

**DRAFT CONSTITUTION
OF THE
INTEREST GROUP FOR BIBLIOGRAPHIC STANDARDS
(IGBIS) OF THE
LIBRARY AND INFORMATION ASSOCIATION OF
SOUTH AFRICA
(LIASA)**

FEBRUARY 2002, amended April 2003, and Aug. 2003

ARTICLE 1

Name

- 1.1 The name of the body shall be: Interest Group for Bibliographic Standards, a national Interest Group of the Library and Information Association of South Africa (LIASA).
- 1.2 In this constitution the Interest Group for Bibliographic Standards is herein after referred to as IGBIS and the Library and Information Association of South Africa (LIASA) as “the Association”

ARTICLE 2

Aim

The aim of the IGBIS is to promote and facilitate the application of bibliographic standards in South Africa.

Objectives

- to support and promote the aim and objectives of LIASA;
 - to support and promote the aim and objectives of IGBIS at branch level;
 - to promote standardisation in bibliographic work nationally amongst a united group of library and information workers, and other interested parties;
 - to provide for the exchange of ideas and experiences in regard to the application of bibliographic standards among members;
 - to address issues which affect the application of bibliographic standards;
 - to identify training needs in respect of bibliographic standards;
- to conduct continuing education for information workers by organising talks, meetings and workshops;

to support academics, researchers, students and the community through the provision of information about bibliographic standards.

ARTICLE 3

Membership

3.1 Membership of the IGBIS will be open to members of the Association interested in the aims and objectives of the IGBIS.

3.2 General meetings will be open to any information worker involved or interested in bibliographic standards.

3.3 A voting IGBIS member shall be a paid-up LIASA member and in good standing order with LIASA.

ARTICLE 4

Management

Management of the IGBIS shall vest in a National Committee.

The National Committee shall be democratically elected by IGBIS members, preferably to coincide with the biennial LIASA elections. The election process shall start one month prior to the IGBIS AGM. During the first two weeks, IGBIS members may nominate any paid-up LIASA member in good standing order with an interest in bibliographic standards matters to serve on the Committee, according to the applicable Nomination Form. Two weeks prior to the IGBIS AGM, a ballot paper shall be compiled, reflecting all nominees for the applicable category, either for Executive Committee, or Regional IGBIS Convener, or both. Thereafter, all IGBIS members shall have a voting opportunity. The election, performed by the outgoing Committee, shall be completed in such time as to announce the new IGBIS National Committee during the coming IGBIS AGM, taking place at the annual LIASA Conference. The election results will afterwards be announced on the LIASAOnline listserv. In view of continuity, one member of the previous / outgoing Committee shall serve on the newly elected IGBIS National Committee as an Additional Member without portfolio in an advisory capacity.

4.3 The IGBIS shall have an Executive Committee, responsible for the day-to-day management of IGBIS activities and dealing with urgent matters, and composed of the following elected members:

- Chairperson
- Vice-chairperson
- Secretary
- Treasurer
- Public Relations Officer
- Communication Officer

4.4 The Chairperson of the Interest Group is a member of the Council of the Association.

4.5 The IGBIS Executive Committee shall be extended to include the Chairpersons or Representatives of the 9 (nine) Regional Interest Groups for Bibliographic Standards to form the IGBIS National Committee. The IGBIS National Committee shall aim to be

representative of the major role players / stakeholders in the library and information sector (LIS)

4.6 The National Committee members may also represent a specific type of library, Departments of Library and Information Science, or other major LIS role players / stakeholders (e.g. the National Library of South Africa, SABINET Online's Standards Committee, the Association of Southern African Indexers and Bibliographers (ASAIB), library consortia).

4.7 All members of the National Committee shall be individual members of the Association.

4.8 Term of office of the National Committee will be two years.

4.9 Interim vacancies, or where a need for a non-existent post develops, may be dealt with by the Committee by means of co-option.

4.10 Any member of the National Committee wishing to terminate his/her membership shall do so in writing.

4.11 The IGBIS National Committee shall determine all policies and projects of the IGBIS. These policies, proposals and projects shall be presented to members at a General Meeting of the IGBIS.

4.12 The funds of the IGBIS shall consist of money allocated to the IGBIS from national funds by the Representative Council, additional fees levied with approval from the Representative Council and monies raised by the IGBIS itself. Its account shall be kept at a registered Banking Institute.

ARTICLE 5

Procedures

5.1 At least one general IGBIS meeting should be convened annually (preferably at an annual

conference of LIASA).

5.2 The meetings take place according to agendas which are written and circulated approximately two weeks prior to the meeting. Minutes of all meetings are taken and preserved for the record.

5.3 An annual report of the activities of the IGBIS will be submitted to the Association.

5.4 Communication will be by electronic means.

5.5 Activities should be convened regularly.

ARTICLE 6

Amendment of the constitution

6.1 The National Committee or 20 voting members of the IGBIS may propose amendments to the

Constitution. Proposed amendments shall be submitted to the Chairperson in writing and

signed by the proposing member not less than sixty days before the Annual General Meeting.

6.2 All proposed amendments shall be considered legitimate, unless they are found to be contrary to the Constitution of the Association.

- 6.3 All legitimate amendments shall be distributed to the membership no later than fourteen days prior to the Annual General Meeting.
- 6.4 To be passed, an amendment to the Constitution shall require a two-thirds vote of those present and voting at a General Meeting. It shall not be enforced or acted upon until approval is obtained from the Council of the Association.

ARTICLE 7

Dissolution

- 7.1 The membership of the IGBIS may, by a three-quarters vote of those present, and voting at a General meeting, dissolve the IGBIS.
- 7.2 In such an event, all funds and assets of the IGBIS shall revert to the funds of the Association.

Accepted by the LIASA Representative Council, on [date] _____.

Accepted by paid up LIASA members of the Interest Group for Bibliographic Standards, on [date] _____.