

## **Constitution of the EBSLG**

### **1 – Name of the Association**

- (a) The Association shall be called the European Business School Librarians' Group (EBSLG).
- (b) The office of the Association will be the address of the institution to which the Secretary of the group is affiliated.
- (c) The Association is initiated for an indefinite period of time.

### **2 – Purpose of the Association**

- (a) To provide a pan-European forum for discussion, and for the exchange of ideas and information on topics of interest to the members of the group.
- (b) To promote a network of co-operation and assistance throughout European business school libraries.

### **3 – Equality Statement**

- (a) “The EBSLG is committed to creating an environment where diversity is celebrated and everyone is treated fairly, an environment in which we appreciate and value the perspectives brought about by differences in age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background or social background, religion or belief, sex, or sexual orientation. We aim to create a safe and welcoming atmosphere for everyone.”

### **4 – Membership of the Association**

- (a) Membership is open to the senior professional library representative of the business school library, or in cases where no separately constituted business library exists, to the librarian in the university library who holds chief responsibility for the business collections and services.
- (b) The library must serve a top tier European graduate business school or, when no business school exists, serve a top tier graduate programme such as Masters, MBA or PhD programme in business and management.
- (c) Top tier will be defined as one of the leading business schools or programmes in the country in which the school or university is located. Accreditation by EQUIS, AACSB and/or AMBA can also be taken as a good indicator of the quality of the school.
- (d) Institutions with economic programmes but without proper business programmes are not eligible for membership.
- (e) Each institution shall be represented by one person only.
- (f) The Association will seek representation from as many European countries as possible, but with no one country's representation exceeding 20% of the total membership. A “country” shall be defined as an individual member of the United Nations.

- (g) English will be used in the Association as the common language for speaking and writing. The library representative shall have sufficient English skills to be able to actively participate in the Association's activities.
- (h) Members must commit to being active within the Association by participating in the Annual General Meeting (AGM) and the Regional Meetings.
- (i) In addition to this, members can be active by:
  - participating in a group project and/or;
  - being a member of Council and/or;
  - hosting a regional or annual meeting.
- (j) Members shall pay an annual subscription which shall be proposed annually by the Treasurer and validated by the Group at the Annual General Meeting.
- (k) The Group will be divided into three regional groups: The Continental, Northern European and UK & Ireland regional groups. Every member will belong to one of the three groups.

#### **5 – Acceptance of a new representative**

- (a) Membership of the EBSLG by an institutional representative will not be automatically renewed when a current representative leaves the Group. Acceptance of a new representative will be conditional on the Council being satisfied that both the applicant and the institution they represent (continues to) fulfil the membership criteria stipulated in this constitution.
- (b) Where the conditions are deemed to still apply, the Regional Coordinator shall contact the new representative and invite them to participate as a full member of EBSLG. The new representative will be formally introduced by the Regional Coordinator at the relevant regional and AGM Business Meetings.
- (c) Where the conditions are no longer deemed to apply however, the Secretary will inform the applicant and the institution of the decision to withdraw membership.

#### **6 – Termination of membership**

A member of the group shall cease to be a member upon any one of the following:

- (a) upon resignation in writing from the member;
- (b) if a member fails to pay the subscription;
- (c) if a member is not present at the AGM in a period of two consecutive years;
- (d) if a member or their institution ceases to meet the requirements for membership.

Termination shall be notified in writing.

#### **7 – Application process**

- (a) The applicant shall apply to the Secretary, who will acknowledge the application in writing, outline the membership criteria and obligations, and ask the applicant to confirm their interest by sending a complete application, including information about the school or university and its library.
- (b) The Secretary shall send the application file to the members of Council, who will decide whether the application meets the membership criteria.

- (c) If affirmative, the Secretary will refer the application to the relevant Regional Co-ordinator who will invite the applicant to the next regional meeting to deliver a presentation, upon which the regional group members will vote on the applicant. If approved, the applicant will be given the status of Affiliate Member.
- (d) The co-ordinator will inform the Council, and the Affiliate will be invited to the next Annual General Meeting where the co-ordinator will briefly introduce the Affiliate, and the Affiliate will be invited to do a brief introduction of their institution and library to the membership.
- (e) The Affiliate will then formally become a Full Member of EBSLG and will have full voting rights for the rest of the meeting.

## **8 – Regional groups**

- (a) The group will have three regional groups: the Continental group, the Northern European group and the UK & Ireland group.
- (b) Every new member is assigned to a regional group depending on their country. Where the appropriate regional group for a member is not clear, Council will decide to which group the new member will belong.
- (c) The regional group decides on full membership of Affiliates assigned to the regional group.
- (d) Each regional group will have its own activities, projects, and meetings.
- (e) The regional groups will support the organisation of the Annual General Meeting when it takes places in their region.

## **9 – Officers**

- a) There will be a President of the group who shall be elected by the Annual General Meeting. Candidates will be nominated by the regional groups in rotation order. In the event that a candidate is not confirmed, the regional group shall make further nomination until confirmation is achieved. The President shall hold office for a period of three consecutive years.
- b) There will be a Secretary and Treasurer of the group who shall be elected by the Annual General Meeting for a period of three consecutive years.
- c) There will be Regional Group Co-ordinators who shall be elected by the Annual General Meeting by confirmation of a candidate proposed by each of the regional groups. The Co-ordinators shall hold office for a period of three consecutive years.
- d) There will be a Project Coordinator who shall be elected by the Annual General Meeting for a period of three consecutive years.
- e) At the discretion of the Annual General Meeting, there may be such other officers of the group as may be convenient and they shall be appointed by the Council.
- f) In a situation in which an urgent decision is needed (such as the replacement of a key officer) and, according to Council, it is not possible to wait until the next Annual General Meeting, Council can decide to organize an electronic consultation of the members using the electronic communication channels of EBSLG. The decision will be formally confirmed at the next AGM. The electronic consultation will be conducted by the President and the

## **10 – Council**

- a) The Council shall consist of the President, the Secretary, the Treasurer, the Regional Group Co-ordinators and the Project Co-ordinator.
- b) Members of the Council shall be eligible for re-election for one further period. An individual may only be elected to a post to serve a maximum of 2 terms unless in exceptional circumstances. One term is defined as 3 years.
- c) The office of a member of the Council shall be vacated
  - If they cease to be a member of the Group;
  - If they resign office by notice in writing;
  - If requested in writing by all the other members of the Council to resign.
- d) Membership changes will become effective from the decision date of the change, unless otherwise requested by the incoming member.
- e) The business of the Group shall be managed by the Council. The Council shall have power to make bye-laws or regulations for the organization of the Group and to add to, amend, alter or repeal any bye-laws or regulations. In the case of any conflict between this Constitution and any bye-laws, then the provisions of this Constitution shall prevail.
- f) The Council shall determine the quorum necessary for the transaction of business, meet together, adjourn, and otherwise regulate their business as they think fit unless otherwise determined by a resolution of the Annual General Meeting.
- g) All Council meetings shall be recorded in minutes. The minutes shall be validated by the President and circulated to all members of the Group for inspection.

## **11 – Meetings**

- a) The Group shall hold an Annual General Meeting in every calendar year. The time and place shall be determined by the Group at the preceding General Meeting.
- b) In most instances, the Annual General Meeting will be organised by each regional group in rotation and will be hosted by one of the member institutions.
- c) Notice of date and place of the Annual General Meeting shall be given in writing to members of the Group not less than ten weeks prior to the date of the meeting.
- d) The agenda of the Annual General Meeting, including all draft resolutions, shall be given to the members ideally at least 1 week prior to the date of the meeting.
- e) The Council may call an Extraordinary General Meeting, which shall be convened on the request of no less than one third of the members of the Group.

## **12 – Proceedings at general meetings**

- a) No business shall be transacted at any General Meeting unless a quorum is present.  
A quorum will be defined as no less than one third of members who hold voting rights.
- b) The President of the Group will preside as Chairperson of any General Meeting.
- c) Resolutions of the General Meeting will be deemed to be passed by an absolute majority vote of the members.

- d) All voting will be decided by a show of hands, unless a resolution for a ballot is carried by a vote of the members.
- e) In the case of a tied vote, the Chairperson will be entitled to exercise a second or casting vote.
- f) Conclusive evidence of the passing of a resolution will be established by the declaration of the Chairperson of the meeting that a resolution has been carried by a majority vote and by a corresponding entry in the minutes of the meeting.
- g) If, in the case of an election of persons, no one draws an absolute majority of votes at the first show of hands, the candidate receiving the smallest number of votes will be removed from the election process and a successive show of hands will be called. This process will be repeated until one candidate draws an absolute majority. In the case of a tie between two persons, the decision as to which will be removed from the election will be made by the drawing of lots.
- h) All General Meetings shall be recorded in minutes. The draft minutes shall be circulated to all members and approved at the next General Meeting by those members present at that meeting.

### **13 – Votes of members**

- a) Every member present shall have one vote.
- b) Absent members may authorise the Secretary of the Group to deliver their votes according to their instructions. The authorisation and the instruction shall be presented in writing.

### **14 – Accounts and funds**

- a) Accounting records shall be kept in respect of:
  - The assets and liabilities of the Group;
  - The sums of money received and expended by the Group and the matter in respect of which such receipts and expenditure take place;
  - All sales and purchases of goods by the Group.
- b) The Treasurer runs a banking account on behalf of the group. The account shall be kept by such bank as determined by Council.

If not applicable, the Treasurer – with agreement of the Council – is allowed to use the institutional accounts of their home institution.
- c) The book of accounts shall be kept electronically by the Treasurer and be open for the inspection by members of Council at any time. Documentation must be kept for ten years or a shorter period as formally required in future.
- d) Electronic banking is the preferred payment method. The Treasurer will administer the electronic banking payments and provide regular reports to Council members of payments made.
- e) At the Annual General Meeting the Council shall present to the Group an income and expenditure account together with a balance sheet.
- f) The Members may nominate a maximum of two internal auditors. In advance to an Annual General Meeting, these internal auditors will check all documentation on payments and income

against the balance sheet. The Treasurer will provide the documentation electronically. The internal auditors will report to Council and at the AGM. Internal auditors will be appointed for three years. Re-election is possible

- g) The Council may appoint a qualified accountant from time to time to carry out an independent examination to ascertain the correctness of the account and balance sheet. The accountant's report shall be read before the Annual General Meeting and shall be open to the inspection of the members of the Group. This procedure is not applicable if institutional accounts are used.
- h) The funds of the Group shall be made up of membership subscriptions, donations, and any other sources as may be approved by Council.

### **15 – Amendments to the constitution**

The Group may amend the Constitution at the Annual General Meeting by resolutions passed with a majority of at least three quarters of the votes validly cast.

### **16 – Dissolution of the group**

- a) The text of the resolution to dissolve the Group shall be available for inspection at least five days before the Annual General Meeting.
- b) The liquidation of the Association shall be carried out by the Council unless the Annual General Meeting appoints by resolution other liquidators to dissolve the Association.
- c) Disposals of any assets belonging to the Group shall be agreed upon by the Group in its resolution to dissolve the Association.
- d) In the event of liabilities, each member organisation will be liable up to but not exceeding a sum equal to the annual membership fee.