

## **ELISA (Edinburgh Libraries & Information Services Agency) Constitution**

### **1 Name**

The name of the organisation shall be ELISA - Edinburgh Libraries & Information Services Agency.

### **2 Aims**

The aims of ELISA shall be

- to work collaboratively to raise awareness of the collections and services of Edinburgh's library, museum, archive, records management and information resources
- to improve access to such services and collections in the region
- to be an advocate for information and library services
- to provide a forum for professional discussion and networking
- to provide locally-delivered staff development opportunities
- to promote and deliver the ELISA Strategy

### **3 Membership**

3.1 Membership shall be open to institutions and organisations actively involved in, or which by virtue of their corporate aims and objectives have an active interest in, the promotion or provision of library, museum, archive, records management, information or advice services.

3.2 (a) Each member body may be represented at Full Committee Meetings by one named voting representative or his/her nominee.

(b) Members bodies' representatives are eligible for discounts and other benefits as determined by the Business Committee, and are entitled to participate at members' rates in all of the activities of ELISA.

3.3 Membership shall also be open to individuals who are working in the information sector and who are either self-employed or whose employers are not members of ELISA.

3.4 (a) Individual members may join working groups.

(b) Individual members shall have no voting rights and may not nominate or stand for office, except within the working groups.

- 3.5 The Business Committee shall have powers to consider and approve all applications for full or individual membership.
- 3.6 Honorary membership shall be conferred by the Full Committee at its discretion on any individual who has been proposed by the Business Committee because of outstanding service to ELISA.

#### **4 Subscription**

- 4.1 The subscription rates for the various categories of membership shall be those fixed by the Business Committee. The Business Committee may, exceptionally, and at its discretion, waive or reduce membership fees for good cause shown.
- 4.2 The subscription year shall run from 1 April to 31 March.

#### **5 Meetings**

- 5.1 There shall be an Annual General Meeting and other Full Committee Meetings as called by the Business Committee. In addition, the Chair shall call a Full Committee Meeting within seven days of being requested in writing so to do by any five voting representatives. The Chair shall give twenty-eight days' notice in writing of any such Full Committee Meeting.
- 5.2 A quorum for Full Committee Meetings shall consist of one representative from a minimum of 20% of paid-up member bodies. Voting at Full Committee Meetings shall be restricted to named voting representatives or their nominees.

#### **6 Business Committee**

- 6.1 The Business Committee shall consist of no less than seven and no more than ten elected members who shall be representatives of member bodies of ELISA and shall broadly reflect the various sectors which comprise ELISA.
- 6.2 The members of the Business Committee shall be elected at Annual General Meetings. The term of office for Business Committee members shall be three years. Nominations shall be invited and the members stepping down are eligible for re-election.

The Chairs of all Working Groups shall *ex officio* be members of the Business Committee, required to attend at least one Business Committee Meeting per annum.

- 6.3 The Business Committee shall have powers to co-opt not more than three additional members who shall serve until the next following Annual General Meeting, and to invite non-voting observers from appropriate organisations to attend its meetings.
- 6.4 Five members of the Business Committee, including the Chair or Vice-chair, shall constitute a quorum.
- 6.5 The Business Committee shall have powers to contract with an individual or an organisation for the provision of administrative and/or secretarial services to ELISA.
- 6.6 The Business Committee shall have powers to establish working groups where these will assist in the achievement of its overall aims. The membership, structure, meeting programme and activities of each group shall be determined by the group insofar as these shall not prejudice or act against the overall aims and interest of ELISA.
- 6.7 The Business Committee shall, on the application of members to form working groups, have the power to establish such groups. The membership, structure, meeting programme and activities of each group shall be determined by the group insofar as these shall not prejudice or act against the overall aims and interest of ELISA.

## **7 Elections**

- 7.1 Not less than twenty-eight days before the Annual General Meeting the Chair shall send to each member, along with the notice calling that meeting, a notice of the proposed election with the names of retiring members of the Business Committee.
- 7.2 The Business Committee, or any member body of the organisation, may nominate persons for election as Officers or ordinary members of the Business Committee. Nominations, which must carry the name of a proposer and a seconder, shall be in writing and shall be delivered to the Chair at least fourteen days before the Annual General Meeting.
- 7.3 When the number of nominations exceeds the number of vacancies a ballot will be taken at the Annual General Meeting. Those candidates up to the number required to fill the vacancies, who shall be found to have received more votes than any of the other candidates shall be deemed to be duly elected. In the event of two or more candidates tying for election the Chair shall exercise a casting vote in private before announcing the result of the ballot.

## **8 Officers**

The Officers of ELISA shall be as follows:

(a) The Chair - the Chair shall be nominated by two member bodies from ELISA, and shall be elected at the Annual General Meeting. The Chair shall hold office for three years and shall be ineligible to stand for re-election.

(b) The Vice-chair – the Vice-chair shall be elected at the Annual General Meeting. The Vice-chair shall hold office for three years and shall be ineligible to stand for re-election.

(c) The Treasurer - the Treasurer shall be elected at the Annual General Meeting. The Treasurer shall hold office for three years and shall be eligible to stand for re-election for one further three year term.

(d) Such other Officers (up to a maximum of three) as the Business Committee may from time to time appoint, to hold office until the next following Annual General Meeting.

(e) Chair and Vice-chair are eligible for re-election to the Business Committee but not to the same Office.

## **9 Accounts**

9.1 The Business Committee shall cause proper books of account to be kept and available for inspection with respect to:-

(a) all sums of money received and expended by the organisation and matters in respect of which the receipt and expenditure takes place;

(b) all sales and purchases of goods and services by the organisation;

(c) the assets and liabilities of the organisation.

9.2 Individuals from two member organisations shall examine the accounts annually, prior to presentation of accounts at the Annual General Meeting. These individuals shall not be members of the Business Committee.

9.3 A report shall be made to the Annual General Meeting by the Treasurer on the current status of ELISA's accounts. This report shall contain the comments of the examiners from 9.2.

## **10 Amendment of Constitution**

Amendment of the Constitution shall be by a two thirds majority of the representatives present and voting at a Full Committee Meeting.

## **11 Dissolution**

In the event of dissolution of the organisation for any reason whatsoever, its remaining assets or property shall after satisfaction of all debts and liabilities be transferred to such other institution(s) or organisation(s) having objects similar to some or all of the objects of ELISA as the Business Committee for the time being may determine; and if and in so far as effect cannot be given to this provision then to some other charitable purpose as the Business Committee for the time being may determine.

**As ratified by the ELISA Full Committee, 10 February 2011.**