

Association of British Theological and Philosophical Libraries

A not-for-profit organization

CONSTITUTION

1. Title The Association shall be known as the **Association of British Theological and Philosophical Libraries**. The authorised short title shall be **ABTAPL** and the Association may use either or both forms interchangeably.

2. Aims

The aims of the Association shall be:

- i) to promote the study of library information science especially in the areas of theology, philosophy and cognate subjects;
- ii) to facilitate the work of theological and/or philosophical libraries and librarians in Great Britain and the Republic of Ireland;
- iii) to promote professional contacts with similar organisations throughout the world;
- iv) to advance the education of the public by promoting the work of libraries, especially in the areas of theology and/or philosophy.

*Bulletin of ABTAPL
and other publications*

In furtherance of these aims, the Association shall publish a journal at least once annually and may publish or sponsor the production and/or publication of other works as decided by the Committee.

3. Membership

Classes of Membership

Full membership shall be open to institutions and individuals residing in any part of the world who are in sympathy with the above aims, upon payment of the annual subscription. In the case of an institutional member, all the staff employed directly in the library or information service of the institution shall be entitled to attend all meetings of the Association and to vote.

Retired Membership

An individual member who has retired from full-time, paid employment may, on application, subscribe at the Retired Member's rate. A Retired Member may work on a voluntary basis or on a paid basis for not more than 20 hours a week without jeopardy to their Retired status.

Honorary Membership

The Committee shall have the power to elect to Honorary Membership of the Association any person who they deem to have made a significant contribution to the advancement of the profession or of the Association or any similar organisation. An Honorary Member shall have full privileges of membership and may vote at General Meetings.

Subscriptions

The amount of the subscription shall be determined by the Committee which shall report the same to the Annual General Meeting through the Honorary Treasurer. Subscriptions shall fall due on the first working day of January each year.

4. Officers & Committee

The Officers

The affairs of the Association shall be managed by a Committee consisting of

- a) Chair
- b) Honorary Secretary
- c) Honorary Treasurer
- d) Honorary Editor

<i>The Members</i>	e) Not more than six other members.
<i>Powers of Committee to appoint and suppress further Offices</i>	The Committee shall have power to appoint further Offices, including those of Deputy Chair, Conferences Secretary, Assistant Secretary, Assistant Treasurer, and additional Honorary Editors if the need arises and may suppress such Offices if needs be.
<i>Executive Committee</i>	The Chair, Honorary Secretary and Honorary Treasurer for the time being and two other members shall form an Executive Committee to take action in circumstances where a full Committee Meeting cannot be convened in time to take such action. Any action by the Executive Committee shall be reported to the next General Meeting.
<i>Election of Officers and Committee</i>	All Officers and Members of the Committee shall be elected annually by ballot at the Annual General Meeting and shall assume office immediately following that Meeting, unless circumstances make it more expedient to defer the assumption of an individual office until the first working day in January following the election. Retiring Officers and Committee members shall be eligible for re-election.
<i>Power to Co-opt</i>	The Committee shall have power to co-opt, either generally or for a specific purpose. Any such co-options shall be reported to the next Annual General Meeting. Casual vacancies shall be filled by co-option except that a casual vacancy falling three months prior to the Annual General Meeting need not be filled.
<i>Power to combine Offices</i>	Any of the Offices of the Association may be combined if the Committee so decide.
<i>Quorum</i>	The quorum for a Full Committee meeting shall be five members, one of whom at least shall be an Officer. The quorum for a General Meeting not being a Special General Meeting shall be fifteen members present, providing that there shall be at least two Officers present. The quorum for a Special General Meeting shall be 20 members and at least two Officers shall be present.
<i>Transaction of Business</i>	The Executive Committee may transact their business by telephone, post, electronic mail or other means appropriate. The Honorary Secretary shall record the decisions of the Executive Committee in a hard-copy format and circulate them to the full Committee within seven working days of any action by the Executive Committee.
<i>Report and Accounts</i>	The Committee shall present an annual report (which may be verbal) on the work of the Association during the preceding year and shall present independently examined accounts to the Annual General Meeting.
<i>Confidentiality of personal information</i>	Nothing in the foregoing shall require any Officer or Committee Member of the Association to reveal confidential information about any Member of the Association, whether individual or institutional.
5. General Meetings <i>The General Meetings</i>	The Association shall hold a minimum of two meetings a year. One General Meeting shall include the Annual General Meeting.
<i>Special General Meeting</i>	A Special General Meeting may be called at any time by the Committee, and shall be called within 28 working days of the receipt by the Honorary Secretary of a requisition signed by not less than 15 members of the Association whose membership is current and fully paid-up. A written notice of such a meeting shall be dispatched to every

member of the Association not less than 14 working days prior to the meeting stating the business for which the meeting has been called. The Executive Committee shall have power to limit the convening of a Special General Meeting to those members resident in Great Britain and the Republic of Ireland. It shall not be competent for any business to be discussed at a Special General Meeting other than that for which the Meeting was convened.

6. Changes and Interpretation of Rules

The Constitution and Rules of the Association shall not be altered or rescinded except with the consent of two-thirds of those present and voting at a General Meeting or Special General Meeting convened under Rule 5. Any proposed amendment to the Rules or Constitution shall be circulated to all members not less than 14 working days before the meeting convened to discuss them.

The Committee shall decide on the Rules for the Conduct of Meetings and on all other points on which these Rules are silent.

Any change of Rules shall come into effect immediately after the Annual General Meeting following the adoption of such change.

7. Dissolution

Upon the dissolution or winding-up of the Association, any assets remaining after the satisfaction of all debts and liabilities shall not be distributed or paid to the Members but shall be given or transferred to some other charitable institution having objects similar to the Association.

Note:

This Constitution was approved in October 1956 and revised in 1977, 1996 and 2003. It was further revised and approved at the Autumn General Meeting held at Dr Williams's Library, London in November 2010. 6th revision approved at the AGM 05/04/2019.