

ARC

Governance Document

Article I: Name

Article II: Purpose

Article III: Membership

Article IV: Officers

Article V: Director's Meetings

Article VI: Executive Committee

Article VII: Committees

Article VIII: Amendments to the Governance Document

Article IX: Parliamentary Authority

Article X: Nomination and Election of Officers

DRAFT 6-7-12

Article I

Name

The name of the organization is
The Academic and Research Collaborative (ARC)

Article II

Purpose

The purpose of ARC shall be:

To explore, plan and implement cooperative projects and policies that will contribute to the improvement of library services to the students, faculties, administrators, and other members of the higher education and research communities of central Massachusetts

Article III

Membership

- A. Institutional membership is open to academic, public and special libraries of central Massachusetts.
- B. Membership in ARC shall include all staff members of institutional member libraries.
- C. The ARC Directors shall consist of one voting representative from each participating institution. This representative shall be a chief librarian (permanent or acting) or a duly appointed alternate. Appointment of a permanent alternate shall be made known to the Chair of the Executive Committee by a letter from a/the chief librarian indicating the anticipated length of service for the alternate.

Article IV

Officers

- A. The officers of the ARC Directors shall be Chair, Vice-Chair/Secretary, Past Chair, and Chair of the Governance Committee.
- B. The terms of office shall be for one year. The Vice-Chair/Secretary is elected each year at the Annual Meeting of ARC Directors. The following year, the Vice-Chair/Secretary becomes the Chair. At the end of the Chair's term of office, s/he becomes Past Chair. All officers shall take office at the end of the Annual Meeting.
- C. If the office of Vice-Chair/Secretary becomes vacant the Chair shall, at the earliest possible date thereafter, order a special election by the Directors for the purpose of filling the office. The Vice-Chair/Secretary thus elected shall immediately enter upon assigned duties and shall hold office until the next regular election. The Vice-Chair/Chair-Elect shall immediately assume the office of the Chair if that office becomes vacant.
 - 1) Duties of officers:

- a. The Chair shall be the Chief Executive Officer of ARC and shall have general supervision over its affairs. S/he shall serve as chair of the Executive Committee and of the ARC Directors and shall call special meetings as warranted. S/he shall appoint the chairs of all Standing Committees. S/he shall recommend to the Executive Committee and/or ARC Directors such measures as s/he considers desirable to further the objectives and broaden the effectiveness of ARC. S/he shall be a member ex officio, without vote, of all Standing Committees. S/he shall perform such other duties as customarily pertain to the Office of Chair and will serve as the official representative of ARC.
- b. The Vice-Chair/Secretary shall perform such duties as the Chair may assign. In the event of temporary disability, absence, or withdrawal of the Chair, the Vice-Chair shall assume all duties and obligations of the Chair.
 1. The Vice Chair/Secretary shall keep a record of the proceedings of all Executive and Directors' meetings and after approval shall post them on the ARC website or distribute/archive/disseminate them as directed by the Executive Committee.
 2. The Vice-Chair/Secretary will also coordinate and review the mailing lists and the Directors membership lists in conjunction with the list serve coordinator.
- c. The Past Chair shall perform duties as appropriate.
- d. The Chair of the Governance Committee shall bring to the attention of the Executive Committee and ARC Directors any matters related to governance, strategic planning, and assessment that come under the charge of the Governance Committee.

Article V

Directors Meetings

- A. Participants will consist of the Directors or official representatives of ARC libraries and other guests as appropriate.
- B. There shall be a minimum of four Directors Meetings a year.
- C. The Annual Meeting shall be in addition to the minimum four directors meetings per year, and include the presentation of reports, election of Vice-Chair/Secretary, and report of the appointment of Standing Committee chairs for the ensuing year.
- D. Special meetings of the Directors may be called by the Chair, the Executive Committee, or upon request of a majority of the Directors.
- E. Notice of all meetings shall be sent to all Directors at least 14 days before the meeting.
- F. The vote of a majority of the Directors, taken in person or by electronic means, shall be the act of the Directors

Article VI

Executive Committee

- A. The officers of the organization shall constitute the Executive Committee. Membership shall be: Chair, Vice-Chair/Secretary, Past Chair, and the Governance Committee Chair.
- B. The Executive Committee shall propose strategy to Directors to move forward ARC objectives and current initiatives, and coordinate reporting from standing and other committees to Directors.
- C. The Executive Committee shall develop the agenda for the Directors' meetings.
- D. All policies developed by the Executive Committee shall be brought forward to be voted on by the Directors. All policies approved by the Directors shall be recorded by the Vice-Chair/Secretary.

Article VII

Committees

Ad Hoc and Standing Committees may be created by ARC to transact regularly occurring business or to accomplish a special task or purpose. The committees may determine how they meet to conduct their business. Chairs are limited to a 2-year term and can be extended at the discretion of the committee.

All committees shall submit a brief annual written report to the Chair prior to the Annual Meeting. The Chair shall distribute any reports of committees to the Directors and, once accepted, they will be posted to the ARC web site.

- A. The following **Standing committees** are established and will be chaired by Directors:
 - a) **Executive Committee** This Committee is organized and charged as provided in Article IV.
 - b) **Directors** This committee consists of the current directors of the member libraries, as provided in Article III.
 - c) **Governance** Oversee development and revision of ARC Governance Document and Strategic Plan; coordinate assessment efforts; assess implementation of new ARC governance and committee structure, including the effectiveness of reporting and communications; recommend changes to organizational structure.
 - d) **Communications** Identify best approaches to successfully communicating with members; maintain the ARC web site; oversee listserv or alternative communication tool.
 - e) **Professional Development** Oversee ARC Lyris training program and provide guidance and support to ARC members wishing to establish an Activity Committee, whether short-term or on-going.
 - f) **Licensing** Serve as contact for OCLC for WorldCat licensing; coordinate additional consortia licensing ventures.
 - g) **Representative to Massachusetts Board of Library Commissioners (MBLC) and Massachusetts Library System (MLS)** Represent ARC at MBLC and MLS meetings, fostering communications

between ARC and these organizations; invite representatives from MBLC and MLS to ARC meetings as appropriate; deposit ARC Strategic Plan with MBLC.

- B. **Activity Committees:** These sub-committees can be chaired by any ARC library member. An ARC Library member wishing to establish an Activity Committee should contact the Chair of the Professional Development Committee for guidance and support. These groups may form to bring together staff that has similar jobs or interests. The groups may meet to network and share trends, ideas, and tips. The groups may tour libraries, museums, or other places of interest. These groups can make recommendations for policies, create programs for library staff in ARC libraries, and can meet to share professional practice ideas. The following list includes current groups and ideas for others.

Examples of these committees include but a not limited to:

1. Access Services
2. Collection Development
3. Instruction/Information Literacy
4. Special collections and Archives

C. **Ad Hoc committees:** These groups form for a specific and short-term purpose. The task may be one time or once per year. The Executive Committee will initiate these committees, provide clear charges/ goals and ensure regular reporting from the committees to the Directors

Article VIII

Amendments to Governance

The Directors may make, amend or repeal the Governance Document provisions in whole or in part.

The Governance Document may be amended by a 2/3 vote of Directors.

- a) Amendments may be proposed by the Executive Committee, the Directors, or by petition of at least 25 members.
- b) Notice containing the text of any proposed amendments shall be sent to each Director at least two weeks before the meeting at which it is to be discussed.

ARTICLE IX

Parliamentary authority

When not in conflict with this Governance Document, Robert's Rules of Order Revised shall govern all deliberations.

Article XI

Nomination and Election of Officers

Each officer will serve for one year. Candidates for Vice-Chair/Secretary may be nominated by a Director or member or self-nominate by submitting their name to the Executive Committee.

Adopted June 19, 2012