

The ELUNA Constitution and Bylaws

Ex Libris Users in North America (ELUNA)

Submitted for Ballot: September 12, 2005; approved September 30, 2005

Constitution

Article I: Name

The name of this organization shall be the Ex Libris Users of North America, hereinafter ELUNA.

Article II: Purposes

1. The purposes of the organization shall be to:
 - 1.1 Serve as a user group for users of Ex Libris' products.
 - 1.2 Facilitate communication between product users and Ex Libris; especially, represent user needs to Ex Libris by:
 - 1.2.1 Providing feedback on general company directions.
 - 1.2.2 Assisting Ex Libris in identifying needed major enhancements to existing products and new products.
 - 1.2.3 Setting priorities for small-scale product enhancement.
 - 1.2.4 Assisting in setting general priorities for routine work.
 - 1.2.5 Working with Ex Libris on the development of functional and technical specifications for both small and large-scale development; reviewing and commenting on development work.
 - 1.3 Facilitate communication among users of Ex Libris' products by:
 - 1.3.1 Organizing user conferences with tracks for all users, as well as users of specific products.
 - 1.3.2 Maintaining e-mail discussion lists for the entire membership and appropriate subsets of the membership.
 - 1.3.3 Maintaining a Web site for the organization.

- 1.3.4 Providing a means for sharing locally developed documentation and reports.
- 1.3.5 Providing forums for sharing best practices, e.g., workshops presented by users.
- 1.3.6 Facilitating formation of interest groups for users that share similar concerns.

Article III: Membership

1. Requirements for membership in ELUNA shall be specified in the ELUNA Bylaws.
2. Each institution that holds a membership in ELUNA shall appoint an official member representative.
 - 2.1 An official members representative may appoint an alternate for a specific purpose or period. A mail or e-mail message to the Secretary of the Steering Committee appointing the alternate and stating the reason for and duration of the appointment is required.

Article IV: Officers

1. The officers of ELUNA shall be the members of the Steering Committee.

Article V: Steering Committee

1. The membership of the Steering Committee shall be set forth in the Bylaws.
2. Officers of the Steering Committee shall include a Chair, a Vice Chair/Chair Elect, a Secretary, and a Treasurer. Other offices may be set forth in the bylaws.
3. The responsibilities of the Steering Committee shall include:
 - 3.1 Representing the organization's membership in meetings with Ex Libris, particularly those that involve general communication with users, overall company direction, large-scale product enhancement, and integration of product functionality.
 - 3.2 Appointing committees and task forces needed to carry out the work of the organization; monitoring their work and making recommendations.
 - 3.3 Nominating members of groups appointed by Ex Libris, e.g., focus groups, strategy groups.

- 3.4 Doing overall planning for the annual meeting of the organization and coordinating work on the conference budget, local arrangements, and program planning with groups appointed to carry out these tasks.
 - 3.5 Managing all voting of the general membership of the organization.
 - 3.6 Managing the finances of the organization.
 - 3.7 Working with Ex Libris on all development tasks related to specific products.
 - 3.8 Facilitating the formation of interest groups for users with similar interests and concerns.
 - 3.9 Communicating with official member representatives and members generally via e-mail discussion lists and a Web site maintained for that purpose.
4. No institution shall have more than one representative on the Steering Committee at any one time.

Article VI: Meetings

1. Meetings of ELUNA shall be held at least once every calendar year.
2. Meetings of the Steering Committee shall be scheduled by its chair in consultation with other members of the committee.

Article VII: Relationship to International Organizations of Users of Ex Libris' Products

1. ELUNA shall maintain a presence within international organizations of users of Ex Libris' products by sending one or more official representatives to their meetings.

Article VIII: Amendments

1. Amendments to the Constitution and Bylaws shall be proposed in writing, and may be introduced by the Steering Committee or by any member of ELUNA.
2. Notice of proposed amendments shall be published in an officially designated place at least thirty (30) days before voting on the amendments occurs.
3. The Constitution and/or Bylaws may be amended in either of two ways:

- 3.1 by a two-thirds majority vote of the official member representatives present and voting in open session at any annual meeting of ELUNA;
- 3.2 by a two-thirds majority vote of the official member representatives who return a mail or e-mail ballot sent out by the Steering Committee.

Bylaws

Article I: Membership

1. Any North American institution that is entitled to use one or more of Ex Libris' products under the terms of a contract is eligible for membership in ELUNA. Cases of dispute about eligibility shall be resolved by the Steering Committee.
 - 1.1 "North America" is defined as Canada, the Caribbean islands, Central America, Mexico, and the United States.
 - 1.2 "Institution" includes:
 - 1.2.1 Any individual library or group of libraries that are separately administered:
 - 1.2.1.1 a single library
 - 1.2.1.2 a separately administered library that is part of a larger institution, such as a law library or the librari(es) that are part of a single campus of a larger institution.
 - 1.2.2 A consortial office or server site.
2. To become a member, the institution must accept the Constitution and Bylaws of ELUNA in writing and pay its annual membership fee.
3. The Steering Committee may also consider and act upon requests for membership from sites outside North America.
4. Each membership carries with it one vote on ELUNA matters requiring a vote, including election of the Steering Committee, revision of the Constitution and Bylaws, and changes in ELUNA dues.
5. All votes shall be cast by the official member representative for each site, or by his/her specified alternate

Article II: Benefits of Membership for Staff at Member Institutions

1. Staff at member institutions are entitled to:

- 1.1 Participate in all activities of ELUNA.
 - 1.2 Serve on committees and groups within the organization, e.g., ELUNA's Steering Committee and program planning committees.
 - 1.3 Be nominated for service on groups appointed by Ex Libris, e.g., focus groups, groups providing advice on strategic planning, groups developing product specifications.
 - 1.4 Pay a lower member rate for conference registration.
2. Staff at institutions that are members of a consortium that has purchased a membership are entitled to the same benefits as staff at an individual institution that has purchased a membership.

Article III: Dues

1. Annual dues for membership shall be proposed by the Steering Committee. Changes in dues must be approved in advance by a majority vote of the official member representatives
2. The membership year shall be January 1 through December 31.
3. Invoices for dues for the following year shall be sent to official member representatives by the Treasurer no later than November 1. Payment shall be due by December 31.
4. Dues shall not be prorated for institutions that join ELUNA during the calendar year.
5. A member whose dues remain unpaid three (3) months after the expiration date of its membership term shall be removed from the membership rolls.
6. Lapsed membership shall be reinstated upon full payment of dues for the current year.

Article IV: Other Participants in ELUNA

1. Observers: Staff from institutions currently negotiating contracts with Ex Libris, users of Ex Libris' products outside North America, Ex Libris employees, and employees of Ex Libris' distributors may attend ELUNA meetings and participate in other ELUNA activities as non-voting Observers.

2. Guests: Others may be invited to participate in ELUNA meetings or activities at the discretion of the Steering Committee.

Article V: Calendar

1. The ELUNA budget and membership year shall be from January 1 through December 31.

Article VI: Nomination and Election of the Steering Committee

1. At the time of his/her nomination, each nominee for the Steering Committee shall be a staff member at an institution holding an ELUNA membership in good standing.
2. The Steering Committee shall issue a call for nominations for candidates sixty (60) days in advance of the ELUNA annual meeting.
3. Nominations shall be made in writing to the Steering Committee at least thirty (30) days before the ELUNA annual meeting.
4. The nomination must be accompanied by the candidate's written statement of consent to the nomination and shall include a brief biographical sketch outlining the nominee's interest in or qualifications for service.
5. The Steering Committee shall validate the credentials of the nominees and submit them to the membership in writing via mail or e-mail no later than fourteen (14) days before the annual meeting.
6. Candidates may be nominated during the annual meeting, as long as they meet same requirements as the candidates announced in advance.
7. Elections shall take place, ballots shall be counted, and results announced at each annual meeting.
8. Candidates-elect shall assume office at the close of the annual meeting at which they were elected.
9. Within sixty (60) days of the death, disability, resignation or employer termination of a member of the Steering Committee, the Steering Committee shall appoint a successor to fill the balance of the member's term.

Article VII: Composition of the Steering Committee, Terms and Duties of Office

1. Steering Committee members shall include:

- 1.1 Eight members elected at large by the member institutions' official representatives.
- 1.2 The past chair of the Steering Committee, who shall serve in an ex-officio (non-voting) capacity unless s/he is also an ongoing member of the Steering Committee.
2. The elected Steering Committee members shall serve for two (2)-year, staggered terms, with four members elected each year.
3. Steering Committee members are expected to represent all North American users of all of Ex Libris' products, regardless of which product(s) their home institutions use.
4. The members of the Steering Committee shall elect the following officers. Each officer, with the exception of the Past Chair, must be a person elected to the Steering Committee for the year in which s/he serves as an officer.
 - 4.1 Chair. Note that election of the chair will be required only in the first year ELUNA exists or in the event that the Vice Chair/Chair Elect is unable to serve.
 - 4.2 Vice Chair/Chair-Elect, who will become chair in the following year.
 - 4.3 Secretary.
 - 4.4 Treasurer.
 - 4.5 Representative to international user groups for Ex Libris' products.
 - 4.6 Other officers that the Steering Committee deems needed.
5. The term of office for each of the elected officers/representatives on the Steering Committee shall be one year.
6. The Steering Committee Chair shall function as the chief executive officer of ELUNA.
7. Subject to the approval of a simple majority of the voting representatives on the Steering Committee, the Chair shall appoint all committees and task forces as needed, and shall make recommendations for members of groups appointed by Ex Libris.
8. The Steering Committee shall maintain records of its proceedings and shall report on its activities at the annual meeting.

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9. The Treasurer shall maintain a record of all of memberships in ELUNA.
10. The Steering Committee shall publish a list of all current members and officers.

Article VIII: Product Groups

1. Users of each of Ex Libris' products may form a group with a product focus within ELUNA. Users of multiple products may choose to form a single Product Group.
2. Product Groups shall operate informally, i.e., without a constitution or bylaws. However, a Product Group may wish to establish formal procedures for specific tasks, e.g., enhancement processes.
3. Product Groups shall choose their own leaders. To facilitate communication, each Product Group shall appoint a liaison to the ELUNA Steering Committee.
4. The liaison from each Product Group to the Steering Committee shall provide a report of the Group's activities to the Steering Committee annually or at the request of the Steering Committee.
5. Product Groups shall develop sessions of interest to their users at the ELUNA conference, coordinating their work with overall conference planning done by the ELUNA Steering Committee.
6. The ELUNA Steering Committee shall seek the advice of Product Group liaisons on issues of concern to particular Product Groups. Liaisons are in turn expected to seek the advice of members of their groups.
7. Members of Product Groups are strongly encouraged to participate in all activities of ELUNA.

Article IX: Special Interest Groups

1. Users with similar interests may choose to form special interest groups within ELUNA.
2. Special Interest Groups shall operate informally, i.e., without a constitution or bylaws.
3. Special Interest Groups shall choose their own leaders. To facilitate communication, each Group shall appoint a liaison to the ELUNA Steering Committee.

4. The liaison from each Special Interest Group to the Steering Committee shall provide a report of the Group's activities to the Steering Committee annually or at the request of the Steering Committee.
5. Special Interest Groups may develop sessions of interest to their users at the ELUNA conference, coordinating their work with overall conference planning done by the ELUNA Steering Committee.
6. The ELUNA Steering Committee shall seek the advice of Special Interest Group liaisons on issues of concern to particular Special Interest Groups. Liaisons are in turn expected to seek the advice of members of their groups.
7. Members of Special Interest Groups are strongly encouraged to participate in all activities of ELUNA.

Article X: Committees, Task Forces, Focus Groups, Other Groups

1. All members of committees, task forces, focus groups, and other groups appointed by the Steering Committee or nominated by the Steering Committee for service on a group formed by Ex Libris shall be either staff members at institutions that are members in good standing of ELUNA or observers.
2. The Chair of the Steering Committee, with the approval of the Committee, will appoint members of committees, task forces, focus groups, and other groups, or will forward nominations for groups formed by Ex Libris to Ex Libris.
3. A member of a committee, task force, focus group, or other group shall serve until his/her successor takes office, or until the group is dissolved.
4. No person shall concurrently serve as chair of two (2) or more groups within ELUNA.
5. Committees, task forces, focus groups, and other groups shall maintain records of their proceedings and shall report their activities to the Steering Committee at logical points in the progression of their work or upon request of the Steering Committee.
6. Within sixty (60) days after the death, disability, resignation or employer termination of a member of a committee, task force, focus group, or other group, the Steering Committee shall appoint a successor to fill the balance of the member's term or nominate a new member of a group appointed by Ex Libris.

Article XI: ELUNA Representative to International User Groups for Ex Libris' Products

1. The representative to meetings of international user groups for Ex Libris' products elected by the Steering Committee shall serve as the official spokesperson for ELUNA at meetings of international user groups.
2. ELUNA shall provide financial support for the representative's attendance at meetings of international user groups.
3. The representative shall report on the activities of ELUNA at meetings of international user groups.
4. The representative shall report the activities at meetings of international user groups to the Steering Committee.

Article XII: E-Mail Lists, Web Sites

1. The Steering Committee shall designate a member institution to host e-mail lists for ELUNA.
 - 1.1 The Steering Committee shall appoint a list manager for each list.
 - 1.2 Lists may be established as needed and requested. Eligibility for subscription and moderation of each list shall be established by the list's manager in consultation with the Steering Committee.
 - 1.3 No proprietary information shall be posted on open lists.
2. The Steering Committee shall designate a member institution to host the ELUNA web site.
 - 2.1 A Webmaster, an alternate, and any needed assistants shall be appointed by the Steering Committee.
 - 2.2 The Steering Committee shall be responsible for the currency and accuracy of information posted on the Web site.
 - 2.3 Proprietary information posted on the Web site shall be protected by a user name and password or other means deemed appropriate by the Steering Committee.

Article XIII: Commitments

1. ELUNA shall be neither bound by nor committed to any obligation, action or statement by an individual member, officer, committee, or other duly constituted group, unless such commitment is approved in advance in writing by the Steering Committee:

2. In addition, the written approval of the ELUNA Treasurer shall be required in those cases of obligations that involve or potentially involve expenditure of ELUNA financial resources.