

RULES & REGULATIONS

Taken from Section 3 of the ARLIS Handbook, 15/01/2009

3. Rules & Regulations

1. Aims and Purposes of the Society

The Society is established to promote art librarianship in all its aspects to the highest standard: to stimulate fruitful co-operation among art libraries and art librarians both nationally and internationally; to improve access to all relevant information, documentation and materials; and to advance public education in, and the appreciation and understanding of, the visual arts.

2. Categories of Membership

The categories of membership of the Society shall be :

Personal

(i) Enhanced Member

(ii) Basic Member

(iii) Unwaged/Student Member

(iv) Retired Member

(v) Honorary Member (under exceptional circumstances, at the discretion of Council, Honorary Members may be nominated in recognition of their services to art librarianship).

(vi) UK & Ireland Institutional Member (corporate bodies, societies and other organisations which maintain or are interested in art libraries or information services).

(vii) Overseas Member (any member who is resident outside the United Kingdom & Ireland). Overseas members do not have voting rights.

3. Membership Finance

(i) Membership shall run from January to December each year.

(ii) Membership fees and subscriptions shall become due on the 1st January each year and are payable in advance.

(iii) Annual fees and subscriptions may be increased by no more than the current rate of inflation measured by the RPI since the last subscription increase, without reference to an AGM. Any increases above this rate agreed by Council shall be ratified at the next AGM.

4. Affiliation

The Society may affiliate with other organisations so long as affiliation is within the precepts of the clauses of the Constitution.

5. Officers

(i) The Chair of the Society is responsible for oversight of the Society's business and, in consultation with the Council, for the direction of the Society's activities, policies and procedures.

(ii) The Hon. Secretary is responsible for the preparation of the agenda and minutes of Council meetings, the Annual General Meeting and Special General Meetings, and is also responsible for notifying members of such meetings. The Hon. Secretary initiates all procedures relating to the election of Officers and Council members.

(iii) The Hon. Treasurer supervises the financial affairs of the Society and submits a report to the AGM and a periodic statement to Council. At the Hon. Treasurer's recommendation the Council makes such regulations as it sees fit as regards the payment of accounts and the signature of cheques and other financial documents.

(iv) After serving for four consecutive years, an Officer of the Society should normally stand down for the fifth year.

(v) In an emergency each of the elected office bearers (Chair, Hon. Treasurer, Hon. Secretary) should be willing to assume the duties of another office bearer or the Administrator on a temporary basis.

- (vi)
1. It is highly desirable that certain office-bearers (Chair, Editor, *Art Libraries Journal*, Editor(s) *ARLIS News-sheet*) should attend the annual conference, as indicated in the relevant job descriptions. To encourage this, in exceptional circumstances and dependent on a successful application, the Society shall in the case of the Chair pay up to 100% of the appropriate costs; in the case of the other office-bearers the Society shall pay up to 50% of the appropriate costs.
 2. Applications should be made in confidence to the Administrator and considered by a panel comprising the Chair, the Hon. Secretary, the Hon. Treasurer and the Administrator. If the applicant is one of these officers then another member of Council shall be substituted.
 3. Payments shall be made at the panel's discretion and in confidence and shall be recorded in the annual accounts.

N.B. Detailed job descriptions for the above officers are maintained in the Administrative Handbook, together with those for the Editors of the *Art Libraries Journal*, the *ARLIS News-sheet*, the *ARLIS Web site*, the *Annual Directory* and the Chairs of Standing Committees.

6. Staff

The Administrator of the Society shall conduct correspondence, draft reports, and shall have charge of all books, papers and other property belonging to the Society and act generally as the executive of the Society. It is the duty of the Administrator to maintain control over the Society's finances, under the supervision of the Hon. Treasurer and Council.

N.B. A detailed job description for the Administrator is maintained in the Administrative Handbook.

7. Council

(i) The Council shall be the policy-making body of the Society and shall be subject to any specific resolution of a Special General Meeting

(ii) There should be at least one meeting of Council in the Spring, Autumn and Winter of every year on dates to be arranged by Council.

(iii) A Council meeting may be called by the Chair, or by the Hon. Secretary, or at the request of three members of Council to the Hon. Secretary.

(iv) The Chair shall take the chair at Council meetings, the AGM and any Special General Meetings. In the Chair's absence a Council member shall be appointed to take his place.

(v) Officers must give at least six weeks notice of their intention to resign wherever possible.

(vi) Council members must tender their resignation in writing to the Hon. Secretary, should they be unable to complete their year of office.

(vii) After serving for four consecutive years as a Council member, a member (other than the Editors) should normally stand down for the fifth year.

(viii) In an emergency all elected Council members should be willing to assume certain duties to cover for an office bearer or the Administrator on a temporary basis.

8. Election of Council

(i) Election of officers and other Council members shall be held annually in December for the ensuing year. Officers and members of the Council shall hold office directly after the AGM following that election to the end of the AGM of the following year.

(ii) Candidates for election must be nominated by two members of the Society and their permission must be obtained before submission of the nomination to the Hon. Secretary. Nominations must be received by the Hon. Secretary by the end of October in each year.

9. Ballot

(i) The voting for election of Council members (other than any co-opted member) shall be by postal ballot. Voting papers shall be sent by the Hon. Secretary to each member, in a mailing uniquely for this purpose, not later than the last day of November and shall be returned to the Scrutineers not later than the last day of December, the closing date for the election. Ballot papers received after this date will be declared null and void.

(ii) The result shall be declared by the Hon. Secretary immediately after the counting of votes by the Scrutineers.

(iii) These results shall be published by the Hon. Secretary communicating with the candidates, by publication in the *News-sheet* and by announcement at the AGM.

10. Scrutineers

(i) The Scrutineers for the ballot shall be appointed annually by Council in September. At least one Scrutineer must be a personal, or named institutional representative, member of the Society, and neither may be members who have been nominated for election.

(ii) The Hon. Secretary shall arrange for the ballot papers to be mailed, as in 9(i) above.

(iii) The Scrutineers shall keep the ballot papers separate and secure until the count, although envelopes may be opened as they arrive.

(iv) The count shall be carried out as soon as possible after 31 December. The Hon. Secretary requires the results for his/her annual report which is presented to Council in February.

(v) Any ballot papers that arrive after the deadline of 31 December shall be discarded.

(vi) Members shall put an X in the box next to the name of their preferred candidate(s). As long as the member's intentions can be clearly discerned, any other mark, e.g. a tick, may be counted. If there is uncertainty over the member's intention, then the ballot paper should be recorded as spoilt.

(vii) The Scrutineers shall provide the Hon. Secretary with figures for: [i] the number of ballot papers returned; [ii] the numbers of votes for each candidate; [iii] the total number of votes cast; [iv] the number of spoilt papers (if any).

(viii) At the next Annual General Meeting the Hon. Secretary shall ask for permission to destroy the ballot papers.

11. General Meeting

(i) An Annual General Meeting of the Society shall normally be held no later than 30 April of each year.

(ii) A special General Meeting shall be convened by receipt of a request to the Hon. Secretary, or the Chair, for such a meeting, this request to be signed by not less than 20 members. The Council may also convene a Special General Meeting for any matters they feel should be put before the members of the Society.

(iii) The quorum for the Special General Meeting shall be 20 members.

(iv) The notices of the Annual General Meeting and any Special General Meeting shall be sent to all members by the Hon. Secretary giving at least fourteen days notice of such meetings.

12. Standing Committees and Working Parties

The Council may appoint Committees and Working Parties and shall formulate their terms of reference. The Chair of the Society shall have *ex-officio* rights to attend meetings of committees and working parties.

13. Finance

(i) The financial year of the Society shall commence on 1st January of each year.

(ii) The revenue of the Society shall be derived from subscriptions of members, fees for courses, conferences and social gatherings, publications and donations.

(iii) The Society may make payments to its members in respect of reimbursement of expenses incurred by individuals or by groups, or services rendered in the interest of the Society, and approved by Council. Awards and travel grants to members may be made by the Grants Panel or by any such sub-committee as approved by Council.

(iv) It is deemed highly desirable that certain office-bearers should attend the annual conference, as indicated in the relevant job descriptions. To encourage this, in exceptional circumstances and dependent on a successful application, the Society shall in the case of the Chair pay up to 100% of the appropriate costs; in the case of the other office-bearers the Society shall pay up to 50% of the appropriate costs.

(v) Auditors to conduct an independent examination of the accounts shall be appointed at the AGM. No member of the Society may be appointed Auditor.

14. International role

(i) ARLIS is committed to playing a key international role in accordance with its stated aim:
To increase contacts and co-operation with art librarians nationally and internationally

(ii) It maintains its existing high profile and strong reputation on the international scene by:

- Creating and maintaining contacts with relevant individuals and organisations outside the UK and Ireland.
- Making a significant contribution to international art & design librarianship in a broader context.
- Promoting ARLIS activities and publications abroad.

(iii) To achieve these aims financial support is, as far as possible, made available to any ARLIS member who

1. Acts as an official ARLIS representative at an event abroad.
2. Presents a paper on behalf of ARLIS at a conference abroad.
3. Participates actively in meetings abroad on behalf of ARLIS (e.g. IFLA Section of Art Libraries Standing Committee).

N.B. Any activity or travel undertaken on behalf of ARLIS is done so entirely voluntarily and the Society is unable to accept any insurance liability thereupon. Members are advised in all circumstances to take out adequate personal cover.

(iv) ARLIS funds are not normally available for individual members to:

1. Attend international events without a specific ARLIS brief.
2. Undertake study tours or visits for personal professional development
(Note: the ARLIS/UK & Ireland Travel and Study Funds exist to support such activities and members are strongly encouraged to make use of such funds).

(v) Funding for ARLIS's international role

The sum of £3,000 is earmarked annually to support international activity.
This allocation shall be:

- reviewed annually
- increased in exceptional circumstances

15. Travel & Study Fund; CSA/DAAI Award; Annual Conference Student Award; Annual Conference International Delegate Award

(i) The **Travel & Study Fund** has been established to enable the Society to make annual grants to promote research and development in the fields of art, architecture and design librarianship. The funding of the awards will be flexible.

(ii) The awards may be used for travel anywhere within or outside the United Kingdom, to visit libraries of other institutions, to attend a seminar or conference (excluding those organised by ARLIS itself), or to facilitate a research project or job exchange.

(iii) Each year the Society shall invite applications to the Fund via the application form available from the Administrator or from the Society's web site.

(iv) Council shall normally delegate to a Grants Panel the consideration of all applications to the Travel & Study Fund. Council shall nominate two members of the Society to serve on the Panel, as well as the Hon. Treasurer who will act as Chair.

(v) In the event of an application presenting a member of the Panel with any conflict of interest, an alternative nominee shall be sought with the agreement of the Chair or of the Council of the Society.

(vi) Applicants shall be required to submit a detailed written application and may be interviewed by Council or the Grants Panel. The names of successful applicants shall be published in the *News-sheet*.

(vii) The residue of the Fund shall be used for travel grants to other applicants at the discretion of Council or the Grants Panel.

(viii) Details of the awards will be advertised as appropriate in the *News-sheet*.

(ix) All British, Irish and overseas members of the Society of at least three years' standing, whether personal members or by virtue of Institutional membership, shall be eligible to apply for the annual Scholarship and travel grants.

(x) Within three months of the completion of travel or study, the recipient of any award shall present a full written report to Council.

(xi) If an application is not accepted, it may be resubmitted the following year.

(xii) The decisions of Council and the Grants Panel shall be final, and no correspondence regarding them shall be entered into.

(xiii) Council reserves the right to make no award if no suitable application is received.

(xiv) In any year when the Fund is not used up, the surplus shall be re-invested in the ARLIS/UK & Ireland general funds.

(xv) ARLIS members are currently fortunate also to benefit from the **CSA/DAAI Award**, whose purpose is to encourage professional development of UK & Ireland art librarians through contact with art library colleagues overseas, particularly through conference participation.

(xvi) Applicants shall be required to submit a letter of application and personal résumé; these will be assessed by the Grants Panel. The conditions of paragraphs (ix) - (xiii) above also apply to this award. The names of the successful applicants shall be published in the *News-sheet*.

(xvii) The **Annual Conference Student Award** is open to full-time or part-time students working for a first degree or post-graduate qualification in librarianship and information studies. It is not essential that applicants are current members of ARLIS/UK & Ireland.

(xviii) The purpose of this award is to enable one student per year to attend the ARLIS/UK & Ireland annual conference free of charge.

(xix) The **Annual Conference International Delegate Award** exists to encourage attendance and participation in the Annual Conference for art information professionals ***who reside outside the UK & Ireland***.

(xx) Although not exclusively for first-time delegates, priority will be given to applicants who have not previously attended an ARLIS/UK & Ireland Annual Conference.

16. Publications

(i) The Society shall issue a *Journal*, a *News-sheet* and an *Annual Directory* which shall be available to members according to membership category. The *Journal* shall be available to overseas non-members of the Society at an annual subscription rate. An annual general report shall also be published in the *News-sheet*.