



BRITISH AND IRISH
ASSOCIATION OF
LAW LIBRARIANS

BIALL STANDING ORDER NO. 1 3

The Democratic Process (1994, as amended in 2001, 2006, 2007 and 2008) 3

1. Purpose and Status 3
2. The Role of the Secretary 3
3. Elections 4
4. Voting 4
5. Postal Ballots 6
6. Council Business 6
7. The BIALl Directory and Calendar 7

BIALL STANDING ORDER NO. 2 8

Membership (1994, as amended in July 1996, July 2001 and April 2007) 8

1. Purpose and Status 8
2. Categories of Membership 8
3. Vice-Presidents 12
4. Subscriptions 12
5. Members' Entitlement to Documentation 13

BIALL STANDING ORDER NO. 3 15

Standing Committees (1994, as amended March 1997, Jan 2000, July 2001 and April 2006) 15

1. Purpose and Status 15
2. Membership 15
3. Nature of Committees 15
4. Terms of Reference 16
5. Chair 16
6. Committee Business 16
7. Vice-Chair 17
8. Terms of Office 17
9. Size of Committees 17
10. [amended April 2006] Ex Officio Members and Council Liaison Officers 17
11. Sub-Committees and Working Groups 18
12. Editorial Board of the Journal of the Association 18

BIALL STANDING ORDER NO. 4 20

Special Interest Groups (1994) 20

1. Purpose and Status 20
2. Constitutional and Administrative Arrangements 20
3. General Matters 20
4. The Standing Committee on Membership Services 21
5. Individual SIG Committees 22
6. Recommendations to SIGs 23

BIALL STANDING ORDER NO. 5 **24**

Finance (1994, as amended April 1997 and April 2001) **24**

1. Purpose and Status 24
2. The Role of the Treasurer 24
3. The Financial Year and the Accounts 24
4. Investment, Banking and Cheques 25
5. Tax 25
6. Invoicing 25
7. Subscriptions 26
8. [amended April 2001] Employees and Contractors 26
9. Conference and Courses 27
10. Joint Ventures (See also Standing Order No. 6: Joint Ventures) 27
11. Special Interest Groups (See Standing Order No. 4, para 3.4) 27
12. Petty Cash and Expenses 27
13. Wallace Breem Fund 27

BIALL STANDING ORDER NO. 6 **29**

Joint Ventures (1994) **29**

1. Purpose and Status 29
2. Procedure 29
3. Documentation 30

BIALL STANDING ORDER NO. 7 **31**

Documentation and Archives (1997 and April 2006) **31**

1. Purpose and Status 31
2. Interpretation of Terms 31
3. Ownership and Location of Documentation 31
4. Construction of Documents for Use or Circulation Within the Association 32
5. Construction of Documents for Use or Circulation Outside the Association 32
6. Examples of Documents of Short Term Importance 33
7. [amended April 2006] Examples of Documents for Permanent Retention 33



BIALL STANDING ORDER NO. 1

The Democratic Process (1994, as amended in 2001, 2006, 2007 and 2008)

1. Purpose and Status

- 1.1 The purpose of this Standing Order is to encourage the participation of members in the democratic processes of the Association by explaining the role of the Secretary and the voting procedure, and ensuring that Council members and others receive adequate and timely information about Association business.
- 1.2 This Standing Order complements and is supplementary to the Constitution and Regulations of the British and Irish Association of Law Librarians (otherwise known as the Association or BIALl). It follows that the interpretation given to articles in the BIALl Constitution, and Regulations made under them, shall prevail in the event of uncertainty (see especially Article IX of the Constitution).

2. The Role of the Secretary

- 2.1 The Secretary is an Officer (Art. IV), a voting member of Council (Art. V) and ex-officio a member of all committees (Reg. 4.4).
- 2.2 *Meetings*
 - 2.2.1 "The Secretary is secretary of the Council and all meetings...The Secretary is to make the Council Minute Book available for inspection by any member upon being given two weeks notice in writing". (Reg. 4.4).
 - 2.2.2 [amended October 2008] The Secretary is to invite the Vice-President(s) to attend all meetings of the Association (Regs. 3.1 & 3.2).
- 2.3 *Correspondence*
 - 2.3.1 "The Secretary is to conduct on behalf of the Association all the official correspondence of the Association. The Secretary is to have control of all files, papers and other property belonging to the Association" (Reg. 4.4).
 - 2.3.2 The signed originals of all contracts are to be lodged with the Secretary. Copies of all official outgoing correspondence from Officers and Committee Chairs and originals of all important incoming correspondence are to be sent to and filed by the Secretary.
- 2.4 *Administration*

- 2.4.1 [amended August 2006 and October 2008] The Secretary may appoint and shall be responsible for any employees of the Association and oversee the supervision of any third party contracted to undertake work for the Association.
- 2.4.2 [amended August 2006] The Secretary provides membership forms for new members, processes applications and refers any queries to the next Council meeting. The Secretary ensures that the names of new members are published in the Association's Newsletter (Reg. 1.1).
- 2.4.3 [amended August 2006] The Secretary is responsible for the conduct of disciplinary procedures for members (Reg. 1.5) and of the disciplinary and grievance procedures for any BIALl employees.
- 2.5 *Documentation*
- 2.5.1 The Secretary is responsible for drafting Standing Orders for the approval of Council (Reg. 5.2). A member of the Association may request a copy of any Standing Order from the Secretary as listed in the latest Annual Reports of the Council (Reg. 5.2). See Standing Order 2: Membership, for members' entitlement for documentation.
- 2.5.2 The Secretary is responsible for ensuring that amendments to the Constitution and Regulations are dated and incorporated into the current document available to members.

3. Elections

- 3.1 The Secretary is responsible to the Council for ensuring that the election process for Officers and Council members follows the agreed procedure (Arts. IV and V, Reg. 5.5).
- 3.2 The Association may use a reputable agency such as the Electoral Reform Society to undertake the election on behalf of BIALl.
- 3.3 [amended October 2008] The call for nominations must be issued to members no later than three calendar months preceding the election (normally the March Newsletter and via the BIALl website).
- 3.4 All nominees must submit an electoral address of no more than **200** words with their nominations.
- 3.5 [amended October 2008] The electoral address of eligible nominees must be published to members with voting papers or at least 3 weeks before the AGM whichever is earlier whether or not the election is contested (normally the May Newsletter and via the BIALl website). This information may not be altered unless too long or unless publication might affect the Association's standing. The Secretary should consult the Chair and the individual concerned before amendment.

4. Voting

- 4.1 This procedure applies to voting organised by BIALl. Similar procedures are to be adopted by any agency charged with undertaking the process on behalf of BIALl. See Standing Order 2: Membership for members' entitlement to vote.
- 4.2 *Voting instructions*

4.2.1 [amended October 2008] Instructions to voters shall take the following form:

"The voting paper attached to this sheet lists those nominated for the office of President, President Elect, Hon. Secretary, Hon. Treasurer], together with those nominated for the [AS REQUIRED] seats on the Council which are vacant.

Where more than one person has been nominated for an office or more than [AS REQUIRED] for membership of the Council, there is a box in which to put a cross to indicate the voter's choice.

Vote for no more than ONE person for each Office. Vote for up to [AS REQUIRED] members of the Council.

When the voting paper has been completed it should be sealed inside the PLAIN envelope. DO NOT WRITE ON THIS ENVELOPE. Return the plain envelope sealed inside the envelope already addressed to the Hon. Secretary. DO NOT ENCLOSE ANYTHING ELSE IN THIS ENVELOPE AND DO NOT WRITE ON IT. The name and address of the voter is printed on the back for checking purposes on receipt. If a later envelope is received from the same person or institution it will automatically be discarded. Only ONE vote is permitted to each voting member. Members who are the designated representative of an institution and also hold personal membership may vote in both capacities.

The envelope addressed to the Hon. Secretary should be posted to arrive by the date stated on the voting paper.

All voting papers received spoiled, wrongly filled in, after the closing date, or duplicating earlier receipts, will be discounted".

4.3 *Voting procedure*

4.3.1 On receipt of the voting paper the name of the sender printed on the back of the outer envelope will be checked against the list of voting members and the name ticked for receipt. The envelope will be placed unopened in a box which will be sealed by 5.00pm on the closing date.

4.3.2 The sealed box containing voting papers in envelopes will be taken to the Annual General Meeting by the Secretary.

4.3.3 [amended October 2008] In advance of the Annual General Meeting the President will appoint four members of the Association to act as tellers.

4.3.4 Two of the tellers will open the sealed box, remove each vote from the two envelopes in it which was sealed by the voter and declare the number of papers. The two remaining tellers will then count and analyse the votes and present the result to the Secretary (together with the voting papers sealed in an envelope).

4.3.5 [amended August 2006 and October 2008] The result will be announced at the Annual General Meeting. All members will be informed of the result in the next issue of the Journal of the Association, the Newsletter or via the BIALL website or via email.

5. Postal Ballots

- 5.1 The Secretary is responsible to the Council for the conduct of postal ballots relating to amendments to the Constitution (Art. VII) or of dissolving the Association (Art. VIII).
- 5.2 Postal ballots must be held within four weeks of a majority vote at the AGM in favour of amending the Constitution (Art. VII) or of dissolving the Association (Art. VIII). Resolutions are carried if two thirds of all the votes cast in the ballot are in favour of it.
- 5.3 On receipt of the voting paper the name of the sender printed on the back of the outer envelope will be checked against the list of voting members and the name ticked for receipt. The envelope will be placed unopened in a box which will be sealed by 5.00pm on the closing date.
- 5.4 The Secretary shall appoint a teller to open the sealed box, remove each vote from the two envelopes in it which was sealed by the voter and declare the number of papers. The teller and the Secretary will then count and analyse the votes.
- 5.5 [amended August 2006 and October 2008] Council members will be informed of the result at the next Council meeting and the results placed on the BIALL website. All members will be informed of the result in the next issue of the Journal of the Association, the Newsletter or via the BIALL website or email.

6. Council Business

6.1 The Annual General Meeting and Ordinary Meetings

- 6.1.1 The Secretary is to send out notices of the AGM and ordinary meetings to all members at least one month in advance (Regs. 2.1 and 2.2).
- 6.1.2 Any member may raise business at the AGM or an ordinary meeting but must give written notice to the Secretary at least two weeks in advance (Regs. 2.1 and 2.2).

6.2 Council Meetings

- 6.2.1 [amended August 2006 and October 2008] The Secretary is to give all members of the Council not less than 28 days written notice of Council meetings (Reg. 5.1). The Secretary will normally send out a list of meeting dates for the following year to existing Council Officers and members at the end of June, and to new Officers and Council Members on their election.
- 6.2.2 [amended October 2008] Items for the agenda should be submitted to the Secretary three weeks beforehand.
- 6.2.3 [amended October 2008] The agenda and papers for Council meetings should be normally be circulated for receipt two weeks beforehand.
- 6.2.4 [amended October 2008] Exceptionally papers "to follow" may be circulated for receipt one week or less before Council meetings with the agreement of the President and the Secretary. It will normally be the responsibility of the author to circulate such papers.
- 6.2.5 Papers, except brief or uncontroversial financial statements, may not be tabled.

- 6.2.6 [amended October 2008] Items to be raised under Any Other Business must be submitted to the Secretary one week beforehand.
- 6.2.7 [amended October 2008] The President or Secretary must seek the agreement of Council before accepting for discussion any item tabled or received more recently than one week before the meeting. This also applies to Any Other Business items.
- 6.2.8 Minutes are to be circulated to Council members within one calendar month of the meeting and are to be reproduced with the Agenda and papers of the following meeting.
- 6.3 *Committees*
- 6.3.1 Standing and sub-committees are recommended to adopt this procedure for significant matters.
- 6.3.2 Notices of all meetings should be sent to the officers who are ex-officio members of all committees by the Chair of the committee.
- 6.3.3 The agenda, papers and minutes of all standing and sub-committees where produced are to be circulated to the Secretary, and to other officers on request, by the Chair of the committee.
- 6.3.4 The agenda, papers and minutes of the Standing Committee on Strategy and Finance are to be circulated additionally to all Council Members by the Chair of the committee.
- 6.3.5 The Secretary is responsible for providing members with copies of the terms of reference and membership of any committee on request.

7. The BIALL Directory and Calendar

- 7.1 The Secretary is responsible for maintaining a directory of current officers, council members, standing and other committee Chairs and BIALL representatives with contact information, for circulation to them regularly, and to members on request.
- 7.2 The Secretary is responsible for maintaining a calendar of significant events of the BIALL year and for co-ordination of the Association's business.



BIALL STANDING ORDER NO. 2

Membership (1994, as amended in July 1996, July 2001 and April 2007)

1. Purpose and Status

- 1.1 The purpose of this standing order is to explain the categories of membership, the subscriptions, the entitlements and benefits for each category.
- 1.2 This Standing Order complements and is supplementary to the Constitution and Regulations of the British and Irish Association of Law Librarians (otherwise known as the Association or BIALl). It follows that the interpretation given to articles in the BIALl Constitution, and Regulations made under them, shall prevail in the event of uncertainty (see especially Article IX of the Constitution).

2. Categories of Membership

2.1 Personal Membership

- 2.1.1 "Any librarian, information officer, documentalist or other person engaged in the provision or exploitation of legal or related materials may apply for personal membership" (Art. 1).

2.1.2 This category is open to qualified persons worldwide.

2.1.3 Eligibility and entitlement

2.1.3.1 Personal members are eligible to:

- be elected as Officers or Council members (Art. 1); and
- be appointed to membership of a Standing Committee or of a committee of the Council (Regs. 5.3 and 5.4).

2.1.3.2 [amended October 2008] Personal members are entitled to:

- vote on matters affecting the Association (Art. 1)
- raise business at an AGM or Ordinary Meeting but must give written notice to the Secretary at least two weeks in advance (Regs. 2.1 and 2.2)
- raise business under Any Other Business at the discretion of the Chair of the Meeting (Regs 2.1 and 2.2)
- propose or second a motion at a meeting except as provided elsewhere in the Constitution and Regulations (Regs 2.1 and 2.2);

- propose or second a candidate in an election (Reg. 5.5); and
- receive the Journal of the Association, the Newsletter and BIALL communications circulated to members

2.2 *Institutional membership*

2.2.1 "Any library or information unit engaged in the provision or exploitation of legal information may apply for institutional membership" (Art. 1).

2.2.2 This category is open to qualified institutions worldwide.

2.2.3 "Each institutional member is required to designate one person as its representative" (Art. 1).

2.2.4 *Eligibility and entitlement*

2.2.4.1 [amended October 2008] Only the designated representative if an institutional member is entitled to:

- vote on matters affecting the Association (Art. 1)
- raise business at an AGM or Ordinary Meeting but must give written notice to the Secretary at least two weeks in advance (Regs. 2.1 and 2.2)
- raise business under Any Other Business at the discretion of the Chair of the Meeting (Regs. 2.1 and 2.2)
- propose or second a motion at a meeting except as provided elsewhere in the Constitution and Regulations (Regs. 2.1 and 2.2)
- propose or second a candidate in an election (Reg 5.5); and
- receive the Journal of the Association, the *Newsletter* and BIALL communications circulated to members.

2.2.4.2 [amended July 1996] It is not permitted for the designated representative to:

be nominated to a BIALL Office or membership of the Council (Art. 1) unless the designated representative is also a Personal Member.

2.2.4.3 [amended April 2007] Where a preferential rate for a conference, course or other event is offered to members of the Association, the members' rate shall apply to three people (not being personal members) who may be either the designated representative or any other employee of the institution nominated by the representative.

2.2.4.4 [added July 1996] Neither the designated representative nor any other employee of the institutional member are eligible to apply for conference or other bursaries unless they are also personal members.

2.3 *Student Membership*

2.3.1 "Full-time students may apply for membership of the Association for the duration of their studies, subject to the Standing Orders" (Reg. 1.4.1).

- 2.3.2 [amended October 2008] Student members are required to pay an annual subscription of 25% of the current Personal membership subscription.
- 2.3.3 The concessionary rate applies for the duration of their studies including renewal up to the last date of the Association's year in their final year but not thereafter.
- 2.3.4 Students are required to submit proof of their student status with their application form.
- 2.3.5 Benefits are those of the Personal member with the exception that Student members are not entitled to:
- be elected as Officers of Council members (Art. 1)
 - vote on matters affecting the Association (Art. 1); and
 - propose or second a candidate in an election (Regs. 4.6 and 5.5).

2.4 *Retired Membership*

- 2.4.1 "On or after the first day of the Association's year following the date of permanent retirement from active employment a personal member or designated representative of an institutional member may apply for retired membership of the Association subject to Standing Orders" (Reg. 1.4.2).
- 2.4.2 Only existing members of BIALL are eligible to apply for this category of membership.
- 2.4.3 [amended April 2001 and October 2008] The annual subscription for retired members is 25% of the current Personal membership subscription.
- 2.4.4 Benefits are those of the Personal member with the exception that Retired members are not entitled to:
- be elected as Officers or Council members (Art. 1)
 - vote on matters affecting the Association (Art. 1); and
 - propose or second a candidate in an election (Regs. 4.6 and 5.5).

2.5 *Unemployed Membership*

- 2.5.1 "On or after the first day of the Association's year following the date of becoming unemployed a Personal member or designated representative of an institutional member or a Student member may apply for unemployed membership of the Association subject to Standing Orders" (Reg. 1.4.3).
- 2.5.2 Only existing members of BIALL are eligible to apply for this category of membership.
- 2.5.3 [amended April 2001 and October 2008] The annual subscription for unemployed members is 25% of the current Personal membership subscription.
- 2.5.4 Benefits are those of the Personal member with the exception that Unemployed members are not entitled to:
- be elected as Officers or Council members (Art. 1)

- vote on matters affecting the Association (Art. 1); and
- propose or second a candidate in an election (Regs. 4.6 and 5.5).

2.6 *Life Membership*

- 2.6.1 "Any member may be elected a Life member by the Council for outstanding and distinguished service to the Association" (Art. 1).
- 2.6.2 There is no category of purchased Life membership. Life membership is used to express the Association's gratitude for services rendered by members. It is conferred upon the recommendation of the Council.
- 2.6.3 [amended April 2007] The Life member is regarded as a Personal member and enjoys all the benefits of Personal membership. All membership fees are waived. Conference fees are not waived unless free attendance is offered for some other reason.

2.7 *Honorary Membership*

- 2.7.1 "Any non-member may be elected an Honorary member by the Council for outstanding and distinguished service to the Association" (Art. 1).
- 2.7.2 Honorary membership is used to express the Association's gratitude for services rendered by non-members. It is conferred upon the recommendation of the Council. It may be conferred for a specific period or for life.
- 2.7.3 [amended April 2007] The Honorary member is regarded as a Personal member and enjoys all the benefits of Personal membership. All membership fees are waived. Conference fees are not waived unless free attendance is offered for some other reason.
- 2.7.4 This category has not been used so far.

2.8 *New Members*

- 2.8.1 [amended April 2007 and October 2008] The Journal of the Association and the Newsletter will be supplied to Personal members, Student members and the designated representative of new institutional members starting with the first issue following the date of their admission to membership of BIALL. Back issues of the Journal of the Association are obtainable from Cambridge University Press. Back issues of the Newsletter are available on the BIALL website.

2.9 *Overseas Members*

- 2.9.1 Certain communications may be restricted to the British and Irish membership for reasons of cost. These normally relate to SIG and other meetings arranged at short notice and not circulated with the Journal of the Association, Newsletter or other official communications.
- 2.9.2 An overseas member visiting Britain or Ireland may ask the Secretary for information about meetings during the period of the visit.

3. Vice-Presidents

- 3.1 "The Council may invite any person to be a Vice-President whose appointment would be advantageous to the Association, subject to any provisions in the Regulations" (Art. III).
- 3.2 "Any Vice-Presidents are to be considered Personal members of the Association and may be invited to serve on any committee. The Secretary is to invite the Vice-President(s) to attend all meetings of the Association" (Reg. 3.2).
- 3.3 "A Vice-President holds office of three years from the date of the Annual General Meeting immediately following the Council's invitation to office. The Council may invite a Vice-President to remain in office for further terms" (Reg. 3.1).
- 3.4 A Vice-President is sent those issues of the Journal of the Association and the Newsletter published during the term of office. Subsequent issues will be despatched only after an express request.
- 3.5 The Secretary will invite a Vice-President to attend those committee meetings in which the Vice-President expresses an interest and will keep the Vice-President informed.
- 3.6 [amended October 2008] The Vice-President(s) is regarded as a Personal member and enjoys all the benefits of Personal membership. All membership fees are waived. Conference fees are not waived unless free attendance is offered for some other reason.

4. Subscriptions

4.1 General

- 4.1.1 "Membership subscriptions are payable annually on the first day of the Association's financial year and are decided as laid down in the Regulations and Standing Orders" (Art. VI).
- 4.1.2 "The Treasurer is to recommend subscription rates to the Annual General Meeting, and a change in the subscription rate will be approved if at least half the Members voting are in favour of it" (Reg. 1.3).
- 4.1.3 Members are to receive full written information about the subscription categories and the current rates on joining and renewal forms.
- 4.1.4 [amended October 2008] The Secretary is responsible for the preparation and distribution of subscription renewals.
- 4.1.5 [amended October 2008] The Treasurer is responsible for accounting for and banking the receipts.

4.2 Membership Categories

- 4.2.1 [amended April 2001] The subscription rate payable by the different categories of membership as a proportion of the Personal Member's rate is:

Personal Members	100%
Institutional Members	300%
Student Members	25%
Retired Members	25%
Unemployed Members	25%

4.2.2 These rates may be rounded up to the nearest whole pound.

4.3 *Late Payment Surcharge*

4.3.1 The subscription rates payable will be surcharged by 10% where payment is not received within two months (i.e. by 31st May) of the subscriptions having fallen due.

4.3.2 These rates may be rounded up to the nearest whole pound.

4.4 *Resignations*

4.4.1 [amended April 1997] "Any member who has not renewed within three months (i.e. by 30th June) of the subscription having fallen due is deemed to have resigned" (Reg. 1.2).

4.4.2 "Any member who has been deemed to have resigned must re-apply for membership and remit all subscriptions due to the Association, as decided by the Treasurer" (Reg. 1.2). The discounts at 5.5 below will not normally apply.

4.5 *New Members*

4.5.1 "A discount on the annual subscription may be given to new members for the part of the current membership year that has elapsed before joining" (Reg. 1.3).

4.5.2 [amended April 1997] The rate of discount for applications received between the dates below is

1 st April to 30 th June	0%
1 st July to 30 th September	25%
1 st October to 31 st December	50%

4.5.3 The full subscription is payable on applications received from 1st January to 31st March, but the subscription is not then renewable until 1st April the following year.

4.5.4 These rates may be rounded up to the nearest whole pound.

5. **Members' Entitlement to Documentation**

5.1 [amended October 2008] Members may ask the Secretary to supply one copy of the following, which may be effected by means of the BIALL website:

- the current Constitution and Regulations
- the current Standing Orders (Reg. 2.2)
- Nominations papers for the election of Officers or Council members (Regs. 4.6 and 5.5)

- Membership forms (Reg. 1.1)
- Notice of any forthcoming meeting the member is entitled to attend
- the minutes of the previous AGM(note: these may be an unsigned draft)
- the most recent annual reports of the Officers, the Council and committees
- the more recent audited accounts
- the most recent financial statement presented by the Treasurer to the Council
- current terms of reference of Standing and other committees; and
- current directory of Officers etc.

5.2 Upon giving two weeks notice in writing, members may inspect:

- the Council minute book (Reg. 4.4); and
- the financial records (Reg. 4.5).



BIALL STANDING ORDER NO. 3

Standing Committees (1994, as amended March 1997, January 2000, July 2001 and April 2006)

1. Purpose and Status

1.1 The purpose of this Standing Order is to explain the way in which Standing Committees are established and administered.

1.2 This Standing Order complements and is supplementary to the Constitution and Regulations of the British and Irish Association of Law Librarians (otherwise known as the Association or BIALl). It follows that the interpretation given to articles in the BIALl Constitution, and Regulations made under them, shall prevail in the event of uncertainty (see especially Article IX of the Constitution).

2. Membership

2.1 "The Council is to appoint and remove the Chair and members of committees and to establish the terms of reference of all committees" (Reg. 5.1).

2.2 "Any person may be appointed to membership of a Standing Committee. There is to be no quorum and no limit to the number of members. The Council requires a Standing Committee to appoint a Vice-Chair to deputise for the Chair of a Standing Committee" (Reg. 5.3).

2.3 [amended October 2008] Without prejudice to paragraph 2.2 above, the members of the Standing Committee on Strategy and Finance shall normally be the President Elect (Chair of the Committee), the Treasurer, and the Chair of each Standing Committee.

2.4 [amended April 2006 and October 2008] No Committee Chair may be a member of another Standing Committee (except the Strategy and Finance Committee) and no member of Council or Officer with the exception of the President Elect in relation to Strategy and Finance, may chair a Standing Committee.

3. Nature of Committees

3.1 [amended April 2006 and October 2008] The following Standing Committees are to be appointed (Reg. 5.3):

- Strategy and Finance
- Awards & Bursaries
- Legal Information Group
- Membership Services
- Professional Development
- Publications

Editorial Board of Legal Information Management
Web Editorial Board
Conference Committee
Nominations
Pr & Promotions

3.2 The Standing Committee on Strategy and Finance is the executive co-ordinating committee of the Council. All Standing Committees are executive bodies entrusted with the execution of Council policy and strategy within their terms of reference.

3.3 [amended April 2006 and October 2008] The Standing Committees on Awards & Bursaries, Publications, Membership Services, Nominations, Professional Development and the Conference Committee, Web Editorial Board, Legal Information Group and PR and Promotions report to the Standing Committee on Strategy and Finance which reports to the Council. The Council encourages the Chairs of Standing Committees to occasionally attend a meeting for a specific purpose but the Chairs are not co-opted to the Council. Their forum is the Standing Committee on Strategy and Finance.

3.4 [amended April 2006 and October 2008] Standing Committee Chairs should submit a written report of their Committee's activities for the period since the last Council Meeting, to the Secretary in advance of each Council Meeting.

3.5 [amended April 2006] When a Standing Committee is proposing to undertake any activity which has a potential cost to the Association, a business plan must be submitted to the Treasurer for approval, either by the Treasurer or by Council.

4. Terms of Reference

4.1 "The Council is...to establish terms of reference of all committees" (Reg. 5.1). These are available to any member from the Secretary upon being given two weeks notice in writing.

5. Chair

5.1 "The Council is to appoint and remove the Chair..." (Reg. 5.1).

5.2 The Chair is the chair of the Standing Committee. If the Chair is absent from the meeting the Vice-Chair is to take the chair. The Chair is ex officio a member of any sub-committee or working group set up by the Standing Committee. The Chair supervises the activities of any sub-committee, working group or individuals reporting to the Standing Committee.

5.3 The Chair has responsibility for any budget or money entrusted to the Standing Committee and is required to account for expenditure and income and to follow any guidelines issued by the Council or the Treasurer.

6. Committee Business

6.1 "It is the responsibility of the Chair of a Standing Committee to report the business of a committee to the Council and to provide the Secretary with copies of any reports or papers drafted by the committee. The Chair of a Standing Committee is to provide the Secretary with a written report of the activities of the committee within four weeks of the close of the Association's year" (Reg. 5.3).

6.2 The annual written report is to include all the activities of the Standing Committee indicating whether sub-committees, working groups or individuals are responsible. It is to include the names of all Standing Committee members giving their term of office (see below) and indicate how many meetings they have attended.

6.3 The Chair or someone designated is to report appropriate activities in the Newsletter and on the BIALL website giving a contact name and address.

7. Vice-Chair

7.1 "The Council requires a Standing Committee to appoint a Vice-Chair to deputise for the Chair of a Standing Committee" (Reg. 5.3).

7.2 Vice-Chairs may attend the Standing Committee on Strategy and Finance and the Council as a deputy at the request of the Chair on notification to the Secretary.

7.3 Vice-Chairs are treated as members for the purposes of terms of office (see below).

8. Terms of Office

8.1 Any exceptions to the following provisions relating to terms of office may only be made by the Council.

8.2 Terms of office normally date from the Council meeting following the Annual General Meeting.

8.3 The Chair is appointed annually. The Chair may not be re-appointed more than twice in succession. After the maximum term the Chair may not be re-appointed to that committee for at least one year. In the case of the Chair of the Editorial Board this paragraph is subject to paragraph 12.5 below.

8.4 Members of Standing Committees are appointed by the Council annually and may not be re-appointed more than twice in succession. A maximum of two thirds of the members shall be re-appointed annually (one third retiring each year) with the exception of ex officio members. The Chair of the Standing Committee is responsible for establishing the timetable for terms of office. Members of a Standing Committee may not be re-appointed to that committee for at least one year except as Chair.

8.5 Vice-Chairs are appointed by the Standing Committee and ratified annually by the Council. They are subject to the same terms of office as members.

9. Size of Committees

9.1 "There is to be no quorum and no limit to the number of members" (Reg. 5.3).

9.2 Chairs are advised that 6-8 is a suitable executive group size. It may be appropriate to form sub-committees (long term) or working groups (short term) or to appoint individuals to achieve objectives (see below).

10. [amended April 2006] Ex Officio Members and Council Liaison Officers

10.1 [amended October 2008] The President, President Elect, Secretary and the Treasurer are ex officio members of all committees. They are to be advised of all meetings, and be circulated with papers on request. The Secretary is to be circulated with all papers.

10.2 The Chair of the Editorial Board is an ex officio member of the Standing Committee on Publications.

10.3 [amended April 2006] The Newsletter Editor (or Editors) is a member of the Standing Committee on Publications and of the Editorial Board of the Journal of the Association. The Newsletter Editor (or Editors) and the Chair of the Editorial Board may normally attend any meeting of the Association on request as a rapporteur.

10.4 [added April 2006 and October 2008] Council members are expected to act as liaison between Council and the Committees and are designated a Committee to work with. They are expected to attend at least 2 meetings of that Committee each year and to report back to Council meetings on their workings.

11. Sub-Committees and Working Groups

11.1 "Any person may be appointed to membership of a committee" (Reg. 5.4). "The Council is to appoint and remove the Chair and members of committees and establish the terms of reference of all committees" (Reg. 5.1).

11.2 The Chair of the Standing Committee is to advise the Council to appoint and disband sub-committees and working groups and to appoint and remove individuals necessary to execute tasks within the terms of reference. The Chair of the Standing Committee is to advise the Council of the terms of reference of sub-committees, working groups and individuals.

11.3 A sub-committee is defined as long term in nature and a working group as a short-term project team with an agreed life span. The terms of office for sub-committee members or individuals are to be defined and controlled by the Chair of the Standing Committee and agreed by the Council.

11.4 "There is to be no quorum and no limit to the number of members" (Reg. 5.4). Nevertheless, for effective operation, they should be small in size and meet only when appropriate. They are to report to the Chair or to a designated member of the Standing Committee. Individuals are to report to the Chair or to a designated member of the Standing Committee.

11.5 The Standing Committee Chair is responsible for the financial affairs of the Standing Committee and its sub-groups. The Chair is to give consideration to the cost before proposing additional meetings. Expenditure is not to be delegated to any group or individual without the express permission of the Treasurer.

11.6 The Standing Committee Chair is responsible for ensuring that the Chairs of any sub-committees or working groups report as required (see Reg. 5.4). The annual report of the Standing Committee is to incorporate all sub-group reports; they are not to be presented separately.

12 Editorial Board of the Journal of the Association

12.1 The Editorial Board, with the approval of Council, may, subject to 12.2 below, delegate any of the functions previously exercised by the Editor to a remunerated editor under a contract for services.

12.2 Any delegation of functions under 12.1 above may not be exercised in a manner inconsistent with the retention by the Editorial Board of ultimate control of, and responsibility for, editorial policy and content.

12.3 The expression "Editor" in Regulation 5.7 shall be construed as meaning a member of the Association appointed as Editor of the Journal of the Association in an honorary capacity, and accordingly the Regulation shall not apply to a remunerated editor appointed under 12.1 above.

12.4 In the event of a remunerated editor being appointed under 12.1 above, the term of office of the Chair of the Editorial Board shall be governed by paragraph 8.3 above in this Standing Order, not according to the terms for the Editor in Regulation 5.7.

12.5 If at any time there shall cease to be a remunerated editor appointed under 12.1 above, the member of the Association appointed as Editor in an honorary capacity shall ex officio be Chair of the Editorial Board, and their term of office shall be governed by Regulation 5.7, not by 8.3 above.

12.6 The Chair of the Editorial Board shall be invited to attend each meeting of Council.



BIALL STANDING ORDER NO. 4

Special Interest Groups (1994)

1. Purpose and Status

- 1.1 The purpose of this Standing Order is to explain the way in which Special Interest Groups (or SIGs) are established and administered.
- 1.2 This Standing Order complements and is supplementary to the Constitution and Regulations of the British and Irish Association of Law Librarians (otherwise known as the Association or BIALl). It follows that the interpretation given to articles in the BIALl Constitution, and Regulations made under them, shall prevail in the event of uncertainty (see especially Article IX of the Constitution).

2. Constitutional and Administrative Arrangements

- 2.1 Individual SIG Committees report to the Standing Committee on Membership Services.
- 2.2 A register of the titles of SIG committees shall be kept by the Chair of the Standing Committee on Membership Services. The Chair will keep the membership informed of the titles of SIGs and the names and contact addresses of their officers.

3. General Matters

- 3.1 All SIG meetings will be open to the entire membership.
- 3.2 There is no formal limit to the number of SIGs that can be established.
- 3.3 *Establishment*
 - 3.3.1 The establishment of new SIGs is at the Council's discretion. The sponsors must submit, in consultation with and via the Standing Committee, an application to establish a new SIG.
 - 3.3.2 The application must have at least 15 current BIALl members as sponsors and each must sign the application. At least two sponsors should declare their willingness to serve as officers for the SIG. The application should contain a name for the SIG and a statement of the area of interest.
 - 3.3.3 The Standing Committee should be provided in addition with a draft programme for the first meeting. The Standing Committee should have an opportunity to discuss the application with the proposed officers, but it should not have the power to withhold the application from Council.

3.3.4 Changes to the existing SIGs, if they involve a change of name and substantial area of interest should be submitted in the same way as an application.

3.4 *Finance*

3.4.1 No register of members shall be kept for any of the SIGs and no subscriptions charged.

3.4.2 The cost of meetings of SIGs at the annual Conference shall be included in the conference fee and not itemised.

3.4.3 SIG meetings outside the Conference should be self-financing. Each meeting should be costed as far as possible to break even. Surpluses and deficits will be dealt with by the Standing Committee and Council.

3.4.4 All payments received with regard to the activities of the SIGs, and all bills and expenses claims, must be forwarded direct to the Treasurer. The individual SIG Committee shall each keep an account of all moneys that are forwarded or received by them to or from the Treasurer.

3.4.5 The incidental costs of the individual SIG Committees forms part of BIALL's administrative costs.

3.5 *Publicity*

3.5.1 Publicity for SIGs should be Association-wide within Britain and Ireland.

3.5.2 [amended October 2008] The SIG officers should be responsible for drafting notices of forthcoming meetings for publication or mailing. Notices relating to the conference shall be sent to the Standing Committee Chair for inclusion in the conference literature. For other meetings, the SIG officers should arrange their publication, the main criteria being that all members of BIALL should be informed of all SIG meetings. Preference should be given to the use of the Newsletter and the BIALL website for publicity, on the grounds of cost.

3.6 *Dissolution*

3.6.1 If either the individual officers consider that the SIG is no longer viable, or the SIG officers fail to organise the minimum one meeting per year, the Standing Committee shall refer the continuing existence of the SIG to Council.

4. The Standing Committee on Membership Services

4.1 The Standing Committee on Membership Services oversees and co-ordinates the functioning of all the individual SIGs.

4.2 The Standing Committee includes a Chair appointed by Council and a SIG liaison member appointed by the Chair of the Standing Committee and approved by Council, in addition to other members appropriate to its remit (see also Standing Order 3: Standing Committees).

4.2 The functions of the Standing Committee in relation to SIGs are to:

- Perform the usual functions of a Standing Committee as defined in the Constitution and Regulations

- Perform the usual functions of a Standing Committee as defined in the Constitution and Regulations
- Meet at least once every year
- Liaise between individual SIGs and BIALL Council. This includes forwarding to Council the SIG Committee's recommendations regarding new appointments to their committee
- Consider issues common to all SIGs
- Be responsible for supervision of finances of individual SIGs
- Reassess the requirement for the existence of each SIG annually
- Provide a programme and details of room requirements to the conference organiser and ensure that publicity for the SIGs is circulated with the conference documentation
- Consider requests for the establishment of new SIGs before presenting those requests to Council; and
- Provide support for the individual SIGs, especially new groups.

5. Individual SIG Committees

5.1 The individual SIG Committees run each SIG

5.2 Each SIG Committee is composed of at least 2 officers who should agree to remain on the Committee for a two year term. Only one officer is replaced every year, so initially, one officer should remain on the Committee for one or three years.

5.3 New appointments to SIG Committees may only be made with the agreement of Council. The SIG Committee must recommend the new appointment to the Standing Committee who will then forward that recommendation to the Council.

5.4 The functions of the SIG Committee are to:

- report directly to the Standing Committee;
- Cost SIG activities other than the conference in conjunction with the Standing Committee. To send all receipts from meetings direct to the Treasurer
- Decide on the convenor and content for forthcoming meetings if this has not been established
- Advertise forthcoming meetings
- Arrange speakers where appropriate
- Advise on presentation, format and content of meetings if necessary
- Present ideas formulated by SIG meetings to the Standing Committee in a manner that can be forwarded coherently to Council, if appropriate; and

- Write a general report on the activities of the SIG throughout the year, including attendance figures for meetings held, to be presented to the Standing Committee for inclusion in its Annual Report.

6. Recommendations to SIGs

- 6.1 At least one meeting, and preferably more, should be organised by each SIG Committee each year, one of which shall be at the conference (unless this is impossible for reasons of accommodation).
- 6.2 Due regard to geographical location and to jurisdictions should be taken into consideration when planning meetings.
- 6.3 Each SIG shall develop its own programme to suit its particular theme or subject.
- 6.4 It is recommended that subjects for discussion are canvassed as the last item of business at each SIG meeting.
- 6.5 In the event of a SIG producing ideas that it is generally thought should be investigated further by Council, the convenor of the meeting shall appoint someone to write a short report for consideration by the Standing Committee.
- 6.6 A record of attendance shall be kept for all meetings including the conference meetings. The records should be kept by the relevant SIG Committee.



BIALL STANDING ORDER NO. 5

Finance (1994, as amended April 1997 and April 2001)

1. Purpose and Status

- 1.1 The purpose of this Standing Order is to ensure adherence by members to the financial policies and procedures of the Association by explaining the role of the Treasurer, the financial procedures adopted by the Council, and the financial guidelines issued by the Treasurer with the approval of the Council.
- 1.2 This Standing Order complements and is supplementary to the Constitution and Regulations of the British and Irish Association of Law Librarians (otherwise known as the Association or BIALl). It follows that the interpretation given to articles in the BIALl Constitution, and Regulations made under them, shall prevail in the event of uncertainty (see especially Article IX of the Constitution).

2. The Role of the Treasurer

- 2.1 The Treasurer is an Officer (Art. IV), a voting member of Council (Art. V) and is responsible for the funds of the Association (Art. VI and Reg. 4.5).
- 2.2 "The funds of the Association are vested in the Council" (Art. VI). The Treasurer reports to the AGM and to all Council meetings on the state of the Association's funds.
- 2.3 "No member of the Association is to enter into any financial commitment on behalf of the Association without the sanction of the Treasurer" (Reg. 4.5).
- 2.4 The Treasurer is ex officio a member of the Standing Committee on Strategy and Finance and of all committees (Reg. 4.5).

3. The Financial Year and the Accounts

- 3.1 [amended April 1997] "The Association's year is to run from 1st April to 31st March" (Reg. 7.1).
- 3.2 Qualified accountants are to be appointed as the Association's accountants or auditors at each Annual General Meeting and are required to report to the next AGM on the state of the Association's funds" (Art. VI).
- 3.3 "The Treasurer is responsible for all the Association's receipts and payments. The Treasurer is to maintain proper financial records which are to be submitted to the Association's accountants within four weeks following the close of the Association's year" (Reg. 4.5).

3.4 “The Treasurer is to accept the direction of the Association’s accountants as to the conduct of transactions and is to report all irregularities to the Council” (Reg. 4.5).

3.5 “The Treasurer is to make all financial records available for inspection by any member upon being given two weeks notice in writing” (Reg. 4.5).

4. Investment, Banking and Cheques

4.1 “The Council, on the recommendation of the Treasurer, is to decide where and how the Association’s funds are to be kept” (Reg. 7.2).

4.2 “All cheques must be signed by the Treasurer and if the sum exceeds 10% of the previous year’s subscription income, a cheque must be countersigned by another officer” (Reg. 7.2).

4.3 “No sum in excess of 30% of the previous year’s subscription income may be authorised without the unanimous consent of the Council” (Reg. 7.2).

4.4 The bank charges for negotiating foreign cheques, so booking forms and pro formas sent to other countries should ask overseas members to remit in sterling or add a sum of money to be specified by the Treasurer on the advice of the bank to cover conversion costs.

5. Tax

5.1 BIALL is registered for VAT payable at the prevailing rates on all income except membership subscriptions.

5.2 VAT paid on goods and services purchased may be reclaimed. Claims for repayment of expenses must be submitted together with tax invoices and/or till receipts showing the retailer’s VAT number, within the same tax quarter as the expenditure is incurred. The BIALL tax quarters end 31st March, 30th June, 30th September and 31st December. Travel is zero-rated and postage is exempt. Honoraria are exempt.

5.3 Any services to non-members may be subject to Corporation Tax. Higher fees should be charged to non-members where possible and a record kept of non-member purchases – e.g. attendance at courses.

6. Invoicing

6.1 For income other than membership subscriptions, a tax invoice should be sent to the payer, but not until payment has been received.

6.2 Invoices should only be sent out by those authorised to do so by the Treasurer.

6.3 Where an invoice is requested, an invoice clearly marked PRO FORMA INVOICE a and THIS IS NOT A TAX INVOICE should be sent.

6.4 When payment is received, a TAX INVOICE AND RECEIPT must be sent.

6.5 The tax invoice MUST include:

BIALL’s VAT registration number: GB 445 0869 35;
date and tax point (normally the same);

the fee and VAT at 17.5% shown separately, and the total amount; and
and invoice number

- 6.6 A copy of every invoice sent for income received must be sent to the Treasurer with the cheque. The invoice number must be written on the back of the cheque. Cheques and invoices should be sent promptly and not in a batch in arrears.

7. Subscriptions

- 7.1 "Membership subscriptions are payable annually on the first day of the Association's financial year and are decided as laid down in the Regulations and Standing Orders" (Art. VI).
- 7.2 "The Treasurer is to recommend subscription rates to the Annual General Meeting, and a change in subscription rate will be approved if at least half the Members voting are in favour of it" (Reg. 1.3).
- 7.3 [amended October 2008] Members are to receive full information about subscription categories and current rates on joining and renewal forms.
- 7.4 [amended October 2008] The Secretary is responsible for the preparation and distribution of subscription renewals.
- 7.5 The Treasurer is responsible for accounting and banking the receipts.
- 7.6 Further information about subscriptions is given in Standing Order No. 2: Membership.

8. [amended April 2001] Employees and Contractors

- 8.1 [amended April 2001] The Treasurer is responsible for recommending annually to the Council the rates of pay and expenses of any employees.
- 8.2 The Treasurer is responsible for administering the following in co-operation with the line-manager:
- payment of salary monthly
 - PAYE tax and National Insurance payments
 - Statutory sick pay
 - Adjustments to pay based on timesheets
 - Expenses claims
 - Insurance; and
 - Equipment, software and hardware contracts and maintenance.
- 8.3 [added April 2001] The Treasurer, in consultation with other Officers and the full Council, is responsible for negotiating any contracts that the Association may enter into with any third party for the provision of any services to the Association.

9. Conference and Courses

- 9.1 [amended October 2008] No contract with financial implications may be entered into without the agreement of the Treasurer. Contracts are to be signed by authorised signatories only and the original is to be lodged with the Secretary or, in the case of the Annual Conference, the original may be retained with other material relevant to the Conference. The Treasurer and Council must still be informed of any contract being entered into in relation to the Annual Conference and their agreement must be obtained for any contract over the amount which would require 2 signatures for payment.
- 9.2 [amended April 2001] No deposits are to be paid above a limit of £20,000 without the agreement of the Treasurer.
- 9.3 [amended April 2001] Speakers' honoraria for conferences and courses are to be set annually by the Conference Committee on the recommendation of the Treasurer.

10. Joint Ventures (See also Standing Order No. 6: Joint Ventures)

- 10.1 No joint venture may be entered into without the agreement of the Treasurer on the basis of a business plan.

11. Special Interest Groups (See Standing Order No. 4, para 3.4)

12. Petty Cash and Expenses

- 12.1 "The Treasurer may issue a petty cash float to any person transacting business on behalf of the Association. All such persons must be supplied with a petty cash book in which they are to enter details of all transactions. The petty cash book and a written summary must be submitted to the Treasurer not less than two weeks prior to the close of the Association's year to which the transactions relate. The Treasurer may require the return of a petty cash float at any time" (Reg. 7.3).
- 12.2 Expenses may only be incurred with the prior agreement of the Treasurer and must relate to the conduct of the Association's business.
- 12.3 Expenses claims must be submitted on forms supplied by the Treasurer and be accompanied by VAT receipts or other evidence of payment.
- 12.4 Second class travel, or, if travelling by car, an amount per mile to be agreed by the Council on the recommendation of the Treasurer, may be claimed by those authorised to travel on behalf of BIALL.
- 12.5 A subsistence allowance to be agreed by Council on the recommendation of the Treasurer may be claimed by those authorised to do so.

13 Wallace Breem Fund

- 13.1 [amended October 2008] The Fund is sponsored by the Inner Temple and BIALL but administered by BIALL. The purpose of the fund is to:
- recognise especially good contributions to law librarianship; and
 - provide financial assistance for special research or other projects at doctorate level or above

- 13.2 [amended October 2008] The Treasurer is the Treasurer of the Wallace Breem Fund and reports to the Awards & Bursaries Committee and to the Council as necessary.
- 13.3 [amended October 2008] The Awards & Bursaries Committee determines when and whether an award will be made.



BIALL STANDING ORDER NO. 6

Joint Ventures (1994)

1. Purpose and Status

- 1.1 The purpose of this Standing Order is to explain the Association's policy and procedures relating to joint ventures both with individuals and with other bodies.
- 1.2 Joint ventures are likely to apply to meetings, courses and seminars, conferences other than the annual Conference, and co-operation with other organisations and societies.
- 1.3 This Standing Order complements and is supplementary to the Constitution and Regulations of the British and Irish Association of Law Librarians (otherwise known as the Association or BIALl). It follows that the interpretation given to articles in the BIALl Constitution, and Regulations made under them, shall prevail in the event of uncertainty (see especially Article IX of the Constitution).

2. Procedure

- 2.1 A formal proposal for a joint venture must be made to the Council by the appropriate Standing Committee Chair or by an officer. In exceptional circumstances or where it is a repeat of a previously successful venture, it may be made to the Standing Committee on Strategy and Finance.
- 2.2 No commitment should be made until the Council or, where appropriate, the Standing Committee on Strategy and Finance has approved the proposal.
- 2.3 The proposal should provide information about:
 - the demand
 - the reasons for a joint rather than a solo venture
 - the standing, expertise and resources of the proposed partner
 - the educational, financial and other benefits for BIALl
 - marketing, publicity and the proposed use of the BIALl name and logo
 - the costs, income, profit share and risk to BIALl
 - the Treasurer's recommendation; and
 - details of BIALl members and committees associated with this proposal.

3. Documentation

- 3.1 The terms and conditions of any agreement should always be embodied clearly in a document. This may be a formal contract or, with the signatories' permission, a letter.
- 3.2 The Chair or any two voting officers may sign on behalf of the Association. Identical copies of the document must be given to the parties. The original of the document signed by both parties must be lodged with the Secretary.
- 3.3 If a letter is sent, a written reply in confirmation must be received and the original lodged with the Secretary.
- 3.4 The document should define:
 - The rights and duties of the parties
 - How the proportions of proceeds and profits from a joint venture are to be shared
 - The arrangements for review and evaluation; and
 - The pre-conditions for termination.



BIALL STANDING ORDER NO. 7

Documentation and Archives (1997 and April 2006)

1. Purpose and Status

- 1.1 The purpose of this Standing Order is to provide guidelines for those who prepare and hold documentation in the course of their work for the Association.
- 1.2 BIALl is the first association in the United Kingdom and Ireland devoted to law librarianship: the documentation contained in the Archives forms the record of its history.
- 1.3 This Standing Order complements and is supplementary to the Constitution and Regulations of the British and Irish Association of Law Librarians (otherwise known as the Association or BIALl). It follows that the interpretation given to articles in the BIALl Constitution, and Regulations made under them, shall prevail in the event of uncertainty (see especially Article IX of the Constitution).

2. Interpretation of Terms

- 2.1 *Documentation* refers to all papers produced in the course of the Association's work. These range from those intended for use within BIALl to those intended for publication outside the Association.
- 2.2 *Group* includes any committee, working party, or ad hoc group set up by BIALl.
- 2.3 *Archives* covers all documentation relating to the establishment of the Association and to all aspects of the Association's work.

3. Ownership and Location of Documentation

- 3.1 All documents relating to the work of the Association are the property of BIALl.
- 3.2 A group should hold only those documents relating to its current projects.
- 3.3 Old out-dated documents should not be destroyed.
- 3.4 Documents no longer required by a group should be deposited with the Hon. Archivist. If necessary photocopies of original papers should be retained by the group.
- 3.5 Documents intended for the Archives should be boxed and labelled with the subject matter of contents. The Hon. Archivist should be notified of the subject matter and quantity of material to be deposited so that arrangements for removal to the Archive store can be made.

4. Construction of Documents for Use or Circulation Within the Association

- 4.1 However small a group may be it represents a development in the work of the Association and forms part of BIALL's history. Papers produced could provide a unique insight into particular problems or decisions: care should be taken to include essential information.
- 4.2 When writing minutes the following points should be observed:
- The name of the group should be stated at the beginning
 - Dates should be given in full, i.e. date, month and year
 - Those present should be listed; any specifically invited should be noted
 - When referring to minutes of a previous meeting, the date of that meeting should be given in full
 - If using a word processor always check that given dates refer to the meeting currently being reported
 - Agendas should always begin with Apologies, Minutes of the last meeting, Matters arising from the minutes of the last meeting; and
 - Agendas should always end with Any other business, Date of next meeting (this is subject to change but can be helpful as an indicator of intent).
- 4.3 Use of a consistent system of numbering to identify the minutes and papers emanating from a group is recommended. Good practice would be to use the acronym of the group, calendar year, number of meeting in the calendar year and a running number. For example, the papers for the second meeting of the Standing Committee on Strategy and Finance in 1997 might be numbered: SCOSAF/1997/2/1, SCOSAF/1997/2/2, SCOSAF/1997/2/3 etc.
- 4.4 When compiling Annual Reports always record in full the dates of meetings held during the year under review.
- 4.5 All reports should acknowledge authorship, whether individual or group.
- 4.6 In isolation would the completed document be readily identified without use of a covering letter?

5. Construction of Documents for Use or Circulation Outside the Association

- 5.1 Outgoing documents include reports, submissions or memoranda sent to external bodies. They publish the views of the Association in a formal statement.
- 5.2 Headed paper should be used and the document produced in a professional manner.
- 5.3 The title should state what the document is, e.g. Submission to the Royal Commission on Legal Services.
- 5.4 It may be necessary to acknowledge authorship, e.g. Prepared by the Standing Committee on Library Provision, or Prepared by A. Smith, Chair of the Standing Committee on Library Provision.

- 5.5 The document should be dated: month and year are adequate.
- 5.6 [amended October 2008] Some formal documents require signature by the BIALL President as well as an accompanying covering letter, unless otherwise decided.
- 5.7 A copy of all formal documents should be sent to the Hon. Secretary for record.

6. Examples of Documents of Short Term Importance

- Compliments slips
- Copies of papers sent "for information" between members
- File copies of papers already held centrally, e.g. Council minutes
- Reminders received after an enquiry has been dealt with
- Working papers where conclusions have been written up and are no longer needed in support of final report

- 6.2 If in doubt, it is always advisable to send all forms of documents to the Hon. Archivist.

7. [amended April 2006] Examples of Documents for Permanent Retention

- 7.1 Accounts (end of year)
 Agendas
 AGM Papers
 Annual Reports/Reviews
 Appeals (e.g. Wallace Breem Memorial)
 Appointments and matters relating to (e.g. Editor of The Journal of the Association)
 Audit Reports (annual)
 BIALL Constitution, Rules, Regulations, Standing Orders
 BIALL Publications (all forms)
 BIALL Publicity and Photographs
 Capital Expenditure
 Codes of Conduct and Practice
 Codes of Safety and Practice
 Committee Minutes and Papers
 Conferences (brochures, programmes, lists of delegates, etc.)
 Council Papers
 Disposal of Assets
 Drafts, Amendments and Final Versions
 Elections and Electoral Matters
 Employee Relations
 Endowments
 Equal Opportunities
 Financial Reports (annual)
 Handbooks, Leaflets, Prospectus
 Income Tax Records (summaries and reports)
 Investments
 Membership of Council and Committees
 Membership Records (inc. Life/Honorary memberships)
 Passbooks
 Questionnaires, Opinions, Surveys
 Receipts, Disbursements

References

Registers of Awards, e.g. Scholarships, Grants

Royalty Records

Sub-Groups Affiliated to BIALL

And any other material of significance.