

---

# CILIP General Regulations



---

## CILIP Regulations 2007

Drawn up under the Provisions of CILIP Bye-law 42

Adopted by CILIP Council 16 July 2007

Amended by CILIP Council at various meetings up to and including 10 June 2010

## Index

Under the provisions of Bye-Law, CILIP Council has the power to make regulations on any matters relevant to CILIP, provided the regulations are not inconsistent with the Charter and Bye-Laws. In addition, certain Bye-laws oblige Council to make regulations to give effect to their provisions. As at 16 July 2007, Council has made regulations on the following matters:

### General Regulations

1	Definitions
2	Categories of Member
3	Privileges of Membership
4 – 5	Subscriptions
6 – 12	Admission of Members
13	Publication of the Register
14 - 15	Professional Qualifications
16 – 19	Nomination of Honorary Fellows
20	Ethical Principles and Code of Professional Practice
21	Disciplinary Proceedings
22 – 23	Submission of Motions to the AGM

24 – 28	Proxy Votes
29	Minutes of Meetings
30 – 54	Nominations for Elections and Election Process
55	Council Quorum
56	Council Written Resolutions and Electronic Communications
57 – 82	Task and Finish Groups, Panels and Boards
83	Policy Forum
84	Expenses
85	Open Meetings
86 – 87	Payment of Accounts and Signature of Cheques
88 – 94	Branches
95 – 104	Special Interest Groups
105	Affiliated Members
106	Retired Members' Guild
107 - 110	Organisations in Liaison

Appendix A Regulations for Professional Qualifications

Appendix B Ethical Principles and Disciplinary Proceedings

Appendix C Regulations for the Retired Members' Guild

Appendix D Regulations for Affiliated Members

Appendix E Regulations for the Interim Policy Forum

Appendix F Branch and Group Rules

# General Regulations

## Definitions

1. Words and phrases defined in the Institute's Royal Charter and Bye-laws shall have the same meanings when used in these Regulations.

## Categories and Privileges of Members

### Bye-law 4

#### **Regulations made under Bye-law 4 require the approval of a simple majority vote at a General Meeting or by Ballot**

2. There shall be the following categories of Member:
  - 2.1 Individual members comprising:
    - 2.1.1 Affiliate Members, being individuals who may work in libraries or information services but who are not eligible for admission as Chartered Members or Chartered Fellows;
    - 2.1.2 Certificated Affiliates, being Registered Practitioners admitted to ACLIP status in accordance with these Regulations who are eligible for admission as Chartered Members but have not yet been so admitted;
    - 2.1.3 Associate Members, being individuals who are eligible for admission as Chartered Members or Chartered Fellows but who have not yet been so admitted;
    - 2.1.4 Chartered Members, being Registered Practitioners admitted to MCLIP status in accordance with these Regulations;
    - 2.1.5 Chartered Fellows, being Registered Practitioners admitted to FCLIP status in accordance with these Regulations;
    - 2.1.6 Honorary Fellows, being individuals admitted to Hon FCLIP status in accordance with these Regulations; and
    - 2.1.7 Organisation Members, being corporate bodies, societies and other organisations which maintain, or are interested in, libraries and/or information services.
3. The privileges attached to each category of Member are as follows:
  - 3.1 Certificated Affiliates, Chartered Members, Chartered Fellows and Honorary Fellow have full membership of the Institute with all rights and privileges including the right to vote and the right to use the post-nominals applicable to their status;

- 3.2 Affiliate Members, Associate Members have full membership of the Institute with all rights and privileges including the right to vote; but excluding the right to use post-nominals;
- 3.3 Organisation Members have the right to appoint one or more named representatives nominated by the Organisation Member and approved by the Council of the Institute. Such representatives shall enjoy all the privileges of a Member except that they shall not be entitled to be elected onto or to remain on the Register of Registered Practitioners unless they are themselves Certificated Affiliates, Chartered Members or Chartered Fellows. Nor shall they, by virtue only of their appointment as a nominated representative, be entitled to vote, to hold office within the Institute, or to use post-nominals.

## **Subscriptions**

### **Bye-law 6**

#### **4. Date of Payment**

- 4.1 Annual subscriptions shall be due and payable in advance each year on the anniversary of the Member joining.
- 4.2 If a Member's subscription is not paid within 60 days of the due date for payment then his or her membership shall be deemed to have lapsed and the Member shall not be entitled to vote on any matter in respect of which he or she would otherwise be entitled to vote.
- 4.3 If a Member whose right to vote has lapsed under Regulation 4.2 pays his or her subscription within a further 60 days then his or her rights to vote shall be restored.
- 4.4 A Member whose subscription is not paid within 120 days of the due date for payment shall be deemed to have resigned and shall automatically cease to be a Member.

#### **5. Payment by Instalment**

- 5.1 Where any resolution adopted by the annual general meeting of the Institute permits subscriptions, entrance, registration, admission and other fees to be paid by instalments, the provisions of Regulation 4 regarding suspension and termination of membership shall not apply provided each instalment is paid by its due date.
- 5.2 In the event of an instalment not being paid by the due date, the full subscription or other payment shall fall due immediately and the provisions of Regulation 4 shall apply as if in the case of non-payment.
- 5.3 The Chief Executive Officer shall have the power to suspend the operation of Regulation 4 if a payment is received after the due date as a result of circumstances outside the Member's control or in cases of hardship.
- 5.4 Where voting rights are suspended or membership terminated under Regulation 4, no instalment already received shall be refunded to the Member.

## **Admission and Reinstatement of Members**

### **Bye-laws 7-8**

#### **Regulations made under Bye-law 7 require the approval of a simple majority vote at a General Meeting or by Ballot**

6. Names of individuals or institutions seeking membership of the Institute will be placed before a meeting of the Council.
7. Admission will be by the majority vote of those Councillors present.
8. The decision on the admission of any candidate may be deferred if agreed by a majority vote of those Councillors present.
9. The Council may also by majority vote reinstate Members whose memberships have been terminated, including reinstatement to the Register of Registered Practitioners.
10. In the event of an application for reinstatement by a person who resigned from his/her former membership of the Institute (or whose membership terminated for any other reason) whilst subject to complaint under consideration under the Institute's disciplinary Procedure, the Council may require such person to co-operate in the completion of the outstanding disciplinary process before considering his/her reinstatement as a Member or as a condition of that re-instatement.
11. The decision of the Council as to the admission or reinstatement of a Member and as to the category of membership to which a person is admitted shall be final and binding.
12. The Council may delegate decisions on the admission and reinstatement of Members on such terms as it thinks fit provided that the decision of any non-admitted person or body shall be subject to appeal to the Council.

## **Publication of the Registers of Members and Registered Practitioners**

### **Bye-laws 9 - 10**

13. The current Registers of Members and Registered Practitioners will be made available either in print or electronic form or both.

## **Professional qualifications**

### **Bye-law 11**

#### **Regulations made under Bye-law 11 require the approval of a simple majority vote at a General Meeting or by Ballot**

14. The Regulations for professional qualifications, by which Members are admitted to the Register of Registered Practitioners, are given at Appendix A.

## **Exemption from provisions of Bye-law 11**

### **Bye-law 12**

15. The Council will ensure that the terms of reference of the Chartership Board include the responsibility of the Board to draw attention to any need for the use of these powers of exemption, and for any subsequent changes to regulations.

**Power to Nominate Honorary Fellows**  
**Bye-laws 15-16**

16. Nominations for the award of an honorary fellowship may be made by Members, Branches, Special Interest Groups, or the Council.
17. Nominations may be made for individuals who have made a significant contribution to the profession. Nominees need not be Members of the Institute. The criteria for nominations shall be published by the Institute when the call for nominations is made.
18. Nominations for the award of honorary fellowships will be considered in the first instance by an Honorary Awards Panel (established annually by Council as part of the Office of the President), which will propose to Council such of the nominations as it thinks fit.
19. Decisions on the award of honorary fellowships will be made by Council, and Council's decision shall be final.

**Ethical Principles and Code of Professional Practice**  
**Bye-laws 17-18**

20. The Ethical Principles and Code of Professional Practice are given at Appendix B.

**Disciplinary Proceedings**  
**Bye-laws 19-20**

**Regulations made under Bye-law 20 require the approval of a simple majority vote at a General Meeting or by Ballot**

21. These Regulations are given at Appendix B.

**Submissions of motions to the AGM**  
**Bye-law 23**

22. Notices of motion shall be made in writing and shall be served on the Chief Executive Officer not less than 60 days before the date of the meeting.
23. Any Member who desires to move an amendment to a notice of motion shall serve on the Chief Executive Officer a notice in writing of such amendment at least one week before the meeting.

**Proxy votes**  
**Bye-laws 36-38**

24. An Individual Member who is entitled to be present and to vote at a general meeting may appoint a proxy to vote on his or her behalf. A proxy must be an Individual Member.
25. The instrument appointing a proxy shall be delivered in such manner or manners as the Council may require.

26. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed (or a notarially certified or office copy thereof) shall be deposited at the registered office of the Institute not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote and in default the instrument of proxy shall not be treated as valid. No instrument appointing a proxy shall be valid after the expiration of twelve months from the date of its execution.
27. Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit:

**“Chartered Institute of Library and Information Professionals**

Name of Member appointing the proxy:.....

Address:.....

I hereby appoint [*name of proxy*] of [*address of proxy*] as my proxy to vote in my name and on my behalf at the meeting of the Institute to be held on [*date*], and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution 1:	*for	*against	*abstain	*as the proxy thinks fit	*no vote
Resolution 2:	*for	*against	*abstain	*as the proxy thinks fit	*no vote
All other resolutions properly put to the meeting:	*for	*against	*abstain	*as the proxy thinks fit	*no vote

\*Strike out whichever is not desired. If no indication is given, the proxy may vote as he or she thinks fit.

Signed: .....

Dated: .....”

28. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

**Minutes of Meetings of Council, and other Duly Appointed Bodies**

**Bye-law 42**

29. Proper minutes shall be recorded of all resolutions and proceedings of meetings of the Council and other Duly Appointed Bodies, and every minute signed by the chair of the meeting to which it relates or by the chair of a subsequent meeting shall be

sufficient evidence of the facts therein stated. Minutes shall be distributed in a timely fashion.

### **Nominations for elections of Vice-President and Councillors and election process Bye-laws 44-52**

30. Candidates for election to the Council and to the post of Vice-President must be nominated by at least 5 Individual Members entitled to vote at the annual election. Every nominator shall provide to the Chief Executive Officer a supporting statement of up to 100 words in favour of the nominee.
31. All nominations together with supporting statements, must be signed by the requisite number of Members qualified to vote and must be received by the Chief Executive Officer by such time as is specified by the Elections Panel.
32. Candidates who are nominated as both Vice-President and Councillor, shall inform the Chief Executive Officer of the post for which they wish to stand but they may not stand for election as both Vice-President and Councillor.
33. Each nominee shall be required to send a signed statement of not more than 300 words about himself / herself for the information of voters (hereafter called a manifesto). The nominee shall take full responsibility for the content of the manifesto but the Chief Executive Officer shall have discretion to refuse to accept a text which he or she reasonably considers to be personally abusive, libellous or otherwise offensive.
34. Not less than 14 days before the issuing of voting papers, the Chief Executive Officer shall cause a notice to be published in the journal of the Institute, or otherwise despatched to Individual Members qualified to vote, stating:
  - 34.1 The date on which voting papers will be issued;
  - 34.2 That any qualified Individual Member failing to receive a voting paper must notify the Chief Executive Officer of that fact within 7 days after the date for the issue of voting papers.
35. Voting papers shall be despatched to Individual Members entitled to vote and shall be printed in such a way, by means of watermarking and numbering, as to make deception by photocopying or reproduction immediately apparent.
36. In issuing voting papers the Chief Executive Officer shall inform Individual Members entitled to vote as to the offices and places on Council for which nominations did not exceed the number of places to be filled and of the names of the persons accordingly to be declared elected without contest.
37. The manifestos of candidates and the supporting statements shall be provided to Individual Members entitled to vote separately from the ballot paper.
38. The Written Ballot papers shall contain no information about candidates except their names. On each ballot paper names shall be printed alphabetically.

39. With each Written Ballot paper there shall be sent an envelope. The envelope shall bear no marking by which voters may be identified.
40. The Chief Executive Officer shall provide instructions on the manner in which the Written Ballot paper is to be completed and general information on the conduct of the election. Such information shall state at least:
  - 40.1 The fact that failure to adhere to the instructions renders the ballot paper liable to be rejected by the scrutineers;
  - 40.2 The latest date for receipt of Written Ballot papers; and
  - 40.3 The right of Members to attend the count.
41. In the event of any dispute on the procedure for the count or on the validity of any Written Ballot paper, the scrutineers shall determine the issue by majority vote of the scrutineers. In the event of a tie, the chair of the meeting shall have a casting vote. For the Elections Panel see Regulations 57-59.
42. It shall be the duty of the Chief Executive Officer to advise the scrutineers on any matter arising at the count.
43. Whenever possible, the counting of the votes shall be completed in a single day. If it is found necessary to continue the count on a second day, the scrutineers and the Chief Executive Officer shall make arrangements to ensure the security of the ballot papers in the intervening period.
44. The scrutineers and the Chief Executive Officer may make use of such staff of the Institute or other persons as they see fit (whether Members or not) to assist in the count and may, with the consent of the Honorary Treasurer, make payments for such work.
45. The scrutineers shall have absolute discretion to admit or not admit Written Ballot papers that they consider not in conformity with the instructions given to voters or which may otherwise be considered spoiled.
46. Written Ballot papers accepted as valid shall be counted in such manner as the scrutineers shall determine and the candidates receiving the most votes shall be declared elected for the number of places to be filled.
47. If there is a tie between any two or more candidates and the addition of one vote would render one or more of the candidates successful, the scrutineers shall exercise their power under these regulations to decide the result forthwith by lot in such manner as to give each such candidate an equal chance of success.
48. If at any election a vacancy requires to be filled under Bye-law 45 for a period of less than a full term (in addition to vacancies for a full term) the candidate or candidates with the highest number of votes shall be declared elected for the full term and the candidate with the next highest number of votes shall be declared elected for the period of less than a full term.

49. The scrutineers shall cause the result of the count to be declared to any Members of the Institute attending the count and shall forthwith approve and sign a report stating:
  - 49.1 Which places were filled without contest and the candidates declared elected;
  - 49.2 The number of votes cast for each candidate for contested places and the candidates declared elected;
  - 49.3 The number of Written Ballot papers issued and returned; and
  - 49.4 The number of returns declared invalid with such analysis of reasons and commentary as the scrutineers think fit.
50. The scrutineers shall declare the result immediately by communicating with the candidates. The report of the scrutineers shall be printed in the journal of the Institute and shall be presented to the next following annual general meeting.
51. The Chief Executive Officer shall inform all existing Councillors of the result of the election.
52. The Chief Executive Officer shall make arrangements for the Written Ballot papers including those declared unacceptable, to be retained in secure conditions for a period of 60 days after the date of the count.
53. If, within 14 days after of the count, a candidate, supported by the persons who nominated that candidate and at least five other Members, declares that he/she has reason to believe that errors were made in the counting of the Written Ballot papers, the scrutineers, in the presence of not more than three persons chosen by the candidate and such other persons as the Council may determine, shall conduct a recount and may make such alteration to the result of the count as previously announced as they see fit. Any such alteration shall be without prejudice to the validity of anything done by a person previously declared elected in the intervening period.
54. When a by-election is held to fill a vacancy on Council, the procedure shall (with necessary changes) follow that prescribed above for annual elections.

**Council quorum**  
**Bye-law 62**

55. The quorum necessary for the transaction of business at Council meetings shall be six Councillors.<sup>1</sup>

**Council written resolutions and electronic communications**  
**Bye-laws 66 and 67**

56. A resolution of the Council without holding a meeting may be passed by a majority of not less than six Councillors approving the resolution. Evidence of approval may be the signature of the relevant Councillor on a copy of the resolution returned to the Chief Executive Officer by post or by fax or approval given by email received from

---

<sup>1</sup> As agreed by Council on 29 April 2008.

any email address of the Councillor registered with the Institute for the purpose of sending and receiving notices.

### **Regulations for Task and Finish Groups, Panels and Boards** **Bye-laws 71-76 and 82-83**

57. The categories of committees and sub-committees shall be as follows:
- 57.1 **Task and Finish Groups** may be established by Council to advise Council and/or take decisions on behalf of Council, especially when detailed consideration of matters by expert groups is required.
- 57.2 **Boards** may be established by the Chief Executive Officer with the approval of Council. Boards shall report to Council through the Chief Executive Officer. The remit of each Board shall be determined by the Chief Executive Officer with the approval of the Council. The function of Boards shall be to advise on and perform particular internal and regulatory matters of the Institute and to deal with matters managed in partnership with other bodies. The need for each Board shall be reviewed from time to time by Council. Such reviews shall take place at least every three years. These provisions do not apply to boards of directors of any company owned or controlled by the Institute.
- 57.3 **Panels** may be established by Council, including the Election Panel, the Audit Panel, the Disciplinary Panel and the Ethics Panel as set out below.
58. **The Elections Panel** shall report to the Office of the President and its functions are to:
- 58.1 Establish the skill sets required for Councillors and inform Members of the skills most sought;
- 58.2 Establish the role profile of Councillors;
- 58.3 Oversee, and advise on, the whole election process to CILIP Council from the call for nominations to the declaration of results;
- 58.4 Ensure compliance with the Bye-laws and Regulations relating to elections to Council;
- 58.5 Encourage Members to stand for nomination;
- 58.6 Provide scrutineers to officiate at counts of ballot papers for elections to Council;
- 58.7 Develop and promote a Framework of Good Practice for electoral procedures in Branches and Special Interest Groups;
- 58.8 Advise the President on electoral practice and improvements and developments that could be made;
- 58.9 Produce reports of concern for consideration by the President when there is reason to suspect poor management or malpractice in an election within the Institute; and

- 58.10 Produce an annual report to the President on electoral matters in the Institute including scrutineers' reports on elections to Council.
59. On receiving a report from the Elections Panel the President should raise with the Council any matters of concern.
60. The Elections Panel shall comprise the President (ex officio) and at least 8 other individuals appointed from among the Members under the appointments process to be established by the Office of the President under these Regulations. The chair of the Elections Panel shall be appointed by the President from among the members of the Panel and the President may with the approval of the Council also remove the chair of the Panel from that office. In addition, assistant scrutineers may be appointed who will be authorised to officiate at election counts but will not be members of the Panel.
61. Appointments to the Elections Panel shall be for terms of three years (running from 1<sup>st</sup> January in the year the appointment is made or is to take effect) and members of the Panel may be appointed for one further term after which at least one year must elapse before any further appointment to the Elections Panel.
62. **The Audit Panel** shall report to the Office of the President and its function shall be to provide independent scrutiny and monitoring of financial matters and other areas of governance within the Institute. Its aim is to ensure probity and integrity in such activities. In discharging its duties it shall in particular:
- 62.1 Monitor the integrity of financial statements of the organisation;
- 62.2 Review the organisation's internal financial controls and internal audit function;
- 62.3 Oversee the external audit process;
- 62.4 Review risk management within the Institute;
- 62.5 Monitor and review governance, including information governance, matters within the Institute;
- 62.6 Oversee a whistle-blowing procedure within the Institute;
- 62.7 Report to Council when necessary but at least annually; and
- 62.8 Undertake periodic reviews and assessments of the performance of Council and Councillors.
63. The Audit Panel shall comprise the President (ex officio) and five other individuals, appointed from among the Members under the appointments process established by the Office of the President under these Regulations. The chair of the Audit Panel shall be appointed by the President from among the members of the Panel and may, with the approval of the Council, be removed by him or her.
64. Appointments to the Audit Panel shall be for terms of three years (running from 1<sup>st</sup> January on the year the appointment is made or is to take effect) and members of the Panel may be appointed for one further term after which at least one year must elapse before any further appointment to the Audit Panel.

65. No Councillor or person who was a Councillor in the previous year may be a member of the Audit Panel.
66. The Audit Panel shall have the power to invite observers to attend their meetings for special purposes, either for a period of up to one year or for particular meetings.
67. **The Disciplinary Panel** shall report to the Office of the President and its function is to consider all complaints relating to the conduct of Members in accordance with the Disciplinary Regulations set out in Appendix B. The Disciplinary Panel shall from time to time report on its activities to the office of the President which will be responsible for overseeing its work. The Disciplinary Panel shall also report to the Council on the outcome of each case considered by it in accordance with the Disciplinary Regulations.
68. The Disciplinary Panel shall comprise the President (ex officio), a maximum of a further 25 individuals, all being Members, of the Institute who shall, if possible, have been Members of the Institute (or a predecessor or analogous organisation) for at least ten years. For the avoidance of doubt, members of the Disciplinary Panel are required to be Members but not necessarily Chartered Members.
69. Members of the Disciplinary Panel shall be appointed under the appointments process established by the Office of the President under these Regulations. The chair of the Disciplinary Panel shall be appointed by the President from among the members of the Panel and may, with the approval of Council, be removed by him or her.
70. Appointments to the Disciplinary Panel shall be for terms of one year (running from 1<sup>st</sup> January in the year of appointment or the year in which appointment is to take effect) and members may be re-appointed for further terms.
71. The President shall not take part in hearings of the Disciplinary Panel.
72. **The Ethics Panel** shall report to the Office of the President and its functions are to:
  - 72.1 Provide confidential advice to Members facing ethical problems at work;
  - 72.2 Alert the President and the Institute to more general ethical issues as they emerge and promote a better understanding of professional ethics within the Institute; and
  - 72.3 Keep the Ethical Principles and Code of Professional Conduct (as approved by Council), and the Institute's ethics website, under review and recommend changes when necessary.
73. The Ethics Panel shall comprise the President (ex officio) and up to 15 individuals appointed from among the Members under the appointments process established by the Office of the President under these Regulations. The chair of the Ethics Panel shall be appointed by the President from among the members of the Panel and may, with the approval of Council, be removed by him or her.
74. Appointments to the Ethics panel shall be for terms of one year (running from 1<sup>st</sup> January in the year of appointment or the year in which appointment is to take effect) and members may be re-appointed for further terms.

### **Process of Appointment to Panels**

75. The process of making appointments to Panels shall be established by the President and shall be compatible with the standards and processes for making appointments to the boards of non-departmental public bodies.

### **Composition of Boards and Tenure of Board Members**

76. Boards shall comprise such persons as the Chief Executive Officer shall decide with the approval of the Council. The chair of each Board shall be appointed by Council from amongst the Board's members and must be an Individual Member.
77. The tenure of members of the Boards shall be determined by the Chief Executive Officer with the approval of the Council.

### **Procedures at Meetings of Panels, Boards and Task and Finish Groups**

78. The meetings and proceedings of every Panel, Board and Task and Finish Group shall be governed by the Bye-laws regulating the meetings of the Council so far as applicable and not superseded by Regulations.
79. The quorum necessary for the transaction of business at a Panel, Board or Task and Finish Group (except the Accreditation and Chartership Boards and the CILIP Assessment Panel) shall be one third of voting members. Where the voting membership is not divisible by three the lower divisor will be used provided it is three or more.
80. The quorum for the Accreditation Board shall be one-half of its members. If the total voting membership is not divisible by two, then the quorum shall be one half rounded up to the nearest whole number.
81. The quorum for the Chartership Board shall be one-half of its members. If the total voting membership is not divisible by two, then the quorum shall be one half rounded up to the nearest whole number.
82. The quorum for the CILIP Assessment Panel shall be one-half of its members. If the total voting membership is not divisible by two, then the quorum shall be one half rounded up to the nearest whole number.

### **Policy Forum Bye-laws 84 and 85**

83. The Regulations for the Policy Forum are set out in Appendix E.

### **Expenses**

84. Reasonable expenses incurred by members of Duly Appointed Bodies in attending meetings shall be reimbursed by the Institute. Expenses incurred by Institute representatives on joint and external committees may also be reimbursed. Expenses incurred by observers shall not normally be reimbursed by the Institute, but the

Council may authorise reimbursement if it is satisfied that the interests of the Institute make it appropriate to do so.

## **Open Meetings**

85. Individual Members and the nominated representatives of Organisation Members may attend and observe as visitors meetings and other forms of debate (including electronic debates by bulletin board or otherwise) of Duly Appointed Bodies (other than those of the Disciplinary Panel). Visitors shall be excluded from any part of a meeting at which a Duly Appointed Body is discussing confidential business.

## **Payment of accounts and signature of cheques**

### **Bye-law 86**

#### **86. Payment of accounts**

- 86.1 Heads of a department shall be responsible for managing their department's budget and authorising expenditure.
- 86.2 Invoices and other requests for payments must be signed by the head of the relevant department, or by another member of the department specifically authorised to do so.
- 86.3 In exceptional circumstances, payments may be authorised by the Chief Executive Officer, a director or the head of finance.

#### **87. Signature of cheques**

- 87.1 Cheques must be signed by two authorised signatories, at least one of whom must come from the A list.
- 87.2 The lists of cheque signatories are:

**A List** (finance staff): director of finance, senior financial accountant and accounts controller

**B List** (non-finance staff): Chief Executive Officer, directors, and other senior members of staff determined from time to time by the director of finance and notified to the Institute's bankers.

## **Branches**

### **Bye-law 92**

88. A Branch shall appoint a chair, an honorary secretary or honorary secretaries, an honorary treasurer, and such other members as required to form a committee to manage its affairs.
89. A Branch shall not take any action, other than by recommendation to Council, which affects other Branches, the general conduct of the Institute or the external relations of the Institute.

90. The funds and facilities of a Branch shall not be employed to promote the candidature of any candidate for election to office of the Institute; but this shall not prevent the provision of factual information on a non-discriminatory basis.
91. Subject to approval by Council, Branches may create sub-branches to facilitate provision of services to members.
92. Members may pay the Institute an additional fee to be a corresponding member of any Branch of which they are not a member. A corresponding member is entitled to be placed on the mailing list of the Branch and to participate in its meetings and events, but may not vote in Branch proceedings or stand for election within the Branch. [**Add opt-in provision subject to decisions at Council on 16 July**]
93. A member of a Branch who retires from employment to an address away from that Branch may choose to remain in membership of that Branch.
94. The form of Branch rules, which may be amended for any Branch with the approval of the Council is set out in Appendix F.

### **Special Interest Groups**

#### **Bye-law 94**

95. The procedure as set out in Appendix C of the Special Interest Group Rules set out in Appendix F, shall be used by Council when considering the creation or dissolution of Special Interest Groups.
96. Members may join one or more SIGs by notice to the Chief Executive Officer. Council shall determine whether and in what circumstances an additional subscription is to be levied in respect of membership of SIGs and the level of any such additional subscription.
97. A SIG shall appoint a chair, an honorary secretary or honorary secretaries, an honorary treasurer, and such other members as required to form a committee to manage its affairs.
98. A SIG shall not take any action, other than by recommendation to Council, which affects other SIGs, the general conduct of the Institute or the external relations of the Institute.
99. The funds and facilities of a SIG shall not be employed to promote the candidature of any candidate for election to office of the Institute; but this shall not prevent the provision of factual information on a non-discriminatory basis.
100. Subject to approval by Council, SIGs may create sub-groups to facilitate provision of services to members.

### **Subscribing Members of SIGs**

101. The Institute recognises that there are people who are interested in the work of one or more of the Institute's SIGs but who would not wish to become Members of the Institute. The Institute wishes to be hospitable to such people and is therefore willing

to allow such people to become subscribing members of a SIG. Subscribing members are entitled to the advantages of membership of the SIG, at whatever annual fee the SIG committee shall decide, but are not members of the Institute.

102. Subscribing members may become members of the SIGs committee, but not in the office of chair, honorary secretary or honorary treasurer, nor may they form the majority of members of the committee.
103. Subscribing members may vote on matters internal to the SIG.
104. Subscribing members cannot comprise more than 25 % of the total membership of a SIG.

### **Regulations for Affiliated Members**

#### **Bye-law 4**

**Regulations made under Bye-law 4 require the approval of a simple majority vote at a General Meeting or by Ballot**

105. The Regulations for Affiliated Members are given at Appendix D.

### **Regulations for the Retired Members' Guild**

#### **Bye-law 42**

106. The Regulations are given at Appendix C.

### **Organisations in Liaison**

#### **Bye-law 96**

107. The rights and obligations arising from liaison agreements are set out below. Liaison may be terminated at any time by notice from either side.
108. The Institute shall have the right to appoint an observer to the governing body of each organisation in liaison to effect liaison and to promote partnership activities.
109. An organisation in liaison is entitled to print on its notepaper and reports "An organisation in liaison with the Chartered Institute of Library & Information Professionals".
110. The Institute, if so requested, will offer the following facilities to an organisation in liaison:
  - 110.1 To report news of the organisation's activities in the Institute's journal, at the discretion of the editor; and
  - 110.2 To publish notices of organisation meetings the Institute's journal, subject to space being available.