

# *Ex Libris Users of North America (ELUNA)*

## The ELUNA Constitution and Bylaws

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### **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 an educational group for users of Ex Libris' products.~~

1.1 Advocate on behalf of users of Clarivate (hereafter referred to as "the vendor") software products by:

1.1.1 Providing user feedback on general vendor directions.

1.1.2 Assisting the vendor in developing major enhancements to existing and new products that are important to users.

1.1.3 Setting priorities for the vendor's product enhancements.

1.1.4 Assisting the vendor in setting general priorities for meeting other user needs.

1.1.5 Working with the vendor on behalf of the users on the development of functional and technical specifications for both small and large-scale development; reviewing, testing, and providing feedback on development work.

1.2. Serve as an educational group for users of the vendor's products by organizing user conferences.

~~1.3. Facilitate communication between product users and Ex Libris; especially, represent user needs to Ex Libris by:~~

~~1.3.1. Providing feedback on general company directions.~~

~~1.3.2. Assisting the company in identifying needed major enhancements~~

~~to existing products and new products.~~

~~1.3.3. Setting priorities for the company's product enhancements.~~

~~1.3.4. Assisting the company in setting general priorities for meeting other user needs.~~

~~1.3.5. Working with the company on the development of functional and technical specifications for both small and large scale development; reviewing, testing, and providing feedback on development work.~~

1.3. Facilitate networking opportunities among users of the vendor's products by:

1.3.1. Maintaining e-mail discussion lists for the entire membership and appropriate subsets of the membership.

1.3.2. Maintaining a website for the organization.

1.3.3. Providing a means for sharing locally developed documentation and reports.

1.3.4. Providing forums for sharing best practices, e.g., workshops presented by users.

1.3.5. Facilitating the formation of interest groups for users that share similar concerns.

~~1.4. Facilitate communication among users of Ex Libris' products and provide educational opportunities for users of Ex Libris' products by:~~

~~1.4.1. Organizing user conferences.~~

~~1.4.2. Maintaining e-mail discussion lists for the entire membership and appropriate subsets of the membership.~~

~~1.4.3. Maintaining a website for the organization.~~

~~1.4.4. Providing a means for sharing locally developed documentation and reports.~~

~~1.4.5. Providing forums for sharing best practices, e.g., workshops presented by users.~~

~~1.4.6. Facilitating formation of interest groups for users that share similar concerns.~~

### **Article III: Membership**

1. Any North American institution that is entitled to use one or more of vendor's 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.
2. 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 who will cast the member's vote on matters affecting the organization as a whole. Other duties may be assigned to the official member representatives in the Bylaws.~~

~~2.1. An official member 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 all of the voting members of the Steering Committee.~~

1. The duties and roles of ELUNA officers shall be outlined in the Bylaws.

#### Article V: Steering Committee

~~1. The Steering Committee ultimately shall be responsible for all ELUNA matters.~~

1. The Steering Committee holds final responsibility for all ELUNA matters.

2. The membership of the Steering Committee shall be set forth in the Bylaws.

~~3. Officers of the Steering Committee shall include a Chair, a Vice Chair/Chair Elect or a Past Chair, and a Secretary. Other offices may be set forth in the Bylaws.~~

3. The responsibilities of the Steering Committee shall include:

3.1. Electing Steering Committee Officers, which shall include a Chair and an Incoming Chair. Other offices may be set forth in the Bylaws.

3.2. Representing the organization's membership in meetings with vendor Ex Libris management, particularly those that involve general communication with users, overall company direction, large-scale product enhancement, and integration of product functionality.

3.3. Appointing committees and task forces needed to carry out the work of the organization; monitoring their work, and making recommendations to vendor Ex Libris based on their work.

3.4. Nominating members of groups appointed by vendor Ex Libris, e.g., focus groups, strategy groups.

3.5. 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.

3.6. Managing all voting of the general membership of the organization.

3.7. Managing the finances of the organization.

~~3.8. Working with **Leadership groups**. Working Groups, Special Interest Groups, and Regional User Groups.~~

3.9. Communicating with official member representatives and members generally via e- mail discussion lists and a website maintained for that purpose.

#### Article VI: Meetings

1. Meetings of ELUNA shall be held at least once every calendar year.
2. Meetings of the Steering Committee generally **shall** be scheduled by its chair in consultation with other members of the committee. The **Incoming Chair** ~~Vice Chair~~ or a simple majority of the Steering Committee also may schedule meetings.

#### Article VII: Relationship to **Other International Organizations of Users of Vendor Ex Libris' Products**

1. ELUNA shall maintain a presence within international organizations of users of **vendors' Ex Libris' products to collaborate and advocate for the user communities**. ~~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 (30) thirty days before voting on the amendments occurs.
3. The Constitution may be amended **by a two-thirds majority vote of the official member representatives who vote**. ~~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 vote by mail or online on amendments presented to the membership by the Steering Committee.~~
4. The Bylaws may be amended **by a simple majority vote of the official member representatives who vote**. ~~in either of two ways:~~
  - 4.1. ~~by a simple majority vote of the official member representatives present and voting at any annual meeting of ELUNA;~~
  - 4.2. ~~by a simple majority vote of the official member representatives who vote by mail or online on amendments presented to the membership by the Steering Committee.~~

**Article IX: Dissolution**

1. ELUNA may be dissolved by a vote of two-thirds of the member representatives.
2. Any property and other assets remaining at the time of dissolution shall be liquidated or sold at fair market value by the Steering Committee, and the property or proceeds shall be distributed to one or more educational, scientific or philanthropic organizations selected 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. The definition of "Institution" and "North American" must be satisfied:
  - ~~1.1. "North America" is defined as Canada, the Caribbean islands, Central America, Mexico, and the United States.~~
  - 1.1. "Institution" includes any individual library or other information center, or a group of libraries or other information centers that are separately administered, such as:
    - ~~1.1.1. Any individual library or other information center, or a group of libraries or other information centers that are separately administered:~~
      - 1.1.1. a single library or information center;
      - 1.1.2. a separately administered library or information center that is part of a larger institution, such as a law library or the library(ies) that are part of a single campus of a larger institution.
      - 1.1.3. a consortium office or server site. In order to be considered a consortium, there must be a central office that coordinates the consortium membership as well as vendor products for the individual members. In the case of questions, the ELUNA Steering Committee will have the final say in determining if a group is a consortium or server site.
    - ~~1.2.2.A consortium office or server site.~~
  - 1.2. "North America" is defined as Canada, the Caribbean islands, Central America, Mexico, and the United States.
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. A list of members and official member representatives will be published on the ELUNA website.

### **Article II: Voting**

1. Each membership carries with it one vote on matters affecting the organization as a

whole. These matters are the election of ELUNA Steering Committee members, changes in the ELUNA Constitution and Bylaws, dissolution, and any other matters that the Steering Committee submits to all members for voting.

2. Each membership carries with it one **ballot** ~~vote~~ on enhancements for each product that the member institution is entitled to use under the terms of a contract with **the vendor**. ~~Ex Libris.~~
3. All votes on matters affecting the organization as a whole or on enhancements shall be cast by the official member representative, ~~as identified in the Constitution,~~ for each member institution, or by **their** ~~his/her~~ designated alternate.

### **Article III: 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 as members of committees and groups within the organization, e.g., ELUNA's Steering Committee, **Leadership** ~~Working~~ Group Leaders, Special Interest Group officers, program planning committees, and task forces.
  - 1.3. Be nominated for service on groups appointed by **the vendor** ~~Ex Libris~~, e.g., focus groups, groups providing advice on strategic planning, and groups developing product specifications.
  - 1.4. Pay **discounted rates** ~~a lower member rate~~ for **educational opportunities**. ~~conference registration.~~
  - 1.5. **Access to the ELUNA Document Repository.**
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 IV: Dues**

1. Annual dues for membership shall be set by the Steering Committee. In setting dues, the Steering Committee will consider both the amount needed to carry out ELUNA's **operations** ~~activities~~ and the need to keep dues affordable.
2. The membership year shall be January 1 through December 31.
3. The Treasurer shall send invoices for dues for the following year to official member representatives 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 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 V: ~~Non-Member Participation~~ ~~Other Participants~~ in ELUNA

##### 1. Non-members shall be defined as:

- 1.1. Observers: Staff from institutions currently negotiating contracts with the vendor Ex Libris, users of the vendor's Ex Libris' products outside North America, vendor Ex Libris employees, and employees of the vendor's Ex Libris' distributors may attend ELUNA meetings and participate in other ELUNA activities as non-voting members. ~~Observers.~~
- 1.2. Guests: Others may be invited to participate in ELUNA meetings and participate in ~~or~~ ELUNA activities as non-voting members. ~~at the discretion of the Steering Committee.~~

#### Article VI: ~~Steering Committee Nomination and Election; Removal and Replacement of Steering Committee Members~~

##### 1. ~~Nomination~~

- 1.1. ~~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.~~
- 1.2. ~~The Steering Committee shall issue a call for nominations for candidates at least (90) ninety days before the ELUNA annual meeting.~~
- 1.3. ~~Nominations shall be made in writing to the Steering Committee at least (60) sixty days before the ELUNA annual meeting.~~
- 1.4. ~~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 and qualifications for service.~~
- 1.5. ~~The Steering Committee shall validate the credentials of the nominees and submit information about the nominees to the membership in writing via e-mail no later than (35) thirty five days before the annual meeting.~~

##### 2. ~~Election~~

- 2.1. ~~Election of the Steering Committee shall be by electronic ballot. Voting shall begin no less than (30) thirty days before the annual meeting and shall conclude no less than (5) five days before the annual meeting.~~
- 2.2. ~~Results of the election shall be announced at the annual meeting.~~

##### 3. ~~Assumption of Office~~

~~Newly elected members of the Steering Committee shall assume office at the close of the annual meeting following their election.~~

~~4. Removal of a Steering Committee Member~~

~~A Steering Committee member, including ex officio members, may be removed from office by a vote of three quarters of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the Steering Committee for a period of longer than three months without a satisfactory explanation.~~

~~5. Replacement of a Steering Committee Member~~

~~5.1. Unless there are (90) ninety or fewer days remaining in a Steering Committee member's term, the Steering Committee shall appoint a successor to fill the balance of the member's term when:~~

~~5.1.1. A Steering Committee member dies, becomes disabled, resigns, is terminated by his/her employer, or moves to a new position in an institution that is not an ELUNA member.~~

~~5.1.2. A Steering Committee member is removed from office.~~

~~5.1.3. A Steering Committee's member institution terminates all contracts with Ex Libris and thus is no longer eligible for membership in ELUNA.~~

~~5.2. The Steering Committee shall appoint a replacement member within (60) sixty days.~~

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

~~1. Steering Committee members shall include:~~

~~1.1. Nine members elected at large by the member institutions' official representatives.~~

~~1.2. The Treasurer shall be a permanent ex officio member and will participate in all Steering Committee activities but will not have voting rights within the Steering Committee.~~

~~1.3. Any additional ex officio members that the Steering Committee may appoint for a specified period and purpose.~~

~~2. The elected Steering Committee members shall serve for three year, staggered terms.~~

~~3. No member institution shall have more than one representative on the Steering Committee at any one time~~

~~4. 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.~~

~~5. The members of the Steering Committee shall select the following officers. Each officer must be elected to the Steering Committee for the year in which s/he serves~~

~~as an officer with the exception that the Vice Chair/Chair Elect's term will automatically be extended to include the years required to serve as Chair and Past Chair.~~

~~5.1. Chair, who will serve a three year term. Note that selection of the chair will be required only in the event that the Vice Chair/Chair Elect is unable to serve.~~

~~5.2. Vice Chair/Chair Elect, only present on the final year of the chair's term and becomes the chair in the following year.~~

~~5.3. Past Chair, this position will only be present after the end of the Chair's term.~~

~~5.4. Secretary~~

~~5.5. Treasurer (ex officio)~~

~~5.6. Other officers that the Steering Committee deems necessary.~~

~~5.6.1 The term of office for each of the elected officers/representatives on the Steering Committee shall be one year, with the exception of the Chair who serves for three years.~~

~~6. The Steering Committee Chair shall function as the chief executive officer of ELUNA, and shall serve as spokesperson for the organization. However, s/he is expected to consult with the full Steering Committee on significant matters.~~

~~7. Subject to the approval of a simple majority of the voting members of 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 minutes of its meetings and shall report on its activities at the annual meeting. Minutes and reports will be posted on a secure portion of the ELUNA website.~~

~~9. The Treasurer shall directly or with the aid of a contracted service:~~

~~9.1. Maintain a record of all of memberships in ELUNA.~~

~~9.2. Maintain a record of all financial transactions of the organization.~~

~~9.3. Present a report of income and expenditures to the membership annually.~~

~~9.4. File ELUNA's tax returns.~~

~~9.5. Prepare an annual budget for the Steering Committee at the start of each membership year.~~

~~9.6. Prepare a three year projection of income and expenditures for the~~

~~Steering Committee at the start of each membership year.~~

~~9.7. Perform other financial tasks as directed by the Steering Committee.~~

~~10. The Steering Committee shall publish a list of its current members and its officers on the ELUNA website.~~

## **Article VI: Steering Committee**

1. Steering Committee members shall include the following:

- 1.1. Nine members elected at large by the member institutions' official representatives.
- 1.2. Officers chosen from at-large membership. Officers shall include:
  - 1.2.1. Chair.
  - 1.2.2. Incoming Chair.
  - 1.2.3. Other officers deemed necessary by the Steering Committee.
- 1.3. Ex-officio members as determined by the Steering Committee. Ex-officio members shall include:
  - 1.3.1. Treasurer and Membership Coordinator.
  - 1.3.2. Education Coordinator.
  - 1.3.3. Technology Coordinator.
  - 1.3.4. Secretary.
  - 1.3.5. Any additional Ex-officio members that the Steering Committee may appoint for a specified period and purpose.

2. General responsibilities of the Steering Committee

- 2.1. All Steering Committee members, whether they are at-large members, officers, or Ex-officio members are expected to:
  - 2.1.1. Represent all North American users of all vendor's products, regardless of which product(s) their home institutions use.
  - 2.1.2. Represent the needs of all North American users of the vendor's products above the needs of their home institutions.
  - 2.1.3. Follow the ELUNA Code of Conduct.
  - 2.1.4. Agree to the ELUNA Conflict of Interest policy and report potential conflicts as outlined in the policy.
  - 2.1.5. Attend all regularly scheduled meetings and ELUNA Conference from the point of election.

- 2.2. At-large Steering Committee members may be asked to serve as Steering Committee Liaison to Leadership Groups. Liaisons are expected to:
  - 2.2.1. Attend regularly scheduled meetings of their respective Leadership Group.
  - 2.2.2. Serve as the point-of-contact for their Leadership Group when issues need to be escalated to the Steering Committee.
  - 2.2.3. Provide Leadership Groups with regular Steering Committee updates.
  - 2.2.4. Provide the Steering Committee with regular Leadership Group updates.
  - 2.2.5. Provide guidance for the enhancement process, if they are serving as Liaison to a Working Group.
- 2.3. The Steering Committee is expected to fulfill the following requirements to the community:
  - 2.3.1. The Steering Committee shall publish a list of the current Steering Committee at-large members, officers, and Ex-officio members on the ELUNA website.
  - 2.3.2. The Steering Committee shall maintain minutes of its meetings and shall report on its activities at the annual meeting. Minutes and reports will be posted on a secure portion of the ELUNA website.
3. Responsibilities of specific Steering Committee positions
  - 3.1. The Chair shall:
    - 3.1.1. Serve as the spokesperson for ELUNA, internally and externally. They are expected to consult with the full Steering Committee on significant matters.
    - 3.1.2. Appoint all committees and task forces as needed and shall make recommendations for members of groups appointed by the vendor, subject to the approval of a simple majority of the voting members of the Steering Committee.
    - 3.1.3. Attend regularly scheduled meetings with the International Group of Ex Libris Users (IGeLU) Chair.
    - 3.1.4. Attend regularly scheduled meetings with the vendor's Senior Management.
    - 3.1.5. May attend Leadership Group meetings if necessary.
  - 3.2. The Incoming Chair shall:
    - 3.2.1. Accompany the Chair to all regularly scheduled meetings with the IGeLU Chair.
    - 3.2.2. Accompany the Chair to all regularly scheduled meetings with the vendor's Senior Management.



- 6.2.2. The Incoming Chair shall assume office at the beginning of the Chair's third year in office.

## 7. Terms of Office

- 7.1. At-large members shall:

- 7.1.1. Serve a three-year term.
- 7.1.2. Serve in staggered terms to ensure continuity.

- 7.2. Officers:

- 7.2.1. The Chair shall serve a three-year term.
- 7.2.2. The Incoming Chair shall serve a one-year term overlapping with the Chair's final year in office.

## 8. Relinquishment of office

- 8.1. Removal of a Steering Committee Member

- 8.1.1. A Steering Committee member, including Ex-officio members, may be removed from office by a vote of three quarters of the Steering Committee in case of an illegal action, an action that significantly damages the organization, inability to perform assigned duties, a violation of the Code of Conduct, a conflict of interest, a Steering Committee's member institution terminates all contracts with the vendor and thus is no longer eligible for membership in ELUNA, or a failure to participate in the activities of the Steering Committee for a period of longer than three months without a satisfactory explanation.

- 8.2. Replacement of a Steering Committee Member

- 8.2.1. Unless there are (90) ninety or fewer days remaining in a Steering Committee member's term, the Steering Committee shall appoint a successor to fill the balance of the member's term when Steering Committee member dies, becomes unable to perform assigned duties, resigns, is terminated by their employer, or moves to a new position in an institution that is not an ELUNA member.
- 8.2.2. In the event that the Chair is unable to complete their term, and no Incoming Chair has been elected, the Steering Committee shall appoint an Interim Chair to complete the term.

## 9. Steering Committee Quorum

- 9.1. A two-thirds majority of sitting Steering Committee at-large members will be considered a quorum and must be present at a meeting for decisions to be valid.

## **Article VIII: ~~Working Groups~~**

- ~~1. Users of each of Ex Libris' products may form a group with a product focus~~

~~within ELUNA. Users of multiple products may also choose to form a cross-product Working Group.~~

- ~~2. The Working Groups are responsible to the Steering Committee, and are subject to the ELUNA Constitution and Bylaws.~~
- ~~3. Key tasks assigned to the Working Groups by the Steering Committee are:
  - ~~3.1. Communicating with the relevant Ex Libris Product Managers.~~
  - ~~3.2. Planning sessions for the annual meeting that will be of interest to its users, and coordinating that work with the overall meeting planning group.~~
  - ~~3.3. Managing the enhancement processes for its product(s), in keeping with the ELUNA Constitution and Bylaws and any guidelines for enhancement processes promulgated by the Steering Committee, and working closely with the Ex Libris Product Managers.~~
  - ~~3.4. Communicating regularly (at least quarterly) with the Steering Committee about the Group's activities. To facilitate communication, the Steering Committee will appoint a liaison to each Working Group.~~~~
- ~~4. Each Working Group shall develop Guidelines for Operation, and shall submit the Guidelines and any revisions to the Guidelines to the Steering Committee for review and approval. Guidelines shall be published on the ELUNA website.~~
- ~~5. Working Group Leaders
  - ~~5.1. Required and Optional Leadership Positions
    - ~~5.1.1. Each Working Group must have a Chair and, an annual-conference program coordinator, and an enhancements-coordinator.~~
    - ~~5.1.2. Each Working Group may designate other leaders to serve in additional roles as desired.~~~~
  - ~~5.2. Eligibility for Service as a Working Group Leader
    - ~~5.2.1. A Working Group Leader must be a staff member at a member-institution licensed to use one of the products or technologies for which the Working Group was formed.~~
    - ~~5.2.2. A member of the ELUNA Steering Committee may not serve as a Working Group Leader.~~
    - ~~5.2.3. Current Working Group Leaders are responsible for verifying the eligibility of any candidate before voting begins or a Working Group Leader is chosen by another method.~~~~~~

~~5.2.4. There may only be one Working Group member from any given institution.~~

### ~~5.3. Choosing Working Group Leaders~~

~~Working Group Leaders may be chosen by any of these methods:~~

~~5.3.1. Election at the annual meeting. Staff from member institutions that are entitled under the terms of a contract to use one of the products or technologies for which the Working Group was formed who are present at the meeting would be eligible to vote.~~

~~5.3.2. Electronic ballot before or after the annual meeting, with member representatives from each institution that entitled under the terms of a contract to use one of the products or technologies for which the Working Group was formed eligible to vote.~~

~~5.3.3. Informal selection carried out by current Working Group Leaders or a nominating committee.~~

### ~~5.4. Removal of Working Group Leaders~~

~~A Working Group Leader member may be removed from office by a vote of two-thirds of the Leaders of the Working Group and with the approval of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the Working Group for a period of longer than three months without a satisfactory explanation.~~

### ~~5.5. Replacement of Working Group Leaders~~

~~Unless there are (60) sixty or fewer days remaining in a Working Group leader's term, the Working Group Leaders shall appoint a successor to fill the balance of a leader's term when:~~

~~5.5.1. A Working Group Leader dies, becomes disabled, resigns, is terminated by his/her employer, or moves to a new position in an institution that is not an ELUNA member.~~

~~5.5.2. A Working Group Leader is removed from office.~~

~~5.5.3. The Working Group Leader's member institution terminates all contracts with Ex Libris and thus is no longer eligible for membership in ELUNA.~~

~~The Steering Committee shall appoint a replacement member within (30) thirty days.~~

- ~~6. The ELUNA Steering Committee shall seek the advice of Working Group Leaders on issues of concern to particular Working Groups. Working Group Leaders are in turn expected to seek the advice of members of their groups.~~
- ~~7. Members of Working Groups are strongly encouraged to participate in all activities of ELUNA.~~
- ~~8. If the Working Group membership cannot form a leadership group, then the responsibilities for that Product or technology will pass to the Steering Committee until such time that the group leadership can be formed. The Steering Committee liaison will be the lead for all Working Group activities during this period.~~
- ~~9. Joint Working Groups
  - ~~9.1.1. As conditions merit, ELUNA may embark on creating Working Groups jointly with the International Group of Ex Libris Users (IGeLU). Existing Working Groups may also transition to joint groups if conditions merit.~~
  - ~~9.1.2. Joint Working Groups may also transition to individual ELUNA and/or IGeLU Working Groups if conditions merit.~~
  - ~~9.1.3. Joint Working Groups are subject to the Constitution and Bylaws of both ELUNA and IGeLU.~~~~

## **Article VII: Working Groups**

A Working Group is defined as a group of community members who use a specific product offered by the vendor.

### **1. Formation**

- 1.1. Working Groups can be requested by:**
  - 1.1.1. The community of ELUNA members.**
  - 1.1.2. The vendor.**
  - 1.1.3. The Steering Committee.**
- 1.2. Before the Working Group is officially recognized, it must be approved by the Steering Committee.**

### **2. General Responsibilities**

- 2.1. Working Groups shall solicit input and advocate for community priorities and concerns to the product manager.**
- 2.2. Working Groups shall conduct an enhancement process if enhancement points are allocated to the product.**
- 2.3. Working Groups shall communicate regularly with the Steering Committee.**

- 2.4. Working Groups shall communicate regularly with the user community.
- 2.5. A Working Group Chair or proxy shall report their annual activities and outputs to the relevant product community at the ELUNA Conference.
3. Composition
  - 3.1. Working Groups must fill the following positions:
    - 3.1.1. Chair.
    - 3.1.2. Enhancements Coordinator (if there is an enhancement process for the product).
4. Specific Responsibilities
  - 4.1. The Chair shall:
    - 4.1.1. Coordinate regular meetings of the Working Group.
    - 4.1.2. Meet regularly with the relevant product manager.
    - 4.1.3. Collaborate with the relevant IGeLU Working Group on shared initiatives (if applicable).
    - 4.1.4. Ensure coordination and completion of enhancement process (if applicable).
    - 4.1.5. Ensure onboarding is completed for their successor.
    - 4.1.6. Only hold one Chair position at a time.
  - 4.2. The Enhancements Coordinator shall:
    - 4.2.1. Be responsible for the enhancement process in partnership with IGeLU (if applicable).
5. Membership
  - 5.1. Each Working Group defines their own nomination/selection process.
  - 5.2. No institution shall have more than one representative on the Working Group concurrently.
  - 5.3. Working Group members may not serve on more than one Working Group (excluding liaison duties).
  - 5.4. Working Groups must select new leadership at least (60) sixty days prior to the ELUNA Conference.
6. Assumption of Office
  - 6.1. New Working Group Chairs shall assume office at the start of the ELUNA conference

following their election, or no later than June 1 if the conference isn't held in a given year.

6.2. Each group defines when new group members begin their service.

## 7. Terms of Office

7.1. Terms of office for each leadership position in the group will be detailed in the Terms of Reference and are subject to approval from the Steering Committee.

7.2. Each group must outline a succession plan in its Terms of Reference, subject to the approval of the Steering Committee.

## 8. Relinquishment of Office

8.1. A Working Group member may be removed from office by a vote of two-thirds of the Working Group and with the approval of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the Working Group for a period of longer than three months without a satisfactory explanation.

8.2. Unless there are (60) sixty or fewer days remaining in a Working Group Chair's term, the Working Group shall appoint a successor to fill the balance of the Chair's term when:

8.2.1. A Working Group Chair dies, becomes unable to perform assigned duties, resigns, is terminated by their employer, or moves to a new position in an institution that is not an ELUNA member.

8.2.2. A Working Group Chair is removed from office.

8.2.3. A Working Group Chair's member institution terminates all contracts with the vendor and thus is no longer eligible for membership in ELUNA.

8.3. The Steering Committee shall appoint a replacement Chair within (30) thirty days.

## **Article IX: ~~Special Interest Groups~~**

~~1. Users with similar interests may choose to form special interest groups within ELUNA.~~

~~2. The Steering Committee shall appoint a liaison to the Special Interest Groups, who will coordinate communication between the Special Interest Groups and other bodies within ELUNA.~~

~~3. Special Interest Groups shall operate informally, i.e., without a constitution or bylaws.~~

~~4. Each Special Interest Group must select a chair. It may select other officers if desired. Each officer must be a staff member at a member institution licensed to use one of the products that the Special Interest Group has been formed to discuss.~~

~~5. Special Interest Groups that are directly related to a product shall work closely with the appropriate Working Group.~~

- ~~6. Special Interest Groups that span two or more products shall work closely with the ELUNA Steering Committee.~~
- ~~7. The chair of each Special Interest Group shall provide a report of the Group's activities to the Steering Committee annually or at the request of the Steering Committee.~~
- ~~8. 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. However, the annual meeting planning committee is not obliged to provide accommodations for sessions that are likely to attract a very small audience.~~
- ~~9. The ELUNA Steering Committee shall seek the advice of the Special Interest Group chair on issues of concern to a particular Special Interest Group.~~
- ~~10. Members of Special Interest Groups are strongly encouraged to participate in all activities of ELUNA.~~

### **Article VIII: Communities of Practice**

A Community of Practice represents experts and invested members in a specific area. These groups exchange information about their domains of interest and work with the vendor. A Community of Practice can be a joint group with IGeLU, with the approval of the Steering Committee.

#### **1. Formation**

1.1. Communities of Practice can be requested by:

1.1.1. The community of ELUNA members.

1.1.2. The Steering Committee.

1.2. Before the Community of Practice is officially recognized, it must be approved by the Steering Committee.

#### **2. General Responsibilities**

2.1. Communities of Practice shall communicate regularly with the Steering Committee.

2.2. Communities of Practice shall communicate regularly with the user community.

2.3. Communities of Practice shall coordinate enhancement requests with the appropriate Working Group.

#### **3. Composition**

3.1. Membership in a Community of Practice is open to interested members in the community.

3.2. Communities of Practice must fill the following positions:

3.2.1. Chair.

4. Specific Responsibilities

4.1. The Chair shall:

4.1.1. Coordinate regular meetings of the Community of Practice.

4.1.2. Ensure onboarding is completed for their successor.

4.1.3. Only hold one Chair position at a time.

5. Membership

5.1. Each Community of Practice defines their membership process.

5.2. Communities of Practice must select new leadership at least (60) sixty days prior to the ELUNA Conference.

6. Assumption of Office

6.1. New Community of Practice Chairs shall assume office at the start of the ELUNA conference following their election, or no later than June 1 if the conference isn't held in a given year.

7. Terms of Office

7.1. Terms of office for each leadership position in a Community of Practice will be detailed in its Terms of Reference and are subject to approval from the Steering Committee.

7.2. Each Community of Practice must outline a succession plan in its Terms of Reference, subject to the approval of the Steering Committee.

8. Relinquishment of office

8.1. A Community of Practice member may be removed from office by a vote of two-thirds of the Community of Practice and with the approval of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the Community of Practice for a period of longer than three months without a satisfactory explanation.

8.2. Unless there are (60) sixty or fewer days remaining in the Community of Practice Chair's term, the Community of Practice shall appoint a successor to fill the balance of the Chair's term when:

8.2.1. A Community of Practice Chair dies, becomes unable to perform assigned duties, resigns, is terminated by their employer, or moves to a new position in an institution that is not an ELUNA member.

8.2.2. A Community of Practice Chair is removed from office.

8.2.3. A Community of Practice Chair's member institution terminates all contracts with the vendor and thus is no longer eligible for membership in ELUNA.

8.3. The Steering Committee shall appoint a replacement Chair within (30) thirty days.

## Article IX: Advisory Groups

Advisory Groups are short-term groups charged by the ELUNA Steering Committee to represent experts from a number of products to focus on a specific functional space or area of concern.

### 1. Formation

1.1. Advisory Groups can be requested by:

1.1.1. The vendor.

1.1.2. The Steering Committee.

1.2. Before the Advisory Group is officially recognized, it must be approved by the Steering Committee.

### 2. General Responsibilities

2.1. Advisory Groups shall communicate regularly with the Steering Committee.

2.2. Advisory Groups shall communicate regularly with the user community.

### 3. Composition

3.1. Membership in an Advisory Group is open to interested members in the community.

3.2. Advisory Groups must fill the following positions:

3.2.1. Chair.

### 4. Specific Responsibilities

4.1. The Chair shall:

4.1.1. Coordinate regular meetings of the Advisory Group.

4.1.2. Ensure onboarding is completed for their successor, if necessary, depending on the estimated length of the project.

4.1.3. Only hold one Chair position at a time.

4.1.4. Advise the Steering Committee and the vendor about a particular subject area, according to its charge.

### 5. Membership

- 5.1. Membership is by appointment from the Steering Committee or Working Groups.
  - 5.2. Advisory Groups must identify new leadership at least (60) sixty days prior to the ELUNA Conference, if necessary.
6. Assumption of Office
- 6.1. New Advisory Group Chairs shall assume office at the start of the ELUNA conference following their election, or no later than June 1 if the conference isn't held in a given year.
7. Terms of Office
- 7.1. Terms of office for each leadership position in an Advisory Group will be detailed in the Terms of Reference and are subject to approval from the Steering Committee.
  - 7.2. If the Advisory Group is a Joint Group with IGeLU, it is at the group's discretion to determine the succession planning process, but it must be outlined in its Terms of Reference and is subject to approval from the Steering Committee.
8. Relinquishment of Office
- 8.1. An Advisory Group member may be removed from office by a vote of two-thirds of the Advisory Group and with the approval of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the Advisory Group for a period of longer than three months without a satisfactory explanation.
  - 8.2. Unless there are (60) sixty or fewer days remaining in an Advisory Group Chair's term, the Advisory Group shall appoint a successor to fill the balance of the Chair's term when:
    - 8.2.1. An Advisory Group Chair dies, becomes unable to perform assigned duties, resigns, is terminated by their employer, or moves to a new position in an institution that is not an ELUNA member.
    - 8.2.2. An Advisory Group Chair is removed from office.
    - 8.2.3. An Advisory Group Chair's member institution terminates all contracts with the vendor and thus is no longer eligible for membership in ELUNA.
  - 8.3. The Steering Committee shall appoint a replacement Chair within (30) thirty days.

## **Article X: Special Interest Groups**

Special Interest Groups are a group of individuals from vendor customer sites who have a common focused interest in a vendor product or module, or who represent a particular type of library, or who use specific tools with a vendor product.

### **1. Formation**

- 1.1. Special Interest Groups can be requested by:
  - 1.1.1. The community of ELUNA members.
  - 1.1.2. The Steering Committee.
- 1.2. Before the Special Interest Group is officially recognized, it must be approved by the Steering Committee.
2. General Responsibilities
  - 2.1. Special Interest Groups shall communicate regularly with the Steering Committee.
  - 2.2. Special Interest Groups shall communicate regularly with the user community.
3. Composition
  - 3.1. Membership in a Special Interest Group is open to interested members in the community.
  - 3.2. Special Interest Groups must fill the following positions:
    - 3.2.1. Chair.
4. Specific Responsibilities
  - 4.1. The Chair shall:
    - 4.1.1. Coordinate regular meetings of the Special Interest Group.
    - 4.1.2. Ensure onboarding is completed for their successor.
    - 4.1.3. Only hold one Chair position at a time.
5. Membership
  - 5.1. Each group defines their membership process.
  - 5.2. Special Interest Groups must select new leadership at least (60) sixty days prior to the ELUNA Conference.
6. Assumption of Office
  - 6.1. New Special Interest Group Chairs shall assume office at the start of the ELUNA conference following their election, or no later than June 1 if the conference isn't held in a given year.
7. Terms of Office
  - 7.1. Terms of office for each leadership position in the group will be detailed in the Terms of Reference and are subject to approval from the Steering Committee.

- 7.2. Each group must outline a succession plan in its Terms of Reference, subject to the approval of the Steering Committee.

## 8. Relinquishment of Office

- 8.1. A Special Interest Group member may be removed from office by a vote of two-thirds of the Special Interest Group and with the approval of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the Special Interest Group for a period of longer than three months without a satisfactory explanation
- 8.2. Unless there are (60) sixty or fewer days remaining in a Special Interest Group Chair's term, the Special Interest Group shall appoint a successor to fill the balance of the Chair's term when:
  - 8.2.1. A Special Interest Group Chair dies, becomes unable to perform assigned duties, resigns, is terminated by their employer, or moves to a new position in an institution that is not an ELUNA member.
  - 8.2.2. A Special Interest Group Chair's member institution terminates all contracts with the vendor and thus is no longer eligible for membership in ELUNA.
- 8.3. The Steering Committee shall appoint a replacement leader within (30) thirty days.

## **Article XI: Task Forces**

Task Forces are temporary groups that report to the Steering Committee, and whose purpose is to make recommendations to the Steering Committee on a specific question or problem. They may also be charged with implementing those changes within the organization, pending Steering Committee approval.

### 1. Formation

- 1.1. Task Forces can be requested by:
  - 1.1.1. The community of ELUNA members.
  - 1.1.2. The Steering Committee.
- 1.2. Before the Task Force is officially recognized, it must be approved by the Steering Committee.

### 2. General Responsibilities

- 2.1. Task Forces shall communicate regularly with the Steering Committee.
- 2.2. Task Forces shall communicate regularly with the user community.

### 3. Composition

- 3.1. Membership in a Task Force is open to interested members in the community.

- 3.2. Task Forces must fill the following positions:
  - 3.2.1. Chair.
4. Specific Responsibilities
  - 4.1. The Chair shall:
    - 4.1.1. Coordinate regular meetings of the Task Force.
    - 4.1.2. Ensure onboarding is completed for their successor.
    - 4.1.3. Only hold one Chair position at a time.
5. Membership
  - 5.1. Each Task Force defines their membership process.
  - 5.2. Task Forces must select new leadership at least (60) sixty days prior to the ELUNA Conference.
6. Assumption of Office
  - 6.1. New Task Force Chairs shall assume office at the start of the ELUNA conference following their election, or no later than June 1 if the conference isn't held in a given year.
7. Terms of Office
  - 7.1. Terms of office for each leadership position in the group will be detailed in the Terms of Reference and are subject to approval from the Steering Committee.
  - 7.2. Each group must outline a succession plan in its Terms of Reference, subject to the approval of the Steering Committee.
8. Relinquishment of Office
  - 8.1. A Task Force member may be removed from office by a vote of two-thirds of the Task Force and with the approval of the Steering Committee in case of an illegal action, an action that significantly damages the organization, incompetence, or a failure to participate in the activities of the Task Force for a period of longer than three months without a satisfactory explanation
  - 8.2. Unless there are (60) sixty or fewer days remaining in a Task Force Chair's term, the Task Force shall appoint a successor to fill the balance of the Chair's term when:
    - 8.2.1. A Task Force Chair dies, becomes unable to perform assigned duties, resigns, is terminated by their employer, or moves to a new position in an institution that is not an ELUNA member.

8.2.2. A Task Force Chair's member institution terminates all contracts with the vendor and thus is no longer eligible for membership in ELUNA.

8.3. The Steering Committee shall appoint a replacement leader within (30) thirty days.

### Article XII: ~~X~~ Regional User Groups

Regional User Groups are **not** a formal part of ELUNA but may organize themselves independently. **However, ELUNA may provide some funding to Regional User Group activities, as defined in the Steering Committee Operations Manual.** ~~However:~~

- ~~1. ELUNA will provide some funding to officially sanctioned Regional User Groups.~~
- ~~2. The ELUNA Steering Committee will appoint a liaison to the Regional User Groups who will provide assistance when groups are formed, and will provide information about seeking support from ELUNA and Ex Libris for Regional User Group meetings.~~
- ~~3. An officially sanctioned Regional User Group must provide the name of a contact person for the group and information about its meetings; be willing to invite representatives of the ELUNA Steering Committee to attend its meetings; post meeting presentations on a website hosted by ELUNA; and hold at least one meeting every two years.~~
- ~~4. ELUNA encourages Regional User Groups to provide programming of interest to users of all relevant Ex Libris products used by institutions within its region.~~

### Article XI: ~~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. Subject to the approval of a simple majority of the voting members of the Steering Committee, the Chair of the Steering Committee shall 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 serve as chair of more than one committee, task force, or other group within ELUNA at the same time.~~
- ~~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. Formal reports shall be published on the ELUNA website.~~
- ~~6. Unless the work of a task force, focus group, or other group is nearly complete, the Steering Committee shall appoint a successor within (60) sixty days to fill the balance of~~

~~the member's term or nominate a new member of a group appointed by Ex Libris whenever:~~

- ~~6.1. A task force or group member dies, becomes disabled, resigns, is terminated by his/her employer, or moves to a new position in an institution that is not an ELUNA member.~~
- ~~6.2. A task force or group member's institution terminates all contracts with Ex Libris and thus is no longer eligible for membership in ELUNA.~~

#### **~~Article XII: 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. The representative shall report on the activities of ELUNA at meetings of international user groups.~~
- ~~3. The representative shall report the activities at meetings of international user groups to the Steering Committee.~~

#### **~~Article XIII: E-Mail Lists, Websites~~**

- ~~1. The Steering Committee shall designate member institution(s) or choose commercial service provider(s) 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. Any user of any Ex Libris product may subscribe to a product list or a special interest group list. Eligibility for subscription to other lists will be determined by the Steering Committee. Eligibility for all lists shall be enforced by the list manager(s).~~
  - ~~1.3. No proprietary information shall be posted on open lists.~~
- ~~2. The ELUNA website shall serve as the official repository of the organization's documents.~~
  - ~~2.1. The Steering Committee shall determine where the ELUNA website will be hosted.~~
  - ~~2.2. A Webmaster, an alternate, and any needed assistants shall be appointed by the Steering Committee.~~
  - ~~2.3. The Steering Committee shall be responsible for the overall currency and accuracy of information posted on the website. Working Groups shall be responsible for information related to their groups.~~
  - ~~2.4. Proprietary information posted on the website shall be protected by a user name and password or other means deemed appropriate by the Steering~~

~~Committee. Eligibility for access to secured information shall be determined by the Steering Committee.~~

~~2.5. When there is a link from the ELUNA website to another site that includes proprietary information, the information on the other site also shall be protected by a user name and password or other means deemed appropriate by the Steering Committee. Links that do not meet this requirement will be removed from the website.~~

## Article **XII**: ~~XIV~~: Commitments

### 1. Financial Commitments

1.1. Each year, the Steering Committee shall set:

**1.1.1.** A dollar limit on expenditures the Treasurer may approve.

**1.1.2.** A dollar limit on expenditures the Treasurer and the Chair of the Steering Committee may approve.

1.2. All other expenditures must be authorized by a simple majority of the Steering Committee.

1.3. Except in the course of dissolution of ELUNA, financial resources may be used only to accomplish the objectives specified in the ELUNA Constitution and Bylaws.

### 2. Non-Financial Commitments

**2.1.** ELUNA shall be neither bound by nor committed to any non-financial obligation, action, or statement by an individual member, officer, committee, or other duly constituted group, unless such commitment is approved by the Steering Committee.