

## **Rules and Byelaws**

### **1. NAME**

1.a The body shall be known as the NETWORK OF GOVERNMENT LIBRARY AND INFORMATION SPECIALISTS, hereafter referred to as 'the Network'

### **2. OBJECTIVES**

2.a The objectives of the Network are:

- To promote the professional and effective management of information in government and other official bodies by encouraging the exchange of ideas and experience, and cooperation between librarians and other information specialists.
- To support the professional development of librarians and other information specialists

2.b The Network shall meet these objectives through activities agreed by the Committee and members, including the organisation of conferences, training courses, visits and social activities and publication of a journal

2.c The Network shall keep its members, informed of its activities through such measures as maintenance of a website and the issue of circulars.

### **3. MEMBERSHIP**

3.a Membership shall be open to librarians and other information specialists in government and other official bodies; and to those with a demonstrable interest in the objective of the Network

3 b. The Network has two categories of membership, ORDINARY and HONORARY.

3.c ORDINARY MEMBERS are entitled to all the benefits and privileges of membership. Those wanting to join The Network should apply to the membership officer, who may ask applicants to demonstrate that they fulfil the criteria set out in Paragraph 3.a. Their membership shall be approved by the Committee. The membership officer will notify applicants of the result of their application and, if approved, they will enter into ordinary membership immediately.

3.d HONORARY MEMBERS The Network has the power to elect honorary members at the AGM. Nominees should be members who have given outstanding service to the Network or to the management of information in government or other official bodies . Honorary members are entitled to all the benefits and privileges of membership, except they shall not be qualified to be one of the four nominated Officers on the Committee.

3.e Any member can resign their membership giving notice by letter or email to the Membership Officer. The Committee has the powers to invite any member to resign their membership if it feels that it is in the best interests of the Network. The Committee can also move to expel a member, for reasons other than failure to renew subscriptions , by calling an extraordinary general meeting (EGM). At

such a meeting, the member shall be allowed to offer an explanation of their conduct, orally or in writing. A two-thirds majority from the members present is required for expulsion to take effect. Any member resigning, or expelled from the Network shall immediately forfeit all right and claim on the Network and its funds. Provisions for members who have failed to renew their subscriptions are described in Paragraph 4.b .

3.f Members will inform the Membership Officer of any change to their official business address, including their email address .

#### **4. SUBSCRIPTIONS**

4.a These are due on the 1st January each year. An invoice will be sent to individual members, inviting them to renew their subscription for the following year. The subscription rate is determined by the Committee, subject to approval by the AGM.

4.b Members failing to renew their subscriptions will receive a reminder from the Membership Officer. The Committee has the right both to

- remove from membership those who are more than 12 months in arrears with their subscriptions, where a reminder has been issued; and to
- reinstate members on payment of arrears

4.c If for any reason members choose not to renew their subscription, they should inform the Membership Officer of their decision by letter or email .

4.d New members joining after the 1st October will have their subscription carried forward to cover the following calendar year.

#### **5. COMMITTEE AND DEPARTMENTAL REPRESENTATIVES**

5.a The Committee shall be responsible for the management of the Network's affairs. It will consist of up to sixteen members. It will include the four nominated Officers. The number of other members will be agreed at the AGM. The majority of the Committee should be librarians or other information specialists in government or other official bodies. Committee members shall be elected at the AGM , although the Committee has the powers to co-opt set out in Paragraph 5.e .

5.b The Committee includes four nominated Officers: a Chair, Vice - Chair, Secretary and Treasurer. The Chair must be an information specialist in government or other official body. Other roles on the Committee will be designated and filled as necessary by the Committee from its other members.

5.c The Committee should meet at least four times a year (approximately at three monthly intervals) to examine the accounts and to arrange the Network's affairs. Four Committee members are needed to form a quorum. Minutes of the proceedings are recorded and made available for inspection on the Network website .

5.d The Committee has the power to appoint sub-committees as necessary. Sub-committees report back to the main Committee and their activities are recorded in the minutes.

5.e The Committee also has these powers to co-opt new members to the committee:

- where the AGM was unable to elect a member to fill a committee vacancy
- to replace members who have resigned
- up to two additional members, over and above the number of committee members agreed at the AGM, can be co-opted to carry out specific duties that could not be foreseen at the time of the AGM

5.f The Committee, once elected, shall remain in Office until the end of the following year's AGM.

5.g The Committee shall encourage government and other official bodies to appoint a departmental representative. Departmental representatives shall encourage eligible staff to join the Network, publicise the Network events, coordinate the collection of membership subscriptions and convey to the Committee opinions on the policy and direction of the Network. The Committee will consult with departmental representatives as necessary on issues of the Network policy and activity between AGMs.

## **6. ELECTIONS**

6.a All Committee members, including the nominated Officers, are elected at the AGM. All Committee members, including the nominated Officers, and including existing Committee members seeking re-election, are subject to annual election. Co-opted members retire at the next AGM, but are eligible to stand for election.

6.b Members wishing to stand for election should notify the Secretary by letter or email of their intention, at least fourteen days before the AGM. The Committee also has the power to nominate candidates.

6.c If the number of candidates is equal to, or less than, the number of vacancies, they shall be declared elected nem com at the AGM. If there are more candidates than there are vacancies, a ballot will be held at the AGM. Ordinary and honorary members may vote for as many candidates as there are vacancies. In the event of a tie, the election shall be determined by the Chair by lot. The Committee has the power to provide for postal and proxy voting as necessary.

## **7. MEETINGS**

7.a The annual general meeting (AGM) shall be held in November each year, date and time to be determined by the Committee, for the following purposes:

1. To receive a Secretary's report on Circle activities during the year and an outline future plan of work.
2. To receive a Treasurer's report, balance sheet and statement of accounts for the preceding financial year.
3. To elect the four nominated Officers, other Committee members and two

Auditors for the following year.

4. To decide on any resolutions submitted to the meeting.

5. To agree subscription rate for the following year.

6 . To discuss and agree other items of the Network business, as necessary

7.b Any member can move a resolution at the AGM by notifying the Secretary by letter or by email at least fourteen days before the meeting. Amendments to resolutions will be accepted at the meeting.

7.c An extraordinary general meeting (EGM) can be called at any time at the request of any ten members. The purpose of such a meeting should be stated by letter or by email sent to the Secretary.

7.d For both AGMs and EGMs, at least twenty-eight days notice should be given to members, together with details of the business to be transacted. All meetings are presided over by the Chair, or in the Chair's absence by the Vice-chair. Ordinary and honorary members are entitled to one vote on each motion tabled. In the event of a tie, the Chair shall have a casting vote. The Committee has to power to provide for postal and proxy voting as necessary.

7.e The quorum of ordinary and honorary members for such meetings are:

- Forty members for motions proposing repeal, addition or amendment of the rules.
- Twenty members for motions proposing the expulsion of a member.
- Ten members for any other business.

## **8. FINANCIAL YEAR**

8.a The financial year of the Network shall be from the 1st October to the 30th September.

## **9. ELECTION OF AUDITORS**

9.a Two members, not being Committee members, shall be elected as Auditors at the AGM. The accounts should be audited at least fourteen days before the next year's AGM.

## **10. INTERPRETATION OF/AMENDMENTS TO RULES**

10.a The Committee shall be responsible for the interpretation of these rules, subject to any amendment or review by the AGM. The rules may be added to, repealed or amended at any AGM or EGM, provided that the resolution has been passed by a two-thirds majority of the members present.

## **11. DISSOLUTION OF THE NETWORK**

11.a To dissolve the Network an EGM must be convened at which at least fifty percent of the membership must vote in person or by proxy. The resolution to dissolve the Network must be passed by a two-thirds majority of those voting.

11.b If such a resolution is passed, the Committee shall discharge all the liabilities of the Network and use the balance in a way that will support the continuance of its objectives (such as a donation to another professional organisation or the establishment of a prize or scholarship), as agreed by the EGM. Upon the completion of this division the Network shall be dissolved.

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