

Bliss Classification Association

(founded 1967)

CONSTITUTION

Adopted at the Annual General Meeting of the Bliss Classification Association held at University College London on 2012-04-20.

1 NAME

- 1.1 The name of the association shall be the Bliss Classification Association.

2 OBJECTS

- 2.1 The object of the Association shall be to promote the development and use of faceted classifications and thesauri, and in particular the development and use of the second edition of the Bliss Bibliographic Classification (BC2), and of tools associated with it.
- 2.2 A subsidiary object shall be to support users of the first edition of the Bliss Bibliographic Classification (BC1).
- 2.3 The objects of the Association shall be implemented by means of publications (such as schedules, thesauri, periodicals, etc.) in appropriate media, by organizing meetings and training sessions, and by other means from time to time deemed appropriate by the Committee.

3 MEMBERSHIP

- 3.1 Membership shall be open to all persons or corporate bodies using or interested in faceted classifications and thesauri, or using or interested in Bliss Bibliographic Classifications.
- 3.2 An annual subscription will cover the calendar year, except that new members joining on or after 1 October will be members until 31 December the following year for the same payment.
- 3.3 Subscription rates for membership shall be determined by majority vote of members at the Annual General Meeting.
- 3.4 Corporate members should appoint a representative for purposes of communication and voting.
- 3.5 No member shall use the name of the Association for commercial purposes without permission of the Committee.
- 3.6 The Association shall have the right to exclude from its membership any

person or body whose conduct has been or is likely to be harmful to the objects or or to the reputation of the Association. This power is delegated to the Committee, subject to subsequent challenge at a General Meeting.

4 COMMITTEE

- 4.1 The affairs of the Association shall be conducted by a Committee which shall consist of nine members, each elected by majority vote for a term of three years, and three of whom shall retire or offer themselves for re-election each year, on the basis of longest service.
- 4.2 The Honorary Officers of the Association shall be elected by the Committee itself by majority vote and shall consist of (1) Chairman, (2) Secretary, (3) Treasurer, and (4) Publicity Officer and Bulletin Editor.
- 4.3 The Committee shall meet at least twice in each calendar year. Members of the Committee shall be given at least one week's notice of a committee meeting.
- 4.4 The quorum at a meeting of the Committee shall be four elected members of the Committee, of whom at least one must be an Honorary Officer.
- 4.5 The Committee shall have power to co-opt not more than two additional members each year to serve on the Committee until the next Annual General Meeting.

5 EDITORS OF BC2

- 5.1 The Committee may appoint editors of BC2, who need not be members of the Committee or indeed of the Association.
- 5.2 Editors of BC2 shall work to a policy determined by, and shall be answerable to, the Committee.

6 GENERAL MEETINGS

- 6.1 An Annual General Meeting (AGM) of the Association shall be held each year on a date to be determined by the Committee. At least four weeks' notice of the date of the meeting shall be given, and at least two weeks' notice of the business of the meeting. The quorum for an AGM shall be 20% of the members normally resident in the UK at the date of the meeting.
- 6.2 The Committee shall submit to the AGM, for approval, a report on its work, together with audited accounts of the income and expenditure and the balance sheet of the Association for the year ending on the previous 31st December.
- 6.3 The AGM shall elect an Honorary Auditor, who shall not be a member of the Association's Committee.
- 6.4 A member may raise an item for potential discussion at the AGM by submitting details in writing to the Hon. Secretary at least three weeks before the

planned date of the AGM. Items judged competent business by the Committee will be placed on the agenda and notified to members.

- 6.5 An Extraordinary General Meeting (EGM) of the Association shall be called at the request of not fewer than 20% of the members, and a minimum 15 days' notice shall be given to all members of the date, time, place and business of such a meeting. The quorum for an EGM shall be 20% of the members in good standing at the date of the meeting.
- 6.6 A member who is unable to attend in person may appoint a proxy, to vote on their behalf at a General Meeting, by notifying the Hon. Secretary, in writing before the start of the meeting, of details enabling identification of the proxy.
- 6.7 Non-members may be invited to attend General Meetings as observers.

7 AMENDMENT OF THIS CONSTITUTION

- 7.1 Details of any proposed amendment(s) of this constitution shall be notified to members at least 15 days before a General Meeting and shall require a two-thirds majority of the members present and voting at that General Meeting to take effect.
- 7.2 No amendment to this constitution shall be made which would have the effect of causing the Association to cease to be considered a charity by Her Majesty's Revenue and Customs (HMRC) or its successor, or by other relevant public bodies.

8 DISSOLUTION

- 8.1 If at any time it is considered necessary to dissolve or wind up the Association, which can only be enacted by a General Meeting, the remaining assets, after the satisfaction of all debts and liabilities, shall not be distributed among the members but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Association.

9 INTERPRETATION

- 9.1 This constitution supersedes the original constitution of 1967-10-20, as last amended 1975-11-28.

In this constitution :

- 9.2 'The Association' means The Bliss Classification Association;
- 9.3 'The Committee' means the duly elected Committee of the Association;
- 9.4 'General Meeting' means a duly convened Annual or Extraordinary General Meeting of the Association;

- 9.5 'member' or 'members' means currently paid up member(s) of the Association [with voting rights], not excluded under paragraph 3.6;
- 9.6 'in writing' means textual communication by physical or electronic means;
- 9.7 'given notice' means written notice, including email or other personally directed electronic transmission of written material, to the most recent address provided by the member;
- 9.8 'majority vote' means a larger number voting for than voting against, ignoring abstentions, the Chair of the meeting having the casting vote at Committee meetings;
- 9.9 'BC2' means *The Bliss bibliographic classification*, 2nd ed., 1977-

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