the objects of the Society. Nominations for which may be made by any member in good standing. Such nominations must be seconded by two other members and accompanied by a statement of the nominee’s service. All nominations are considered by the Honours sub-committee, which meets annually in July.

The Award of Merit in Gold shall be awarded only to those who have been in membership for a period of not normally less than 15 years, and who have a record of distinguished and voluntary service to the Society.

The Award of Merit may be awarded to members, non-members, institutions and organisations, for highly meritorious service to the Objects of the Society.

The Honours sub-committee may recommend up to three Awards of Merit in Gold and six Awards of Merit in any one year. Nominations should be sent to the General Secretary or direct to the President, who chairs the Honours sub-committee. For further information see By-Law No. 2.

HONOURS LIST

Bar to the Award of Merit in Gold
1999  N I Brooks
      N G Gooding OStJ MA FRSH
2000  J M A Tamplin MBE TD

The Award of Merit in Gold
1976  R E Harbord, Founder-Patron
      L F Guille, Founder
1976  N I Brooks
      W P Dawson
      N G Gooding
      G W Harris
      G E Lundberg
      A A Purves FRNS
      C W Tozer OStJ
      W G C Webb
1977  A F Flatow TD
1980  R G Gaston-Grubb
      J C Prior BSc(Econ)
      J M A Tamplin TD
1981  H C Pownall QC
1984  Capt K J Douglas-Morris DL
      J B Hayward
1985  M McGregor
1988   G N Grist
        A J Henderson

1989   H Carr MBE
        W C Hunt
        C R Williams

1990   J A Crosby JP
        A L T Mullen

1995   Lt Cdr A D McLauchlan MBE

1996   I F Bush

1997   R N Colbourne

1999   C S Message

2000   Pauline Cline
        J F Wright

2001   P Lascelles
        J McInnes
        D J Poole

2002   Maj P F Ashford
        Diana Birch
        R S Smith

2003   H M G Cline
        D Rucker

2004   V Koundakjian

2005   P M R Helmore
        Rear Adm J A L Myres CB

2006   G T Cooper
        J R Lees
        M J Shepherd

2007   C J Hole

2008   H E Chamberlain
        W R French RVM
        B E Prescott

2009   HRH The Prince of Wales KG KT GCB OM AK QSO PC ADC
        D W Mahoney
        G Marfleet

2010   R G Campbell
        M R Downey
        S H Verralls
**Award of Merit**

1989  *L E Bishop, President OMSA*

1990  *S G Yasinitsky, Founder OMSA*
      *G A Brown, President MCC of Canada*

1992  *H Meijer, OMRS in the Netherlands*
      *C P Mulder, OMRS in the Netherlands*
      *R McNamara, OMSA*
      *H Levin-Hansen, Ordenshistorisk Selskab*
      *Capt J Boddington OStJ, MCC of Canada*

1993  *G R Everson, OMRS*
      *W/Cdr E H O'Toole MBE, OMRS & Medal Soc. of Ireland*

1994  *I L Mortenson, OMRS & OMSA*

1995  *June Done, Birmingham Medal Society*
      *P D Done, Birmingham Medal Society*
      *J B Floyd, President OMSA*

1997  *Maj P E Abbott, OMRS*

1998  *W H Fevyer, OMRS & LSARS*

1999  *Diana Birch, OMRS and Editor Medal News*
      *P O Hieronymussen, President Ordenshistorisk Selskab*
      *G A Sacker, OMRS Cotswold Branch*

2001  *A J Bishop, OMRS Sussex Branch*
      *A Harrison, OMRS Northern Branch*
      *D Ingham, OMRS Northern Branch*
      *N S Weiss, OMSA*

2002  *W J G Spencer MA, OMRS & Public Record Office*
      *J W Wilson, OMRS & LSARS*

2003  *Jeannie Robinson, Organiser Britannia Medal Fairs*

2004  *R C Cornish, Naval Historical Collectors & Research Society*

2005  *USAF Brig. General H H Bendorf (Retd), OMSA*

2006  *A V Hall, Naval Historical Collectors & Research Society*

2007  *K J Asplin, OMRS*
      *P P O’Shea, New Zealand Herald of Arms*
      *D S Veremakis, President OMSA*

2008  *J C Lodge, OMRS Salisbury Branch*

2009  *N D Stanley, OMRS*

2010  *C E Cawthorne, OMRS & OMSA*
      *C M Maton, OMRS*
*Wing Commander J Routledge, OMRS

2011  *Dr R A Flory, OMRS & OMSA

*member of OMRS

*Deceased recipients in italics*
THE ORDERS AND MEDALS RESEARCH SOCIETY

OFFICERS

PRESIDENT

1942 - 56  R.E. Harbord  1981 - 85  J.C. Prior BSc(Econ)
1956 - 60  A.A. Purves, FRNS  1985 - 89  Maj. R.C. McDuell
1960 - 63  C.W. Tozer, OSJ  1989 - 93  J.M.A. Tamplin MBE TD
1963 - 66  G.W. Harris  1993 - 97  A.J. Henderson
1971 - 75  H.C. Pownall, QC  2005 - 09  D Rucker
1977 - 81  H.C. Pownall, QC  2011 -  Air Commodore G.R. Pitchfork MBE

SECRETARY-TREASURER

1942 - 63  L.F. Guille

GENERAL SECRETARY

1966 - 2000  N.G. Gooding OSJ MA FRSH

TREASURER

1981 - 85  M. McGregor  2008 -  J.P.K. Smith BSc(Hons) ACA

MEMBERSHIP SECRETARY

1963 - 71  W.P. Dawson  2001 -  J.R. Lees
1971 - 2001  N.I. Brooks

EDITOR OF THE 'JOURNAL'

1972 - 93  J.M.A. Tamplin, MBE TD

In 2002 the Editor of the ‘Journal’ was replaced by an Editorial Committee.

Deceased in italics
SOCIETY RIBBON BANK

If you wish to order medal ribbon through the Society’s Ribbon Bank please read these notes carefully.

The Stock - Full size medal ribbon is available from the Ribbon Bank Manager to fully paid-up members only. Over 200 full-size types of ribbon are available and new stock is added every now and then. New additions are announced in the Journal under ‘Snippets from the Ribbon Bank’. Almost all the orders, decorations, campaigns (including UN), long service and commemorative ribbons that might have been awarded to British servicemen or civilians during the last two centuries are usually in stock (for dress miniature and foreign ribbon see below).

Terms of sale - Ribbon is only sold in lengths of 6 inches or multiples thereof. Full lengths of a yard are discounted to the cost of five 6 inch lengths. Most ribbon is currently priced at 75p for 6 inches or £3.50 for a yard but this may rise as manufacturing cost goes up. In all cases it will be very helpful if members can state if they will accept yard lengths at yard prices but in already cut 6 inch lengths; this will allow the running-down of a large quantity of already cut 6 inch lengths.

Payment - By cheque made payable to OMRS and not to John Myres. The service is ‘payment-with-order’. Payment may also be made by credit card - full details (credit card type, cardholder’s name, card number and expiry date) must be supplied with the order. Please remember to quote your membership number.

Postage - Orders under £10 attract a charge of 75p for postage and packaging. Orders of £10 and over are P & P free, though air mail will be charged for substantial overseas orders. If sending a stamped addressed envelope (not necessary but saves the Manager time) please make sure that the envelope is sturdy and of sufficient size to contain the quantity ordered.

Ordering - By letter only to: Rear Admiral J.A.L. Myres CB
43 Abingdon Road
Dorchester-on-Thames
Wallingford
Oxfordshire OX1 5PH

The Ribbon Bank Manager will attempt to respond to your order by return of post and normally by 2nd class mail. Ordering by telephone or email is not possible. Overseas members only may email their requests via the General Secretary.

Enquiries - If enquiring about availability of ribbon or seeking a quotation, please ensure a SAE is sent for the reply.

MINIATURE & FOREIGN RIBBONS

Miniature ribbon enquiries direct to: David Rucker
Foreign ribbon enquiries direct to: Secretary of the Ribbon Branch (for details see inside cover of the latest Society Journal).
NOTES FOR MEMBERS

The day to day running of the Society is the responsibility of the Officers and Executive Committee who are elected at the Annual General Meeting, all are unpaid volunteers. **The names and addresses of the officers may be found on the inside front cover of the current Society Journal or on the website.** Please direct correspondence to the appropriate officer in order to save time and remember to quote your membership number, which is always printed on your Journal address label. Misdirected queries, requests or orders will be subject to considerable delay as these may only be passed on at Executive Committee meetings.

- **General Secretary:** General Enquiries. Sale of Society Books, Binders, Lapel Badges and back copies of the *Journal*. Notes for ‘Researchers Noticeboard’ and Notice of Lost or Stolen Medals.

- **Membership Secretary:** Matters relating to membership including annual subscription renewal, changes of address, changes of email address and changes of interest. Applications for New Members. Missing or damaged *Journals*. Website database information.

- **Advertising Manager:** All matters related to advertising including trade, private and requests in ‘Members Wants’. Please DO NOT post advertising material to the Editorial Team.

- **Editorial Team:** All matters concerning the *Journal* with the exception of advertising, Researchers Noticeboard, Lost or Stolen Medals and the supply of missing or back numbers of the *Journal*. Comments regarding the *Journal* and articles for publication should be sent to the Editorial Team.

**Annual Subscription:** Subscriptions are due on 1 JULY each year and members are expected to remit **without delay.** A ‘green’ Annual Subscription Notice is included in the June *Journal* and this notice serves as a reminder. This allows members to pay by cheque, credit card or direct debit. Members are asked to return this notice with their remittance, credit card or direct debit details to the Membership Secretary. Members who are more than two months in arrears will be deleted from membership and an additional £5 fee will be charged on re-admission. Payment by Direct Debit is particularly encouraged and will save time and trouble. Payment via all major internationally recognised cards may be made with the exception of Diners Club. Cheques drawn on foreign banks and foreign currency are not accepted. The Society will not accept responsibility for cash sent by post and we strongly advise against this practice.

**Branches:** A contact list of all Society Branches may be found on the inside front cover of the current *Journal*. Most branches maintain a full programme of meetings, which are published in the *Journal* and on the website. All members within easy reach of a branch are particularly encouraged to join.

**Important notices:** Important notices regarding the Society’s day-to-day workings are published in the *Journal* and on the Society’s website. **Please read these carefully.**

**Annual Convention and Dinner:** This event is usually held in London in September. Full details of this event and others are published in the *Journal* and on the Society’s website.

**Postage:** If you require a reply from an officer of the Society on any matter, please enclose a Stamped Self-Addressed Envelope or International Reply Coupon and always quote your membership number.
THE SOCIETY JOURNAL

The Society’s Journal is published in September, December, March and June. All overseas members receive their Journal via airmail. The Editorial Team is pleased to consider articles for publication in the Journal at any time.

Guidelines for contributors to the Journal:

Submission of articles
All articles should be submitted to: The OMRS Editorial Team, PO Box 548, Harpenden AL5 9GD or by email to: editor@omrs.org

- It is preferred and would greatly assist the Editorial Team if articles are submitted as electronic files, either on CD or as email attachment.
- Hand written contributions will not be accepted.
- Illustrations, figures etc should not be embedded within text documents but submitted either as separate JPEG or TIFF image files (one file for each image) or in hard copy for scanning. Images should have a resolution of at least 300dpi at publication size to ensure good quality reproduction.
- Photographs and maps should have clear captions. The Editorial Team cannot be responsible for the safety of original or rare photographs and contributors should submit copies.

Subject matter
The Journal is not a general military history publication and articles must be related to the study of orders, decorations and medals.

Style
Contributors will assist the Editorial Team greatly if they submit articles which are consistent with the style used by the Journal. If in doubt consult recent issues.

Abbreviations
Use full spelling the first time with the abbreviation in brackets, e.g. Distinguished Flying Cross (DFC), use DFC thereafter.

Capital letters
Used for ranks, titles, names and proper designations.

Dates
21 March 1918 and not 21st March 1918 or March 21 1918.

Italics
Used for foreign phrases, titles of publications and names of ships.

Naming on medals and bars/clasps
Should be shown exactly as they appear on the medal.

Quotes
Those of less than 25 words should be indicated by single, not double, quotation marks. Those longer than that should be indented left and right as a separate paragraph without quotation marks. Quotations will be reproduced verbatim, i.e. not edited, so check them carefully, especially punctuation, grammar and spelling if these are unusual compared to modern usage.

Spelling
Except for proper names (e.g. US Department of Defense) the Journal uses British/Commonwealth spelling. All spelling should be thoroughly checked before submission of articles.
THE SOCIETY WEBSITE

The Society’s website is linked with the Membership Database and offers a secure on-line payment facility. The site is constantly.

www.omrs.org.uk

The facilities available for Society members include:

- The ability to revise a member’s own contact details and relevant medal interests.
- The ability to search for a particular member by name, learning any recorded e-mail address.
- The ability to search for members with similar interests, again learning available e-mail addresses.
- The ability to view the Society’s Journal Index from 1976 to 2006.
- The ability to view the programmes of Society Branch meetings.
- The ability to pay subscriptions on-line by credit or debit card through a secure third-party payment gateway called ‘WorldPay’, which is a subsidiary of the Royal Bank of Scotland.
- The ability to register and pay securely on-line for Society events such as the Annual Convention.
- The ability to order and pay securely on-line for Society sales, such as Books, Journal Binders and Badges.

The site also includes:

- Contact details for the Society’s Branches world-wide.
- A copy of the Society Constitution and By-laws.
- A list of the elected officers and committee of the Society.
- A notice board (for which notices are submitted via the General Secretary).

MEMBERS AREA

The Members Area contains the Society’s Membership Database and is only accessible to paid-up members of the Society. The database is run in compliance with the UK Data Protection Act therefore postal addresses are not available to any member or a third party.

To access the Members Area you need to log-in. If you are logging-in for the first time all you need to do is add your surname into the box marked ‘USERNAME’, then add your membership number (see note below) into the box marked ‘PASSWORD’ and click ‘LOG-IN’. If are doing this for the first time, do not tick the ‘REMEMBER ME’ box.

You are now in the Members Area. It is now advisable to change your username and/or your password. To do this click on ‘MY DETAILS’ and when your details are displayed change your username and or your password and click ‘SAVE’.
Your password should be a minimum of 4 and a maximum of 8 alphanumeric characters and the first character should be an alpha character. Once you have completed this click ‘SAVE’ at the bottom of the page. If you just wish to change any other of your details you will not be able to save the changes without first changing your password.

PLEASE MAKE A NOTE OF YOUR NEW USERNAME AND PASSWORD AND WHEN YOU NEXT LOG-IN YOU SHOULD TICK THE ‘REMEMBER ME’ BOX. THIS WILL ENSURE YOUR USERNAME AND PASSWORD ARE STORED FOR EASY USE

Note: You should have a note of your membership number but it is always included immediately above your Journal address label e.g. OMRSJ1712 – the last four digits are your membership number – please make a note of it.

TO RENEW YOUR MEMBERSHIP

Access the website and enter your Username and Password and click ‘LOG-IN’.

Once you have entered the Members Area you will see in the red box the link to ‘SUBSCRIPTIONS’ - click on this and the next page will show your membership details, etc. To renew your membership on-line click ‘PAY NOW’ (see important note below) which will generate a new window from RBS WorldPay in order to pay via your credit or debit card. Alternatively, you may print-off the page and after completing the form post it to the Membership Secretary.

IMPORTANT NOTE: If you have a ‘pop-up’ blocker you will need to disable this to ensure that you can enter the RBS WorldPay window in order to process your payment.

PLEASE REMEMBER YOU WILL NOT BE ABLE TO RENEW ON-LINE AFTER THE 1 SEPTEMBER. IF YOU WISH TO CONTINUE YOUR MEMBERSHIP YOU WILL BE REQUIRED TO RE-APPLY AS A NEW MEMBER.

TO CHANGE YOUR MEMBERSHIP DETAILS

Access the website and enter your Username and Password and click ‘LOG-IN’. Once you have entered the Members Area you will see in the red box the link to ‘MY DETAILS’ - click on this and the next page will show all your membership details, etc.

You may amend your details and when you have finished click ‘SAVE’. If you have not entered the Members Area before please remember you must change your password before being able to save any changes (see Members Area), an automatic warning message will prompt you to do so when you click ‘SAVE’. Please remember to click ‘SAVE’ each time you enter new details.

Members are reminded that the postal address fields on the database are used by our printers to compile the address labels for the Society Journals. Mistakes may cause your Journal to be wrongly addressed and returned to the Society.

TO CONTACT OTHER MEMBERS

Access the website and enter your Username and Password and click ‘LOG-IN’. Once you have entered the Members Area you will see in the red box the link to ‘CONTACT OTHERS’ - click on this and on the next page will see a red box entitled ‘SEARCH FOR OTHERS’. Enter details in any of the three boxes and click ‘FIND MEMBER’. A search for a fellow member will only reveal the name, email address and interests. If no email address is shown it indicates that the Society has not been advised of one, to contact a member under these circumstances you will need to write a letter and post it c/o The Membership Secretary for forwarding to comply with the UK Data Protection Act.

When searching for interests of other members please remember to use all possible variations of a search word, for example First World War could be entered as WW1, the Great War, World War One, etc.
FORGOTTEN PASSWORD

If you have changed your username or password there is a facility which will allow you to retrieve it. Enter the website and on the ‘MEMBERS AREA LOGIN’ box click ‘I forgot my password’. A new window will appear entitled ‘OMRS Member's Login Request’. Complete the details and click ‘REQUEST DETAILS’. If all the details are correct you will receive an email providing your username and password. If the details are wrong then an email will be sent to the Membership Secretary who will provide your Username and Password as soon as possible.

PAYMENT FACILITY

The payment facilities (Annual Convention, Book Sales, etc) may be accessed on the Home page and in the Members Area.