

Constitution of the Association of Performing Arts Collections

Ratified 21 April 2015

Amendments in green to be ratified at the 2017 AGM

1. Mission and Status

The Association of Performing Arts Collections (APAC) is the membership organisation supporting professionals and specialists working in performing arts collections and heritage organisations in the UK and Ireland.

APAC provides a forum for the exchange and dissemination of information, expertise and best practice, enabling collaboration and assisting members to develop their skills. APAC promotes the value of its members' collections, encouraging wider use and increasing public awareness of the need to preserve such collections for the future.

Founded in 1979 as the Theatre Information Group London, APAC became the UK's Subject Specialist Network for performing arts in 2005. It has received Subject Specialist Network funding from Arts Council England and from the UK's Museums, Libraries and Archives Council.

APAC offers joint membership with SIBMAS, the International Association of Libraries, Museums, Archives, and Documentation Centres of the Performing Arts.

2. Vision

APAC's vision is to be recognised as the leading membership body for the performing arts heritage community in the UK and Ireland, giving members a voice and inspiring the widest possible participation in the enrichment of all performing arts heritage collections.

3. Membership

Membership is open to any institution or corporate body in the United Kingdom and Ireland concerned with the acquisition, preservation, display and recording of material relating to any branch of the performing arts, and to all similarly interested individuals.

APAC offers two levels of membership: National and International. National members belong to APAC and receive APAC benefits. International members belong to both APAC and SIBMAS and receive the benefits of both associations.

4. Subscriptions

Subscriptions cover the calendar year from January to December and are payable before 1 March of the current year. The subscription charge is divided into the following bands within the two levels of membership:

- Institution (Greater London)
- Institution (outside Greater London, including Ireland)
- Individual
- Student (National membership only)

The rate of subscription and proposed changes to the rate are submitted to and agreed at the AGM.

5. Member Meetings and Events

Each year, APAC offers four member meetings, an Annual General Meeting (AGM), and events, such as study days and symposia. All members are entitled to attend these meetings and events, wherever they are held. All members receive copies of the minutes of meetings.

At member meetings and the AGM, Institutional Members may be represented by up to two people and are entitled to two votes. Individual and Student Members may also attend, but have only one vote.

Where places at meetings and events are limited, they will be allocated on a first come, first served basis. If a decision on attendees has to be taken, priority is given to Institutional Members. If space allows, Institutional Members may send a third person to meetings, but this person cannot vote. If the study days and symposia are also open to non-members, APAC members receive priority booking.

International members are entitled to attend the biennial SIBMAS conference at a reduced rate and to vote in SIBMAS elections.

6. Executive Committee

6.1 Composition

The Executive Committee consists of

- Chair
- Secretary
- Membership Secretary/Treasurer
- Website Officer
- Officer Without Portfolio
- Newsletter editor (co-opted)

Each named office may be shared by up to two members. There may be up to four Officers Without Portfolio. All officers must be APAC members, either as a representative of an Institutional Member, or an Individual or Student Member.

6.2 Appointment

Officers are elected biennially, and appointments run for two years. For the Chair, re-appointment is possible for a further two-year period, and subsequent re-election is then only possible after an intervening two-year period.

In the interests of continuity, the other officers may serve for more than two terms, dependent on the wishes of the membership and on the willingness of the incumbents to continue in office. They are confirmed for an additional term by consensus at the AGM.

Members wishing to stand against an incumbent for any post must notify the Chair one month before the AGM. Any officer planning to stand down after serving his/her term must notify the Chair one month before the AGM.

Where posts are contested, members will be invited to vote by online ballot in advance of the AGM. Institutional Members have two votes; Individual Members one vote. Election will be based on a simple majority of votes.

6.3 Responsibilities

- The Executive Committee is responsible for the organisation, financial control and administration of APAC's affairs.
- The Chair supervises the running of APAC meetings and must nominate another Executive member (or member if this is not possible) as a substitute in advance of the meeting if unable to attend.
- Each Executive member must contribute to all the Executive Committee meetings – in person, virtually (e.g., via Skype), or by submitting an update report in advance of the meeting.
- Each Executive member must attend half of the member meetings and events in the year between the AGMs to ensure she or he is in touch with the membership, unless the travel distance is too great.
- Executive Committee members must ensure their membership subscription is paid in the years they serve.
- The Treasurer will arrange for an audit to APAC's accounts to be carried out annually.
- The Executive Committee has a responsibility to represent and promote the interests of APAC externally.

7. Travel Grants

Travel grants may be awarded toward the cost of attending APAC meetings, study days, and symposia, the SIBMAS Conference, and other events. Grants are offered at the discretion of the Executive Committee, whose decision is final. Executive members who apply will be excluded from the selection process. Information on how to apply for travel grants and the terms and conditions are on the APAC website.

8. Extraordinary General Meetings

An Extraordinary General Meeting (EGM) shall be called by the Secretary upon receipt of either a resolution of the Executive Committee, or a request in writing signed by not fewer than five members and indicating the nature of the business to be considered at the meeting. A minimum of one month's notice of an EGM must be given.

9. Changes to Constitution

Any suggested amendments to this constitution must be submitted to the Chair at least one month before the AGM for general circulation to the membership. The decision to amend the constitution will be made by vote, in person or by proxy, at the AGM. Suggestions made less than one month beforehand will be held over until the following year.

10. Dissolution

The Executive Committee is empowered to dissolve the association if supported by two thirds of the membership voting by online ballot following an EGM. Notice of an EGM to propose dissolution must be at least one month.