The ANZREG Committee is seeking endorsement in June 2024 for changes to the current By-Laws, last endorsed 2019.

The nature of the changes is a comprehensive review with focus on:
- Simplifying to allow flexibility for internal organisation
- Aligning with current practice and activities
- Enhancing clarity and meaning

See below:
- By-Laws - PROPOSED
- By-Laws - CURRENT

By-Laws - PROPOSED

(Seeking endorsement June 2024)

Purpose of the organisation

Australia & New Zealand Regional Ex Libris Group (ANZREG) Committee is a volunteer organisation, with members drawn from Ex Libris product users based in Australia and New Zealand. The purpose of the ANZREG Committee, hereafter referred to as the Committee, is to:

- Provide a community of practice for Ex Libris customers based in Australia and New Zealand, to share knowledge, exchange ideas, and develop regional priorities in relation to Ex Libris applications and services
- Showcase Ex Libris application best practice workflows and innovative user community developments to the Australian and New Zealand user community, through the ANZREG Conference and other events
- Encourage representatives from the Ex Libris Australian and New Zealand user community to participate in, and report on, the activities of IGeLU Working Groups, Communities of Practice, advisory and focus groups, with specific focus on regional issues
- Develop and support active networks within the international Ex Libris user community, to showcase the achievements of the ANZREG community and to learn from the wider Ex Libris user community
- Liaise directly with Ex Libris representatives on behalf of Ex Libris customers in the Australian and New Zealand user community, raising significant issues and advocating for product developments, particularly those of regional importance, and product support
- Advocate and provide support for Australian and New Zealand Ex Libris customers to engage with the ANZREG regional user community and broader international user community

Activities

- Provide a community of practice for Ex Libris customers based in Australia and New Zealand, to share knowledge, exchange ideas and develop regional priorities in relation to Ex Libris applications and services
  - Maintain the ANZREG website, to share information and updates to the ANZREG community
  - Maintain ANZREG-L listserv discussion list and encourage Ex Libris representatives to subscribe and engage in discussions
  - Host community events, including conference, best practice and product training days
- Showcase Ex Libris application best practice workflows and innovative user community developments to the Australian and New Zealand user community, through the ANZREG Conference and other events
  - Develop engaging and thought provoking programs, to ensure active attendance and inspire contribution to events
  - Establish and maintain a timely and relevant program of events, which references the best of national and international Ex Libris user conference sessions, to promote application of best practice workflows or innovative use of Ex Libris products
  - Create an annual ANZREG calendar of events
  - Undertake evaluation of events to assess value, such as conducting surveys and assessing attendance, and identifying areas of growth and improvement for future events

- Encourage representatives from the Ex Libris Australian and New Zealand user community to participate in, and report on, the activities of IGeLU Working Groups, Communities of Practice, advisory and focus groups, with specific focus on regional issues
  - By participation in Ex Libris and broader community initiatives, be aware of new product initiatives and report this information to the ANZREG community
- Develop and support active networks within the international Ex Libris user community, to showcase the achievements of the ANZREG community and to learn from the wider Ex Libris user community
  - Develop a strong profile within the international Ex Libris user community, by participating in national and international conferences
  - Report yearly to IGeLU on ANZREG notable activities as an INUG (IGeLU National & Regional User Group), and raise items of concerns to the Australian and New Zealand user community via INUG meetings at the IGeLU Conference
- Liaise directly with Ex Libris representatives on behalf of Ex Libris customers in the Australian and New Zealand user community, raising significant issues and advocating for product developments, particularly those of regional importance, and product support
  - Meet regularly with Ex Libris representatives, raising an agenda of items of interest to the Australian and New Zealand user community
  - Build and maintain relationships with Ex Libris representatives focused on productive collaboration and open and honest communication
- Advocate and provide support for Australian and New Zealand Ex Libris customers to engage with the ANZREG regional user community and broader international user community
  - Ensuring ANZREG events are kept either free of cost or low cost
  - Encouraging community participation by conference participation sponsorship program, including in collaboration with Ex Libris

Membership

Any individual affiliated with a New Zealand or Australian institution using one or more Ex Libris products is automatically eligible to:

- Become an ANZREG member, which may include acting as voting representative for the institution.
- Attend ANZREG meetings and training events.
- Stand for election to the Committee, including serving as an ANZREG Officer and Director per ANZREG Constitution.

Evaluation & improvement

All events undertaken by the Committee will include planned evaluation tools, for the Committee and the community to use to assess the ROI of each event. Over time this data will allow the Committee to refine staged events and identify areas of growth for new events

Committee election process

- The Committee must have a minimum of 4 members as Officers, 3 serving as Directors, and aims to have between 5 and 10 members, with at least 2 representatives from both Australia and New Zealand, and no more than 2 members from the same institution
- Elections may be held every second year, as an opportunity to refresh Committee membership and fill vacated roles
- The Committee will solicit nominations for elections via avenues such as email and the ANZREG website
- Candidates will submit a short biography and confirmation of support from their site by the advised submission date
- In the event that the number of suitable candidates does not exceed the number of open positions, the Committee may accept candidates as new member without conducting an election
- If the Committee deems an election is necessary, elections will be held electronically, with one vote per institution
- Committee members are encouraged to commit to an initial two- year term, and may run for re-election as often as they desire
- The Committee will post the election results, including effective date of each member's term, via avenues such as email and on the ANZREG website
- Adding Committee members by invitation: The Committee may, at times, identify the need to invite a current ANZREG member with specific skills or background to join the ANZREG Committee, to address

an identified need. This may include, but is not limited to, the ability to represent a specific Library sector or geographic region. In this situation, the appointment of these Committee members will be advised via avenues such as email, the ANZREG website, or ANZREG organised event

Committee roles

Committee roles are filled by Committee members. ANZREG Directors roles are elected internally after Committee membership is established, for a two year minimum term. Committee may restructure primary responsibilities for roles depending on need and current Committee membership, including collaborative shared responsibilities and roles. Internal roles may include and are not limited to: Program Coordinator, Conference Coordinator, Communications Coordinator, Web Coordinator, Product Development Coordinator, and Secretary. The 4 ANZREG Officer roles which must be filled are:

- **Chair**
  - o Primary liaison with Ex Libris, IGeLU, ELUNA and other national and international user groups
  - o Responsible for convening meetings, and setting and distributing agendas
  - o Responsible for arranging a quarterly meeting with Ex Libris representatives, including raising agenda items in advance to advocate for ANZREG community interests
  - o This position is a two year term
- **Deputy Chair / Chair Elect**
  - o Deputise for the Chair as required
  - o Assist with convening meetings, and setting and distributing agendas
  - o This position is a two year term, and then succeeds the sitting chair
- **Financial Officer**
  - o Responsible for developing and managing budgets for events with significant expenditures, eg ANZREG Conference
  - o Responsible for managing ANZREG income, including conference bookings and payment
  - o Responsible for meeting all ANZREG financial reporting requirements, including incorporated company reporting
- **Secretary**
  - o Responsible for approval of ANZREG member status by ANZREG-L list subscription requests
  - o Responsible for maintaining ANZREG membership records for voting representatives
  - o Responsible for managing the ANZREG central email account, including answering queries from members or potential members, and forwarding queries as needed to other Committee members
  - o Responsible for Committee meeting minutes

Resignations

- If a member in an Officer role leaves the Committee during their term and has more than four months to serve, the Committee will solicit a current Committee member to fill this position
- If a member leaves the group during their term and has four or fewer months left to serve, the position may remain vacant until the next election

Meetings - Committee and General

- The ANZREG general meeting is held annually, which may be as part of the ANZREG Conference or designated online event.
- Voting may occur at annual general meetings or be conducted electronically, for activities such as proposed By-Law amendments. Each institution will have one vote in any ballot, by designated voting representative.
- The Committee meets fortnightly via video conference. Committee meetings are subject to cancellation depending on agenda or other extenuating circumstances

By-Law amendments

- Amendments to the Committee By-Laws may be proposed for endorsement no more than annually.
- Proposed amendments will be posted to the ANZREG-L listserv and made available on the ANZREG website one month in advance of members being asked to endorse the amendments.
- Proposed amendments must be endorsed by at least two-thirds of member institutions.

Other relevant documents

Constitution of Australia New Zealand Regional Ex Libris Group Ltd (pdf-31 pages)

By-Laws - CURRENT

(Endorsed at ANZREG 2019 Conference)

Purpose of the organization

ANZREG is a volunteer organisation, with members drawn from Ex Libris product users based in Australia and New Zealand. The purpose of the committee is to:

1. Provide a community of practice for Ex Libris customers based primarily in Australia and New Zealand, to share knowledge, exchange ideas and develop regional priorities in relation to Ex Libris applications and services
2. Showcase Ex Libris application best practice workflows or innovative user community developments to the Australian and New Zealand user community, through the ANZREG conference, best practice days, developer days, user seminars and other events
3. Nominate representatives from the Ex Libris Australian and New Zealand user community, to participate in, and report on, the activities of IGeLU Working Groups, Special Interest Working Groups and advocacy groups, with specific focus on regional issues
4. Develop and support active networks within the international Ex Libris user community, to showcase the achievements of the ANZREG community and to learn from the wider user community

Membership

Any individual affiliated with a New Zealand or Australian institution using one or more Ex Libris products is automatically eligible to:

- Become an ANZREG member.
- Attend ANZREG meetings and training events.
- Stand for election to ANZREG committees.
- Serve as an ANZREG officer.

Activities

1. Provide a free community of practice for APAC Ex Libris customers to share knowledge, exchange ideas and develop regional priorities in relation to Ex Libris applications and services
    1. Host website / Maintain ANZREG-L email discussion list and website
    2. Provide conference, best practice and product training days
    3. Maintain a consolidated list of Salesforce case responses by Ex Libris that are unsatisfactory by time / relevance / understanding / providing adequate resolution
2. Showcase Ex Libris application best practice workflows or innovative user community developments to the APAC user community
    1. Develop engaging, even controversial Conference programs, to ensure conference participation number remain high and that attendees are excited and inspired by conference program and events
    2. Establish and maintain a timely and relevant seminar program, which references the best of national and international Ex Libris user conference sessions, to promote application best practice workflows or innovative use of Ex Libris application
    3. Create an annual ANZREG calendar of events, to enable the committee to:
        1. Plan activities across 12 months to manage available resources
        2. To be sure activities are designed to progress identified goals
        3. Work around other major events in professional calendars
3. Participate in and report back on the activities of Ex Libris working groups, Special Interest Working groups and Advocacy groups, with specific focus on regional issues
    1. By participation in Ex Libris working group initiatives, SIWGs or advocacy groups, be aware of new product initiatives and report this information to the ANZREG community

2. Maintain a log of all Ex Libris hosted product down-times or failures to meet reasonable system speeds
4. Develop and support active networks within the international Ex Libris user community, to showcase the achievements of Ex Libris APAC users and to learn from and with the wider Ex Libris user community
    1. Develop profile within the international Ex Libris user community, by participating in national and international conferences
    2. ANZREG / Ex Libris Conference participation sponsorship program

Evaluation & improvement

All events undertaken by the committee will include planned evaluation tools, for the committee and the community to use to assess the ROI of each event. Over time this data will allow the committee to refine staged events and identify areas of growth for new events

Committee roles

ANZREG Committee is elected from the membership. It will solicit volunteers and elect its own officers after membership is established. These positions may be filled from within the committee or from the ANZREG community. Positions are as follows:

Chair

- Serves as primary contact with Ex Libris, IGeLU, ELUNA and other national and international user groups
- Responsible for convening meetings, setting and distributing agendas
- The chair will serve for a two year term
- Arranges a quarterly meeting with Ex Libris liaisons to advocate for ANZREG community interests

Deputy Chair/Chair Elect

- Deputise for Chair as required
- Assists with convening meetings, setting and distributing agendas
- Deputy chair is a two-year position. The deputy chair will succeed the sitting chair
- Responsible for ANZREG membership and approval of ANZREG-L list membership requests
- Participates in a quarterly meeting with Ex Libris liaisons to advocate for ANZREG community interests

Financial Officer

- Responsible for developing and managing budgets for events with significant expenditures, eg ANZREG conference
- Responsible for managing ANZREG income, including conference bookings and payment
- Responsible for meeting all ANZREG financial reporting requirements, including incorporated company reporting
  http://asic.gov.au/regulatory-resources/forms/forms-folder/388-copy-of-financial-statements-and-reports/

Program Coordinator

- Manages the annual calendar of events, e.g. conference, best practice days, seminars etc, to showcase new product functionality or innovative use of Ex Libris products
- Manages the design and implementation of post event evaluation tools such as surveys, metrics consolidation and reporting, to allow the Committee to evaluate and improve the effectiveness of ANZREG activities

Communications Officer

- Responsible for Committee meeting minutes
- Prepare information about upcoming events for publication
- Prepare monthly meeting summaries for publication to ANZREG website

- Communicates post event qualitative and quantitative survey data to the ANZREG community via email and website

Web Manager

- Posts content for the ANZREG community onto the ANZREG websites
- Develop relationships with IGeLU & ELUNA web managers to share content, posting IGeLU or ELUNA content to ANZREG website where this content may have value for ANZREG members or raise ANZREG's profile through posting ANZREG web page content on IGeLU & ELUNA websites where this content may have value for IGeLU & ELUNA members
- Manages ANZREG-L lists

Conference Organiser

Filled annually by conference venue organiser and is not necessarily ANZREG committee member.

- Attend ANZREG Committee meetings during the conference planning stage
- Responsible for organising Conference venue, facilities and equipment
- Coordinate conference catering, signage and name tags
- Recording conference presentations to be available for download by ANZREG members via website
- Streaming conference presentations to provide access for all ANZREG members
- Nominate local accommodation venue for the conference that the committee can liaise with to provide conference participants with discounted accommodation

General roles who will learn / support one of the named roles

- Actively participate in ANZREG Committee meetings
- Regularly volunteer to lead or participate in events initiated by the Committee or the community
- Volunteer to fill roles such as Chair, Deputy Chair/Chair Elect, Program Coordinator, Financial Officer, Communications Office, Web Manager or Conference Organiser

Election process

- The ANZREG Committee has between five and ten members, with at least two representatives from both Australia and New Zealand
- Elections will occur every second year for half the positions on the committee
- Current members may run for re-election as often as they desire
- The committee will solicit nominations for elections via email and the ANZREG website
- Advance candidates will submit a short biography no later than two weeks before the annual election
- Elections will be held via email
- The committee will post the election results, including effective date of each member's term, on the ANZREG web pages
- Adding Committee members by invitation: The Committee may, at times, identify the need to invite a current ANZREG member with specific skills or background to join the ANZREG Committee, to address an identified need. This may include, but is not limited to, the ability to represent a specific Library sector or geographic region. In this situation, the appointment of these committee members will be advertised at the next ANZREG General Meeting and the ANZREG Chair will seek endorsement of these appointments through a show of hands

Resignations

- If a member leaves the group during their term and has more than four months to serve, the committee will solicit an ANZREG Committee member to fill this position
- If a member leaves the group during their term and has four or fewer months left to serve, the position will remain vacant until the next election

Meetings: how meetings are conducted

Scheduling meetings

- The annual general meeting is held once a year, generally as part of the annual ANZREG conference
- Each institution will have one vote in any ballot. Voting may occur at meetings or electronically
- The committee meets fortnightly via video conference
- Meetings are subject to cancellation depending on agenda or other extenuating circumstances

Setting agenda and recording actions and decisions

- ANZREG Committee meeting summaries will be posted once a month to the ANZREG website

Bylaw amendments

Amendments to the committee bylaws can be submitted annually.
All proposed amendments must be submitted, in writing, to the ANZREG Secretary
Proposed amendments will be posted to the web site one month in advance of the annual ANZREG Conference
Proposed amendments must be endorsed by at least two-thirds of the member institutions

Other relevant documents

Constitution of Australia New Zealand Regional Ex Libris Group Ltd (pdf-31 pages)