

# NATIONAL ACQUISITIONS GROUP

## CONSTITUTION

### NAME:

The name of the organisation is the National Acquisitions Group

### AIMS:

To recruit and unite members in common discussion of acquisitions and collections policies and practices.

To provide for members of NAG opportunities to bring forward acquisitions and collections issues for discussion.

To discuss acquisitions and collections issues beyond the membership of NAG, through the relevant media and regardless of sectional or employment interest.

To work with other organisations whose activities (in whole or in part) are relevant to the purpose of NAG.

To promote knowledge and understanding of technological developments in publishing, bookselling and library and information work, and their use in acquisitions and collections.

To gather information about library acquisitions and collections and to make the information available to interested parties.

To improve the awareness of producers and suppliers of the state of the art of acquisitions and collections in libraries and information units, and vice versa.

To publicise the role of NAG in pursuing these objectives.

To seek to influence other organisations and individuals to adopt the opinions and standards of NAG when promulgated.

In pursuing policies to meet these aims the Group will not act against the interests of its commercial members and will not knowingly divulge

information or stimulate discussion of matters likely to prejudice the business of a company or companies.

#### MEMBERSHIP:

Membership is open to those active in the production, supply and exploitation of materials, equipment and software for libraries and information units in the United Kingdom and abroad. The membership fee payable shall be approved annually by the Annual General Meeting of the Group.

Membership shall entitle the member to one non-transferable vote. The membership fee in force shall be payable on the date of joining the Group, and membership fees as approved by the Annual General Meeting shall thereafter be payable each year on the anniversary of the date of joining the Group.

#### EXECUTIVE COMMITTEE:

There shall be an Executive Committee of a maximum of seventeen members who must be fully paid up members of NAG on election and throughout their term of office. The function of the Executive Committee shall be the general direction of the Group. The Committee shall include a maximum of four members from each of academic libraries and public libraries. The remaining places may come from: other libraries or information units; publishing; or library supply (materials or systems) and shall be filled by open ballot. Additional members may be co-opted to the Committee. A quorum at a meeting of the Committee shall be seven including at least two of the Officers. Each member of the Committee including the Chair shall have one vote and in the case of equality of votes the Chair shall have a second or casting vote.

The Officers of the Committee shall be the Chair, Vice Chair, Head of Online Programme and Treasurer, who shall be elected annually by the members of the Committee. [Co-opted members may be Officers of the Committee].

The editor of Taking Stock should be an Ex Officio member of the Executive Committee. The Business Development Manager should be an Ex Officio Officer.

The term of office of elected Committee members and co-opted members shall be three years. Vacancies shall be filled by ballot of the membership and elections conducted to ensure representation from

each constituent group listed above. Members shall serve from 1st October in the year of election. No elected member of the Committee may serve more than two consecutive terms of office. No member shall be co-opted for more than six consecutive years. Nominations for the Committee must be duly proposed, seconded and assented by the nominee, and should reach the NAG Office before the date specified each year. Should there be insufficient nominations, the Chair shall have the power to accept such from the floor at the AGM.

#### MEETINGS:

There shall be an Annual General Meeting and other meetings as called by the Committee. Special general meetings can be called by the Chair with the approval of the Committee or at the request of ten members of the Group. Twenty-eight days notice will be given in writing of all general meetings. A quorum at a general meeting of the Group shall be thirty members. At general meetings every member including the Chair shall have one vote and in the case of equality of votes the Chair shall have a second or casting vote.

The Annual General Meeting of the Group shall take place between 1st August and 31st October.

The Committee shall submit to the AGM a report on its work and on its income and expenditure for the preceding financial year. The financial year of the Group shall begin on 1st April. The AGM shall determine the Group's membership fee and shall elect Auditors who shall not be members of the Committee.

#### FINANCE:

All sums collected shall be handed over to the Business Development Manager or Finance Administrator who shall pay the same into a bank account (in the name of the Group) at such Bank as the Committee shall from time to time nominate. Online payments and cheques shall be approved / signed by the Business Development Manager or Finance Administrator except in the case of payments over £2,000 which shall be co-approved / co-signed by the Treasurer, Chair, Vice-Chair or Head of Online Programme.

#### DISSOLUTION:

Should the Group be dissolved for any reason all assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Group but shall be given or

transferred to such charity or charities as the Committee shall nominate.

#### AMENDMENTS:

This constitution may be amended by a simple majority of members present and voting at an Annual General Meeting or special general meeting. The Chair shall give twenty-eight days' notice to members of proposed changes.

(Revised September 2021)