

# Constitution

**Arts Libraries Society, Australia and New Zealand as approved 1983.**

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## 1) Title

- a) The Society shall be called ARLIS/ANZ: Arts Libraries Society, Australia and New Zealand.

## 2) Aims

- a) To promote arts librarianship, particularly by acting as a forum for exchange of information and materials.
- b) To co-operate with other national and international organisations in the fields of arts and librarianship.

### 3) Membership

- a) Membership shall be open to individuals for AUD\$35 (in Australia) and NZD\$35 (in NZ) and for institutions for AUD\$70 (in Australia) and NZD\$70 (in NZ) per annum. Institutional membership entitles the institution to 2 conference attendances at member's rates.
- b) The membership year shall run from the date of registration.
- c) New members' fees shall be forwarded directly to the Treasurer

### 4) Executive & Committee

- a) There shall be a Committee for the Society constituted as follows:
  - i) Chair;
  - ii) Secretary;
  - iii) Treasurer;
  - iv) Four ordinary members.
- b) The Executive shall comprise the Chair, Secretary and Treasurer.
- c) The Committee shall hold office for a term of two calendar years.
- d) There shall be a limit of two (2) terms i.e. four (4) years for the position of Chair.
- e) Outgoing officers of the Executive shall hand over all documentation to incoming officers in such time to enable the new executive to take responsibility from the 1st of January.
- f) The outgoing Executive shall inform all members regarding the appointment of a new executive.
- g) A quorum for a Committee meeting shall consist of at least three members, including one member of the Executive.
- h) A Committee meeting may be called by the Chairman, or the Secretary, or at the request of any three members of the Committee to the Secretary or the Chairman.
- i) The Executive may co-opt non-voting members as required.

j) Committee meetings may be held electronically.

## 5) Archives

a) The National Gallery of Australia Research Library shall be the designated repository for ARLIS/ANZ Executive archives and library.

## 6) Annual General Meetings

a) An Annual General Meeting shall be held at the annual conference or, should a conference not be held in any calendar year, electronically.

b) Notices of all Annual General Meetings shall be sent to all financial members by the Secretary who shall give at least two months' notice of such meetings.

c) Notices for Annual General Meetings may be sent electronically.

d) All agenda items for an Annual General Meeting shall be circulated 1 month in advance.

e) The quorum for an Annual General Meeting shall be ten, of whom no more than five should be from the same chapter or region.

f) Institutions shall have 2 votes but may send as many persons to ARLIS/ANZ Annual General Meetings as they choose. The 2 voting members need to be designated by the Chapter.

g) Where a member is unable to attend an Annual General Meeting, a proxy may be nominated, the nomination to be signed by both the nominator and the nominee and forwarded to the Secretary to be received not less than seven (7) working days prior to the meeting.

h) Voting by proxy shall be restricted to matters on the circulated agenda.

i) Voting shall be in accordance with instructions, where given, from the nominator.

## 7) General Meetings

a) A Special General Meeting shall be convened on receipt of a request to the Secretary or the Chairman for such a meeting, this request to be signed by no fewer than five members of the Society. The Committee may also convene a General Meeting for any matters it feels should be put before the members of the Society.

- b) The quorum for a General Meeting shall be ten, of whom no more than five should be from the same chapter.
- c) Notices of all General Meetings shall be sent to all financial members by the Secretary who shall give at least one month's notice of such meetings.
- d) General Meetings may be held electronically.
- e) Notices for General Meetings may be sent electronically.
- f) Institutional members shall have only one vote but may send as many persons to ARLIS/ANZ meetings as they choose.
- g) Where a member is unable to attend a General Meeting, a proxy may be nominated, the nomination to be signed by both the nominator and the nominee and forwarded to the Secretary to be received not less than seven (7) working days prior to the meeting.
- h) Voting by proxy shall be restricted to matters on the circulated agenda.
- i) Voting shall be in accordance with instructions, where given, from the nominator.

## 8) Working Parties or Sub-Committees

- a) The Committee may appoint Working Parties or Sub-Committees for special purposes.
- b) The establishment of such Working Parties or Sub-committees shall be ratified at the next Annual General Meeting or General Meeting.
- c) Guidelines for such Working Parties or Sub-committees shall be drawn up by the Executive to remain in force until ratified or amended by the next General or Annual General Meeting.
- d) An Annual General Meeting or General Meeting may elect, or recommend the appointment of, a Working Party/ies or Sub-committee/s in respect of agenda items.

## 9) Chapters

- a) Members of a region may organise themselves for administrative purposes into a Chapter, which shall report directly to the Committee.

b) Chapters shall elect a committee and office-bearers and may have their own Constitution provided this is not in conflict with the terms of this Constitution.

c) Chapter Committees shall report to the Executive.

d) Chapters shall inform the Executive of their office bearers.

e) 50% of membership fees shall revert to the Chapters based on their membership.

f) Where such remittance is made, a balance sheet shall be submitted to the Annual General Meeting of the Society by each Chapter in receipt of funds.

g) Where no Chapter exists, the Executive shall take responsibility for members.

## 10) Conferences

a) The Society shall hold regular conferences and,

b) If a conference makes a profit, the proceeds shall be shared 50/50 between the local organising chapter and the Executive; if it makes a loss, the Executive will carry the loss. As a safeguard, a financial plan should be submitted to the Executive for any extraordinary items.

## Modification History

Date	Sections	Source	Details
1983	All	National Executive	Establishment
9 May, 2003	All	National Executive	Review
6 Sept, 2012	All	National Executive	Review
1 Jan, 2020	Membership	National Executive/2019 AGM	Change of membership term from calendar year, to 12 months from date of registration. In accordance with the decision made at the 2019 AGM.