



# Constitution of the European Information Association

## 1. Name

The name of the organisation shall be the European Information Association (EIA).

## 2. Objectives

To co-ordinate and improve the provision of European Union and related information services.

- a) To provide a forum for the exchange of experience, the development of ideas and the dissemination of information at a regional, national and European level.
- b) To represent the views of European Union and related information providers to the Institutions of the European Union and other appropriate organisations.
- c) To promote the efficient administration and exploitation of European Union and related information services through, in particular, the provision of an education and training programme.
- d) To promote improved bibliographic standards and to encourage bibliographical study and research relating to the documents and publications of the European Union and related organisations.
- e) To support the activities of, and cooperate with, organisations wherever situated having similar objectives.
- f) To develop knowledge and expertise in the bibliography of the European Union, other European organisations and the nations of Europe.

The Association shall pursue its objectives on a regional, national and international level.

## 3. Membership

Membership shall be open to individuals and organisations providing or interested in information services relating to the European Union and related organisations. Individual and corporate members will be each entitled to one vote at formal meetings on matters taken to a vote.

## 4. Meetings

- a) The Committee shall convene an Annual General Meeting.
- b) The Secretary shall convene a general meeting within one calendar month if requested to do so in writing by any ten members.
- c) A quorum at any meeting of the Association shall be 10% of the members.

## **5. Committee**

a) The affairs of the Association shall be administered by a Committee.

This Committee shall comprise:

- three Officers: Chairperson, Secretary, Treasurer;
- three other members.

A quorum for a committee meeting should be 2 elected members

Additional members may be co-opted to undertake designated tasks. Co-option shall be for a period not exceeding one year but a person may be re-coopted.

b) The Officers and members of the committee shall be elected at an Annual General Meeting or by prior postal ballot for a period of two years. The year of ballot for the Chair, Secretary and Committee Representative 1 will alternate with that of the year of ballot for the Treasurer, Committee Representatives 2 and 3. Officers and members may be re-elected after the two year period. Should a Committee Member wish to resign mid term he or she must give one month's notice to the EIA Committee and EIA Coordinator.

c) Sub-committees may be set up to undertake designated tasks.

d) The Committee shall decide on the bank at which the Association's funds shall be kept. All cheques shall require two signatures. Signatories will be the EIA Treasurer, Chairperson, Secretary or Coordinator.

e) The Committee shall have the power to appoint administrative staff.

## **6. Alteration to the Constitution**

Alteration to the Constitution must receive the assent of two thirds of the members present and voting at an Annual General Meeting or at an Extraordinary General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary of the Association at least twenty one days before the meeting at which the resolution is to be brought forward. At least fourteen days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed provided that no alteration shall be made which would have the effect of causing the Association to cease to be a charity at law.

## **7. Dissolution**

The Association may be dissolved by a resolution passed by two thirds of the members present and voting at an Extraordinary General Meeting convened for the purpose of which 21 days notice shall have been given to members. Such resolution shall give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities, property shall not be paid to or distributed among the members of the Association but shall be given to such other Association or Associations having objects similar to some or all other the objects of the Association.

## **8. Helen Greer Memorial Fund**

The Association shall be responsible for the administration of the Helen Greer Memorial Fund. The purpose of the Fund is described in the minutes of the meeting of the Association of European Documentation Centre Librarians (the forerunner to the European Information Association) of 25 November 1983.

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Adopted 11 September 1990.

Amended: 10 February 1993, 8 February 1994, 24 March 2000, 25 April 2007.