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# CILIP General Regulations

## Appendix F Part 2 – Group Rules



**VERSION 2 - REVISED SEPTEMBER 2010** (Created December 2003)

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### **Regulations governing the Special Interest Groups (SIGS) of CILIP**

#### **Headline Regulations (details added in the accompanying Appendix)**

1. The name of each Special Interest Group shall be confirmed by CILIP Council.
2. The activities and procedures of each Special Interest Group shall be governed by the Charter, Byelaws and Regulations of CILIP, including the requirement to demonstrate public benefit as defined in the accompanying Appendix.
3. The sphere of interest of each Special Interest Group shall be confirmed by CILIP Council.
4. Each Special Interest Group shall further the aims of CILIP by undertaking a range of activities within available resources including:
  - 4.1. Representing CILIP within the Special Interest Groups' sphere of interest including advocacy as appropriate
  - 4.2. Participating in CILIP's policy making process
  - 4.3. Promoting CPD opportunities for members of the Special Interest Groups
  - 4.4. Providing a focus for professional activism within the Special Interest Groups' sphere of interest, enabling members of the Special Interest Groups to network and share information and good practice
  - 4.5. Communicating effectively with members of the Special Interest Groups, with CILIP staff, and with the wider community

- 4.6. Practising good governance in accordance with the guidance, advice and training provided by CILIP
- 4.7. Encouraging as wide a range of people as possible to participate in the affairs and activities of the Special Interest Groups
- 4.8. Promoting the Special Interest Groups' sphere of interest within the LIS profession, other professions, occupations, skill groups, specialist interest areas, and society at large
- 4.9. Fund raising as appropriate by means of events and other activities.
5. Each Member of CILIP can be a member of up to two Special Interest Groups without additional charge; and may also be a member of any number of further Special Interest Groups on payment to CILIP of an additional fee per Special Interest Group, the level of the fee to be included in the CILIP Honorary Treasurer's recommendations to the AGM on subscriptions.
6. Further notes on Special Interest Group membership are given in the accompanying appendix.
7. The affairs of each Special Interest Group shall be conducted by a Group Committee in accordance with the accompanying Appendix on composition, activities, and elections. The Group Committee shall be responsible for ensuring sound management of the Special Interest Groups' finances, maintaining proper accounting records, and complying with the financial management requirements of the CILIP Finance team.
8. Each Special Interest Group shall hold a General Meeting at least once every year, in accordance with the accompanying Appendix.
9. The conduct of Committee meetings and General Meetings shall be governed by the Rules of Procedure as detailed in the accompanying Appendix.
10. The governance year for each Special Interest Group shall be the calendar year; beginning on 1<sup>st</sup> January each year.
11. Each Special Interest Group is encouraged to raise any issue with CILIP Council.
12. The creation and dissolution of Special Interest Groups shall be determined by CILIP Council in accordance with the accompanying Appendix.
13. These Special Interest Groups Regulations are supplementary to the General Regulations of CILIP and can only be amended by agreement of CILIP Council.
14. Each Special Interest Group shall follow the guidance on corporate branding agreed by CILIP Council and included in the accompanying Appendix.
15. Each Special Interest Group shall work in partnership with appropriate CILIP staff in accordance with the accompanying Appendix.

16. Each Special Interest Group shall comply with the requirements for accountability of Special Interest Groups as determined by CILIP Council and set out in the accompanying Appendix.

## **Appendix accompanying the headline Regulations governing the Special Interest Groups of CILIP**

### **Regulation 2: Demonstrating public benefit.**

All registered charities, and sub-sets of registered charities, are required to demonstrate the public benefit of their activities. Details are provided by the Charity Commission at:

<http://www.charitycommission.gov.uk/publicbenefit/publicbenefit.asp>

All constituent elements of CILIP are required to demonstrate their contribution to CILIP's objectives as set out in the Royal Charter.

### **Regulation 6: Membership of Special Interest Groups**

CILIP recognises that there are people interested in the work of one or more of CILIP's Special Interest Groups who would not wish to become Members of CILIP. The Institute wishes to be hospitable to such people and therefore allows such people to become Subscribing Members of a Special Interest Group.

Subscribing Members:

- 1 May become members of the Special interest Group Committee but not in the Office of Chair or Secretary or Treasurer, nor may they form the majority of members of the Special Interest Group Committee
- 2 Are entitled to the advantages of membership of the Special Interest Group, at whatever annual fee the Special Interest Group may determine, but are not Members of CILIP
- 3 May vote on matters internal to the Special Interest Group
- 4 Cannot comprise more than 25% of the total membership of a Special Interest Group.

### **Regulation 7(a): Group Committee**

The affairs of each Special Interest Group shall be governed by a Group Committee:

- 5 The Committee shall be composed of: the appointed Officers of the Group (Chair, Secretary, Treasurer); a number of appointed members of the Group, the number to be determined by the Group in General Meeting (generally not fewer than 6) and other such committee members (for example, the Immediate Past President or an Affiliate representative or representatives of other relevant Special Interest Groups), including co-options and observers, as the Group in General meeting deems appropriate.

- 6 A member of the Committee absent without good reason for three consecutive meetings of the Committee may have their membership of the Committee terminated by the Committee.
- 7 Voting at Committee shall be by show of hands or by secret ballot as deemed appropriate by the Chair. The Chair has an additional casting vote in the event of a tie in the initial vote. Committee members who are absent can nominate a proxy from the other members of the Committee to vote on his/her behalf.
- 8 The Committee shall meet as many times as it deems necessary for the effective conduct of business.
- 9 The quorum for a meeting of the Committee shall be 50% of the members of the Committee. The quorum should be rounded up to the next whole number in the event of there being an odd number of members.
- 10 The Committee may transact business by electronic means so long as this is properly recorded in the minutes of the Committee.
- 11 The Committee cannot enter any contractual agreement (beyond the routine programme of Special Interest Group business), or any agreement involving employment of staff or receipt of grant, which carries risk for CILIP without the prior approval of the CILIP Chief Executive Officer or a member of CILIP staff to whom this matter has been devolved by the Chief Executive Officer.
- 12 The Special Interest Group Committee will appoint a Chair, Secretary, and Treasurer by a process of nomination and, if required, secret ballot.
- 13 The Special Interest Group Secretary shall inform the CILIP Governance team and the Special Interest Group members of the outcome as soon as possible.
- 14 The Special Interest Group Committee may appoint from the members of the Committee a Vice Chair and any other Officers as are felt necessary for the effective conduct of Special Interest Group business.
- 15 Officers of the Special Interest Group are appointed for a period of one year and may be reappointed.
- 16 Members of the Special Interest Group Committee are appointed for a period of three years.
- 17 No Officer or Committee member can serve on the Special Interest Group Committee for longer than a period of six consecutive years. A gap in service of at least one calendar year is required before that member can serve again on the Committee.

18 The Committee is responsible for adopting a transparent procedure for the appointment of its new members. It is responsible for:

- Reviewing and making recommendations of the composition of the committee
- Making recommendations on a personal specification for the person being sought
- Seeking out and making recommendations on new members
- Overseeing succession planning

19 The Special Interest Group Committee may establish and dis-establish sub-divisions of the Special Interest Group at its discretion; with the Special Interest Group Committee remaining accountable for the activities and finances of any such subdivisions and for adequate reporting by subdivisions to the parent Special Interest Group.

20 The Special Interest Group Committee may establish Task & Finish Groups as required for the effective conduct of Special Interest Group business.

21 The Treasurer of the Special Interest Group is responsible for the financial governance and administration of the Special Interest Group. Guidance, advice and training for Special Interest Group Treasurers is available from the CILIP Finance team.

22 The annual accounts of the Special Interest Group shall be prepared by the Treasurer on a calendar year basis according to the agreed timetable; and shall be inspected by two independent examiners - that is, examiners who are not current members of the Special Interest Group appointed at the AGM of the Special Interest Group.

23 The Secretary of the Special Interest Group is responsible for all other aspects of the governance and administration of the Special Interest Group. Guidance, advice and training is available from the CILIP Governance team.

#### **Regulation 8: General Meetings.**

The Branch or Group is required to run an effective meeting and take a responsible approach to procedural propriety. Adequate notice should be given of the meeting and its agenda.

24 The quorum for a Special Interest Group AGM shall be half the number of serving Group Committee members plus one.

25 The quorum for any other General Meeting of the Special Interest Group is 25 members of the Special Interest Group present in person.

26 Notice of the AGM shall be given to all members of the Special Interest Group (including Subscribing Members) at least 35 days before the date of the meeting.

27 The business of the AGM shall be to:

1. Confirm the minutes of the preceding AGM
2. Receive the Annual Report of the Special Interest Group Committee
3. Receive the Special Interest Group accounts and the report on the accounts from the independent examiners
4. Appoint the independent examiners for the following year
5. Receive the names of the Special Interest Group officers
6. Consider any motions put to the AGM in accordance with due process
7. Confirm the fee to be paid by Subscribing Members in the ensuing year.

28 The Special Interest Group membership may also require a General Meeting of the Special Interest Group to be convened. On receipt of a requisition signed by 25 members of the Special Interest Group and stating clearly the purpose of the meeting, the Special Interest Group Committee must convene the General Meeting not later than 10 weeks after receipt of the requisition.

29 Notice of such a General Meeting, whether convened by the Special Interest Group Committee or required by the Special Interest Group membership, shall be given to all members of the Special Interest Group (including Subscribing Members) at least 21 days before the date fixed for the meeting.

30 If the Special Interest Group Committee fails to act on a requisition from the Special Interest Group membership, then the Special Interest Group members making the requisition may require the CILIP staff (through the Governance Unit or the CEO's office) to convene a General Meeting of the Special Interest Group.

31 Voting at an AGM or other General Meeting shall be by persons present and not by proxy. Any resolution put to the meeting shall be decided on a simple majority by a show of hands or secret ballot as appropriate. The Chair of the meeting shall have a casting vote.

32 Subscribing Members of the Special Interest Group may attend General Meetings of the Special Interest Group and may vote on Special Interest Group matters.

33 The Chair of the Special Interest Group shall chair the meeting. Otherwise the meeting shall elect a chair from persons present.

34 The ruling of the chair on points of order, matters arising, or points of personal explanation shall be final and not open for further discussion.

35 All motions to the meeting shall be duly proposed and seconded. A motion may be withdrawn by the proposer with the agreement of the seconder.

36 With the agreement of the meeting, a motion can be deemed to be agreed or rejected by consensus rather than by a formal vote.

37 During debate on motions, the following procedural motions (duly proposed and seconded) can be put:

1. That the motion be amended
2. That consideration of the question be postponed
3. That the question be now put
4. That the meeting proceeds to next business
5. That the meeting adjourns.

38 Voting shall be on a simple majority of those persons present and voting; and shall be conducted by a show of hands or secret ballot as appropriate. The chair of the meeting has a casting vote.

39 General Meetings and Committee Meetings of the Special Interest Group are deemed to be open meetings unless there is a valid reason for an item or items to be taken in private as reserved business. Guidance and advice is available from the CILIP Governance team.

#### **Regulation 11: Raising matters with CILIP Council**

If a Special Interest Group wishes to raise a matter with CILIP Council the first approach generally should be by one of the Special Interest Group Officers (Chair, Secretary, Treasurer) either to the Leader of Council or to the CILIP Governance team.

#### **Regulation 12: Creation and dissolution of Special Interest Groups**

##### **Creation**

1. The Council may, at its discretion, issue a certificate creating a Special Interest Group of the Institute.
2. Should a group of CILIP members propose to form a Special Interest Group, a formal

application should be made in writing to CILIP Council signed by no fewer than 200 personal members of the Institute by July.

3. The proposed Group must show in their application that:
  - a) named members are willing to form a working committee
  - b) a clear Plan has been devised for the proposed Group that fulfils CILIP objectives and is financially viable
  - c) there is a policy in place for communicating with Group members and promoting the Group to the wider CILIP community
  - d) the proposed Group has a unique remit and does not duplicate the work of an existing Group or Panel.
4. CILIP Council shall assess each request for the creation of a Special Interest Group on the basis of this application.
5. Groups shall be created and authorised by CILIP Council for a probationary period of two years.
6. Any Group seeking to continue beyond the probationary period must send notice to Council before the end of that period demonstrating that it has successfully met its objectives and obligations over this designated period and that it wishes to be recognised as a permanent Group.
7. In the event of two or more Groups wishing to merge, or one Group wishing to separate into two or more distinct Groups, the arrangements agreed between the Groups must be ratified by Council.

### **Dissolution**

CILIP Council may dissolve a Special Interest Group if:

1. The probationary period for the creation of the Group has expired and the Group has not submitted a satisfactory notice for continuation beyond this period; or
2. The Group has repeatedly been unable to fulfil CILIP objectives as agreed by Council; or
3. Membership of the Group has fallen significantly; or
4. The Group applies to CILIP Council to be dissolved.

### **Regulation 14: Corporate branding**

All Branch and Group activities are also CILIP activities. The CILIP brand is a valuable commodity and Branches and Groups will benefit from its inclusion on their material. Branches and Groups are asked to comply with the guidelines on use of the CILIP brand available at:

<http://www.cilip.org.uk/about-us/what-cilip-does/Pages/logo.aspx>

Advice on use of the CILIP brand and materials to help promote the brand and the Branch/Group appropriately are available from the CILIP Corporate Marketing team at Ridgmount Street.

### **Regulation 15: Partnership**

CILIP's structure of regional Branches and specialist Groups is one of the Institute's strengths, supported by CILIP Members who freely give their time to be active participants in the work of their Branch or Group.

The CILIP staff (at Ridgmount Street and also in Scotland, Wales, and Northern Ireland) are also one of the Institute's strengths, enabling CILIP to work at the national (including UK-wide) level and also to work across the whole of the library and information sector.

To ensure that CILIP makes the most of these strengths it is important to coordinate activity and to draw on relevant expertise as appropriate. In order to achieve these objectives:

- 5 Activists in Branches and Groups are asked to work in partnership with the relevant CILIP staff on all matters that have national (or UK-wide) significance at national (that is, England, Scotland, Wales, or Northern Ireland) or UK-wide levels. Branch and Group activists are asked not to initiate activity of a national nature without first consulting CILIP staff who will respond to such requests in a timely manner. This helps to ensure that CILIP presents a coordinated and coherent face to the world.
- 6 CILIP staff (including staff in Scotland, Wales and Northern Ireland as well as staff at Ridgmount Street) will work in partnership with Branch and Group activists on all matters that have either a regional significance or are of a specific specialist nature. CILIP staff will notify the relevant Branch or Group where there are plans or activities which have an impact on their sphere of interest.

To facilitate this, the Membership Support Unit (MSU) will establish an information exchange process in the Branch and Group resource area of the CILIP website at:

<http://www.cilip.org.uk/get-involved/bng-resources/Pages/default.aspx> .

Further advice is available from the CILIP MSU at Ridgmount Street.

### **Regulation 16 – accountability**

Ultimately CILIP is accountable for the actions of its Branches and Groups. Branches and Groups are therefore required to comply with the requirements of charity governance which regulate CILIP. In brief, these require Branches and Groups to demonstrate:

- 7 Conformity with best practice in charity governance
- 8 Compliance with CILIP's requirements for financial governance
- 9 Activity which is in the public interest and for public benefit.

Each year each Branch and Group is required to report to CILIP Council (or a body appointed for this purpose by CILIP Council) on:

- 10 The governance of the Branch or Group (including the provision of AGM minutes, Committee minutes, and Election results)
- 11 The finances of the Branch or Group (including the provision of audited accounts and a statement of the purposes for which any reserve funds are intended)
- 12 The activities of the Branch or Group (including a statement of how those activities contribute to the requirement that CILIP acts for the public benefit).

Further information on issues of governance and accountability is available on the CILIP website at:

[http://www.cilip.org.uk/get-involved/bng-resources/temp/overview/Pages/group\\_responsibilities.aspx](http://www.cilip.org.uk/get-involved/bng-resources/temp/overview/Pages/group_responsibilities.aspx)

Advice on issues of governance and accountability is available from the CILIP Governance team at Ridgmount Street; or, on issues of financial governance, from the CILIP Finance team at Ridgmount Street.