STANDING CONFERENCE ON
LIBRARY MATERIALS ON AFRICA

(Registered Charity No 325086)

CONSTITUTION
As amended at the Annual General Meeting, June 2006 2012

1. Name
The name of the organisation is the Standing Conference on Library Materials on Africa SCOLMA (the UK Libraries and Archives Group on Africa).

2. Aims
2.1 The aims of the organisation are to promote for the public benefit the acquisition of library materials including electronic resources needed for African studies and to assist in and advise on the provision, recording and use of such materials in public, special and university libraries.

2.2 The organisation is a non-profit-making body and has no power to make any distribution of profits, gifts, bonuses &c. to its members.

2.3 The assets of the organisation will be used only to further its aims.

3. Membership
3.1 Institutional membership shall be open to institutions actively acquiring library materials on Africa, co-operating in the schemes promoted by the organisation, or otherwise supporting its aims.

3.2 Each institutional member may be represented at General Meetings by two representatives. When the library is only a part of the member institution, at least one representative shall be nominated by the librarian. Members receive copies of SCOLMA’s journal.

3.3 Personal membership is open to individuals interested in the aims of the organisation. Personal membership allows notice of, attendance and voting rights at meetings and receipt of the journal.

3.4 Honorary membership shall be conferred by the Committee at its discretion on individuals who, in the Committee’s view, have given outstanding service to SCOLMA. Such membership shall offer the rights and privileges of personal membership without charge.

3.5 All membership applications will be subject to approval by the Committee.

4. Subscription
The subscription rates shall be those fixed from time to time by the Annual General Meeting.

5. Meetings
There should be an Annual General Meeting and other meetings as called by the Committee. The Secretary will call a General Meeting within fourteen days on the request of any ten full member institutions in writing. The Secretary must give twenty-eight days’ notice in writing of
any General Meeting. A quorum for a General Meeting shall consist of at least ten of whom a minimum of five should be representatives of paid-up member institutions.

6. **Officers**
The officers of the organisation shall be as follows:

(a) the Chairman, Chair, Secretary and Treasurer, each of whom shall be elected at the Annual General Meeting and shall hold office until the next following Annual General Meeting but shall be eligible for re-election; and
(b) the Editor of the Journal, the Business Manager Development Officer, the Programmes Secretary and the Webmaster Web manager, each of whom shall be elected from time to time at an Annual General Meeting and whose functions shall be prescribed from time to time by the Committee.

7. **Committee**
The Committee shall consist of the officers, and six elected members of whom a majority should be representatives of institutional members who shall be elected at Annual General Meetings to serve for three years.

Subject thereto at every Annual General Meeting the two elected members who have served longest at such shall retire, and Elected members shall not be eligible for re-election until the next following Annual General Meeting. The Committee may co-opt not more than two three additional members who shall serve until the next following Annual General Meeting.

8. **Elections**
The Committee, or any members of the organisation, may nominate persons for election as officers or elected members of the Committee. Nominations shall be in writing and shall be delivered to the Secretary at least fourteen days in advance before the Annual General Meeting.

9. **Management Sub-Committee**
9.1 The Committee shall appoint a Management Sub-Committee to manage SCOLMA’s journal, consisting of the officers and such other appointees necessary for the production, promotion, circulation and financial control of the journal.

9.2 The duties of the Management Sub-Committee shall be:

(i) to advise and assist the Editor on the policy and content of the journal
(ii) to manage the finances of the journal
(iii) to advise and assist the Business Manager in securing secure advertising and improving improve the circulation of the journal
(iv) to submit a report and accounts to the Committee for presentation to the Annual General Meeting.

10. **Amendment to the Constitution**
Amendment of the Constitution shall be by a two-thirds majority of votes cast at a General Meeting. No amendments shall be made to the Constitution which will alter the charitable aims or status of the organisation.

11. **Dissolution**
In the event of the dissolution of the organisation for any reason whatsoever any assets or property shall pass to the Library of the School of Oriental and African Studies.

Revised 2006 2012