

CURRENT CONSTITUTION

January 2017

1. NAME OF THE ASSOCIATION

- a. The name of the Association is the Business Librarians Association (BLA). The name was formerly British Business Schools Librarians Group (BBSLG) and was changed by ballot to Business Librarians Association at the 2009 AGM.
- b. The registered office of the Association is the address of the institution of the Treasurer of the Association.
- c. The Association has been initiated for an indefinite period of time.

2. PURPOSE OF THE ASSOCIATION

- a. To provide a forum for discussion and exchange of ideas and information on topics of interest to members of the Association. This includes running a closed membership email discussion list (lis-business).
- b. To encourage cooperation among members and to provide a vehicle for the participation of members in cooperative projects.
- c. The Association shall have the power to do all other things that the Association may consider incidental or conducive to the attainment or furtherance of the above purposes, by any legal means.

3. MEMBERSHIP OF THE ASSOCIATION

- a. Membership of the Association is open to institutions ~~in the United Kingdom and Republic of Ireland~~, which offer programmes in management education at Master's level or above.
- b. The member of staff in charge of business information services normally represents a member institution. If more than one person shares responsibility for those services, all or one may join.
- c. The Association shall meet annually.
- d. Member institutions shall act as hosts to the meetings of the Association.
- e. Applications for membership of the Association shall be submitted to the Membership Secretary of the Association, agreed by the Committee and announced at the Annual General Meeting. Institutions applying for membership should be able to satisfy the Association that their programmes in management education fulfil the Association's criteria and that there is a member of library staff with sufficient involvement in business information provision to be able to contribute to and benefit from the Association's activities.

f. Where an organisation does not fulfil the above requirements for Full Membership, but it is felt by the Committee that there would be mutual benefit to the organisation and the BLA in allowing membership, membership will be granted on an Associate Membership basis. Associate Membership shall have the same rate of annual subscription, benefits and rights as Full Membership with the exception of voting rights, which are excluded from this category of membership.

g. The level of the annual membership subscription shall be recommended by the Committee and approved by the majority of members at each Annual General Meeting of the Association.

h. All communication with the Association, including discussion via lis-business, shall be in English.

4. TERMINATION OF MEMBERSHIP

A member of the Association shall cease to be a member:

- a. upon resignation in writing from the member,
- b. if the annual subscription remains unpaid,
- c. if the member no longer meets the requirements of membership set out in 3a above.

5. ANNUAL GENERAL MEETING

- a. The Association shall hold an AGM at every annual conference.
- b. The agenda, including all draft resolutions for the AGM, shall be given in writing to all members of the Association not less than 10 days prior to the date of the meeting. Notice of AOB items, together with any supporting papers, shall be sent to the Secretary not less than seven days before the date of the meeting.
- c. The Officers may call an Extraordinary General Meeting whenever they shall think fit and EGMs shall also be convened at the request of members representing not less than one third of the member institutions of the Association.

6. CONDUCT OF AGM

- a. The Chair of the Association shall chair the meeting. In his or her absence the Secretary will ask the meeting to elect a Chair for the AGM.
- b. Every member institution present shall have one vote. To be carried, a resolution must receive the support of an absolute majority of the members present.
- c. Voting shall be by ballot in the case of an election of an Officer. Where only one expression of interest has been received for a post, voting shall be via a show of hands at the meeting. Where more than one expression of interest for a post has been received, voting shall be via a secret ballot conducted either at, or in advance of, the meeting. ~~Votes may be by show of hands, unless a resolution for a secret~~

~~ballot be carried by the meeting. The meeting shall also decide whether the ballot is to be only of those members present, or a ballot of the whole membership.~~

d. The Chair shall have the casting vote.

e. The AGM shall require a quorum of 33% of member institutions in order to pass a resolution at the AGM. Failing this, the resolution shall be put to the Association through *lis-business*.

f. All AGMs shall be minuted. A declaration by the Chair that the resolution has been carried and an entry in the minutes to that effect shall be conclusive evidence of the carrying of the resolution.

7. OFFICERS

a. There shall be a Chair of the Association who shall be elected by a vote of the members. The Chair shall hold office for a period of two years, but shall be eligible for re-election at the end of that time. An individual may not hold the office of Chair for more than two consecutive periods.

b. The other Officers of the Association shall be a Secretary, a Treasurer, a Membership Secretary, a Supplier Liaison Officer, a Marketing and Communications Officer, two Training Events Officers and a Webmaster. These Officers shall be elected by a ballot of the members at the AGM to hold office for a period of 2 years. All shall be eligible for re-election at the end of their respective periods of office. An individual may not hold the office of Treasurer for more than two consecutive periods.

c. There shall be a Committee consisting of the Officers of the Association and any other members co-opted at the AGM or appointed as required by the Committee. The Committee shall meet three times or more annually.

d. Election of persons

The offices of Chair, Membership Secretary, Supplier Liaison Officer, Marketing and Communications Officer and Training Officer 1 shall be elected at the AGM of 'even' calendar years; the offices of Secretary, Treasurer, **Web Officer** and Training Officer 2 posts shall be elected at the AGM of 'odd' calendar years.

e. **Short expressions of interest statements for Officer posts up for election at the AGM shall be sought in advance of the AGM via *lis-business*. The closing date for such expressions is likely to be one week prior to the AGM. Current post-holders wishing to stand again will also be required to submit an expression of interest statement.**

f. If, in the case of an election of persons, no one draws an absolute majority of votes cast at the first ballot, successive ballots shall be held with the candidate receiving the smallest number of votes being removed from the ballot until one candidate draws an absolute majority. In the event of a tie between two persons, it shall be decided by lot, which of them shall be removed from the ballot.

g. In the event of an office becoming vacant before the AGM, nominations for that Office shall be solicited via lis-business. Should two or more nominations be received then an election shall be conducted via lis-business subject to the same requirements of Section 7f. Only the Principal Contact of each member institution will be entitled to vote on behalf of their institution in this election.

h. If an officer is elected mid-term they will serve the remaining period of the office. If the period is 12 months or less, the officer will not need to be re-elected at the AGM, meaning the officer can serve a maximum of 3 years before the office is next elected.

8. ACCOUNTS

Accounting records shall be kept in respect of:

- a. the assets and liabilities of the Association,
- b. the sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place,
- c. all sales and purchases by the Association.
- d. Cheques on the Association's bankers shall be signed by the Treasurer and one other Officer. The Association's banking account shall be kept with such bankers as the Officers shall from time to time determine.
- e. The Association's accounts shall be kept at the office of the Treasurer or at such other place or places as the Officers shall think fit and shall always be open to inspection by the Officers.
- f. The AGM or EGM may from time to time make reasonable conditions as to the time and manner of inspection by members of the Association of the accounts and books of the Association. The Committee should approve any changes of bankers.
- g. At every AGM the Officers shall lay before the Association an income and expenditure account for the period since the last preceding account together with a balance sheet made up to the same date.
- h. The AGM shall appoint a member (not an Officer) each year to audit the income and expenditure account and the balance sheet. The auditor's report shall be available before the AGM and shall be open to inspection by the members of the Association.

9. AMENDMENTS TO THE CONSTITUTION

- a. Resolutions to amend the Constitution, or to dissolve the Association, must (i) be notified to the membership in writing and (ii) receive the consent of 51% of the institutions present at the AGM.
- b. The liquidation of the Association, shall be carried out by the Officers unless the AGM or EGM appoints other liquidators in its resolution to dissolve the Association.

c. Disposal of any assets belonging to the Association shall be agreed upon by the AGM or EGM in its resolution to dissolve the Association.

d. In the event of liabilities each member institution is liable up to but not exceeding a sum equal to the annual membership fee.

SA Bull
BLA Secretary
January 2017