

CONSTITUTION

1 Name

The name of the Association is ARLIS/UK & Ireland: the Art Libraries Society of the United Kingdom & Ireland (hereinafter called “the Society”).

2 Objects and Powers

2.1 The Society is established to promote, maintain, improve and advance education by the promotion of all aspects of librarianship of the visual arts including architecture and design.

2.2 In furtherance of the said objects but not otherwise the Society may:

2.2.1 Employ and pay any person or persons to supervise, organise and carry on the work of the Society and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.

2.2.2 Establish where necessary local or special interest groups (hereinafter called branches).

2.2.3 Bring together in conference representatives of voluntary and professional organisations, Government departments, statutory authorities, museums, libraries and individuals.

2.2.4 Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the useful results thereof.

2.2.5 Arrange and provide for or join in arranging and providing for the holding of exhibitions, conferences, meetings, lectures, classes, seminars and training courses.

2.2.6 Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas.

2.2.7 Undertake, execute, manage or assist any funds or charitable trusts which may lawfully be undertaken, managed or assisted by the Society.

2.2.8 Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, or other materials as shall further the said objects.

2.2.9 Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any buildings or erections necessary for the work of the Society.

2.2.10 Make regulations for any property which may be so acquired.

2.2.11 Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Society.

2.2.12 Subject to such consents as may be required by law, borrow or raise money for the said objects and accept gifts on such terms and on such security as shall be deemed to be necessary.

2.2.13 Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise PROVIDED THAT the Society shall not undertake permanent trading activities in raising funds for the said objects.

2.2.14 Invest the moneys of the Society not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.

2.2.15 Do all such other lawful things as are necessary for the attainment of the said objects. (see Note 3.1.2 below)

3 Membership

3.1 Full membership of the Society shall be open to:

3.1.1 Individuals of 18 years and over, resident in the United Kingdom and Ireland who are interested in furthering the work of the Society and who have paid the annual subscription as laid down from time to time by the Executive Committee (hereinafter called "Council") hereinafter mentioned, and

3.1.2 National, international and local voluntary or other non-profit distributing organisations, whether corporate or unincorporated, which are interested in furthering the said work and have paid the annual subscription as aforesaid, and

3.1.3 Companies whether corporate or unincorporated or partnerships, which are interested in furthering the said work and have paid the annual subscription as aforesaid.

3.2 Each member organisation shall appoint one individual person to represent it and vote on its behalf at General Meetings of the Society. In the event of such individual person resigning or otherwise leaving an organisation, he or she shall forthwith cease to be representative thereof.

3.3 Each member organisation may appoint:

3.3.1 A deputy to replace its appointed representative if the latter is unable to attend any particular meeting of the Society, and

3.3.2 Observers (who shall not be entitled to vote) to attend any such meeting.

3.4 Affiliate membership shall be open to professional organisations whether corporate or unincorporated, which are interested in furthering the said work. Affiliate members shall not be entitled to vote.

3.5 Honorary members may be appointed at the discretion of the said Council. Honorary members shall be entitled to vote.

3.6 Overseas membership (i.e. outside the United Kingdom and Ireland) is available to individuals and institutions, but overseas members may not vote or serve on Council.

3.7 The said Council shall have the right:

3.7.1 To approve or reject applications for membership, and

3.7.2 For good and sufficient reason to terminate the membership of any individual or organisation PROVIDED THAT the individual concerned or the individual representing such organisation (as the case may be) shall have the right to be heard by the said Council before a final decision is made.

4 Honorary Officers

4.1 The Society shall biannually elect a Chair Elect. The Chair Elect shall serve a one-year term of office and shall progress to the office of Chair without further vote.

4.2 The Chair Elect shall hold office directly after the Annual General Meeting following the election until the conclusion of the Annual General Meeting of the following year, when s/he shall assume the office of Chair.

4.3 The Chair shall serve a two-year term of office. On completion of this term the Chair shall cease to be an office holder and shall assume the role of Past Chair.

4.4 The Chair shall hold office directly after the Annual General Meeting at which his/her term as Chair Elect ends until the conclusion of the next but one Annual General Meeting. The Chair shall be eligible for re-election as Chair Elect one year after the expiration of his/her term as Past Chair.

4.5 The Society shall annually elect an Honorary Treasurer, an Honorary Secretary, and such other Honorary Officers as the Society shall from time to time decide.

4.6 Honorary Officers of the Society shall hold office directly after the Annual General Meeting following the annual election until the conclusion of the Annual General Meeting of the following year. Honorary Officers shall be eligible for re-election PROVIDED THAT no Honorary Officer shall hold office for more than 6 consecutive years. On the expiration of such period, 1 further year must elapse before any former Honorary Officer shall be eligible for re-election.

4.7 The Chair Elect, Chair and the Honorary Officers shall be ex-officio members of the said Council and of any other committee.

4.8 The Past Chair shall not be an ex-officio member of the said Council or of any other committee.

4.9 The Society shall appoint one or more qualified auditors and may determine their remuneration (if any).]

5 Council

5.1 Subject as hereinafter mentioned the policy and general management of the affairs of the Society shall be directed by an Executive Committee (hereinafter called Council) which shall meet not less than 3 times a year and when complete shall consist of not less than 6 or more than 20 members.

5.2 At least 4 ordinary members of Council shall be elected annually by postal ballot. Only personal members or named representatives are eligible to stand for election.

5.3 Election to Council shall be for one year. Each member shall retire annually but shall be eligible for re-election. After serving for four consecutive years, a Council member should ordinarily stand down for the fifth year.

5.4 In addition to the members so elected and to those serving by virtue of Clause 4.7 hereof Council may co-opt further members being full members of the Society whether individual or representative or a combination of both who shall serve until the conclusion of the next Annual General Meeting after individual co-option PROVIDED THAT the number of non-elected members shall not exceed one-half of the total membership of Council at the time of co-option.

5.5 Council shall in addition also appoint editors of periodicals published by the Society, and shall determine their terms of reference and powers and duration of office. Such editors shall be ex-officio members of Council.

5.6 Any casual vacancy in Council may be filled up by Council and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of the Society and shall be eligible for election at the Meeting.

5.7 The proceedings of Council shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.

5.8 Council shall appoint and fix the remuneration of an Administrator and of all such other staff (not being members of Council) as may in their opinion be necessary.

5.9 Committees Council may appoint such special or standing committees as may be deemed necessary by Council and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to Council as soon as possible.

5.9.1 The full members may be members of the Society or non-members with specialist knowledge, except that a majority of the full members must be members of the Society and except also that at least one full member must be a member of Council.

5.9.2 The Chair of a Committee, but not the Convenor of a Working Party, shall in any case be a member of Council ex-officio. The membership of Committees and Working Parties shall be subject to the approval of Council. Correspondents may not vote, and non-members of the Society may not vote on matters of finance.

5.9.3 To continue their existence Committees and Working Parties must be re-appointed by Council in each year at the first Council meeting after the Annual General Meeting. Any member of a Committee or Working Party who has served for four consecutive years must usually stand down for the fifth year with the exception of, for example, non-members of the Society with specialised knowledge, and of those members or non-members attending in a representative capacity which could not otherwise be fulfilled. Exceptions to be subject to Council's approval.

5.9.4 Committees shall provide Council with a complete list of their members and also of the membership and terms of reference of any sub-committees; they shall keep minutes of their meetings and shall submit a copy of such minutes as well as written reports of their findings to Council.