

EDUG – Cooperation Agreement

(November 2008)

Name and purposes

Article 1 EDUG is the European DDC Users' Group and the official language of the group is English. EDUG is represented by its Chair, and in their absence its Vice-Chair.

Article 2 The EDUG exists

- To promote the common professional interests of all users of the Dewey Decimal Classification (DDC) in Europe;
- To encourage and promote co-operation, communication and the exchange of experience among such users in order to improve usage of the DDC in Europe;
- To co-ordinate proposals for the development of the DDC according to the bibliographic needs of European libraries and users by working closely with the Dewey Classification Editorial Policy Committee (EPC) and OCLC.
- To encourage and promote co-operation in the translation of the DDC into European languages by the exchange of experience;
- To encourage the development and dissemination of techniques, applications, software, documentation and procedures in the areas of translation, classification and access and also to ensure the European interoperability of Dewey numbers.

Members of EDUG work closely together to achieve these goals.

Membership

Article 3 **Institutional Member:** Any European national library and/or bibliographic centre or other institution which is responsible for the use and implementation of the DDC in its country may be an institutional member of the Group.

Affiliated member: Any other institution, organization or individual with an interest in the use and implementation of the DDC in Europe can be an affiliated member.

Article 4 The membership of any institutional and affiliated member begins when the Executive Committee has accepted the application. Applicants have to send a written application to the Executive Committee for acceptance. The Committee confirms acceptance / refusal within 4 weeks.

Article 5 Any individual from an institutional member or affiliated member who is dedicated to the purposes of the EDUG is entitled to attend all scheduled meetings of the EDUG, participate in all discussions, make motions and serve on Working Groups.
There is no limitation on the number of participants per any institutional member who can participate in any activity or committee of the EDUG.

Article 6 Any member is free to withdraw from the EDUG.
Accepted Members who did not attend the annual meeting twice consecutively will lose its membership.

Article 7 Members do not pay any contribution. Members pay all their costs / expenses themselves.

Structures

Article 8 The operational structures of the EDUG are

- a. The General Meeting of the Members;
- b. The Executive Committee;
- c. The Working Groups.

These structures are further described in Articles 10-21 below.

Article 9 Voting at the General Meeting is restricted to one designated representative per institutional member.
Each institution must identify its designated voting representative to the Chair of the Executive Committee prior to the beginning of any EDUG meeting.

The designated voting representative of each institutional member has one vote of equal weight.

Affiliated members have no voting privileges.

At least half of the institutional members must be present for a decision to be valid.

Decisions are made by majority vote of those members present.

In case of email meetings decisions are made by majority vote of all members.

In general, voting will be conducted by a show of hands. Any member may request a secret ballot.

The Chair has the deciding vote if the result of the voting is evenly divided.

At a meeting, the affirmative vote of a majority of the voting members present shall be the act of all members.

General Meeting of the Members

Article 10 EDUG pursues its objectives by means of General Meetings of all members. A General Meeting takes place at least once a year in April (*before the EPC meeting*), each year in a different country (annual membership meeting).

Special meetings as well as email meetings or teleconferences may be convened by the Executive Committee induced by any institutional member at any time if needed in between the annual meetings.

Members shall be notified in writing by the Executive Committee at least 30 days before the date fixed for a General Meeting of the Members. The notice shall include the items on the agenda.

Article 11 Prescribed duties of the General Meeting of the Members are:

- To nominate and elect the Executive Committee members
- To fix objectives for the Executive Committee;
- To set up or dissolve Working Groups;
- To ratify the minutes of the last General Meeting;
- To discuss and approve proposals of the members;
- To modify the Cooperation Agreement.

Article 12 The Chair of the Executive Committee also chairs the General Meeting of the Members. The Secretary of the Executive Committee shall produce written minutes of each meeting which shall be the formal record of all decisions taken. They shall send this draft on behalf of the Chair to all members within 14 calendar days of the meeting. The minutes shall be considered as accepted if, within 15 calendar days from sending, no institutional member has objected in writing to the Chair with respect to the accuracy of the draft of the minutes.

Article 13 The General Meeting of the Members has the authority to dissolve EDUG at any time if a majority of two-thirds of all registered members votes to do so.

Executive Committee

Article 14 The Executive Committee of the EDUG shall consist of

1. The Chair Person;
2. The Vice-Chair;
3. The Secretary

They are nominated and elected by the General Meeting.

Article 15 Only representatives of institutional members are entitled to serve on the Executive Committee.

Members of the Executive Committee can be elected for no more than four years. They are elected from the General Meeting for two years and may be re-elected once.

Article 16 Prescribed duties of the Executive Committee are:

- To plan the members' general meetings and to prepare the agenda for the annual meeting;
- To call annual and special meetings of members including email meetings;
- To accept or refuse applications for membership;
- To disseminate appropriate information to the members pertinent to the interests and purposes of the organization and in particular to monitor European DDC projects;

- To take charge of all matters relevant to the EDUG;
- To represent EDUG or to nominate a representative.

Article 17 Prescribed additional duties of the Chair are:

- To schedule all General Meetings of the Members / Executive Committee;
- To preside at the General Meeting / the Executive Committee meeting;
- To give a report of the activities of the previous year at the annual meeting;
- To propose a substitute / interim Secretary in case of their incapacity.

Article 18 Prescribed additional duties of the Vice-Chair are:

- To assist the Chair in all their duties. In the absence or incapacity of the Chair, the Vice-Chair shall assume the duties of the Chair.

Article 19 Prescribed additional duties of the Secretary are

- To assist the Chair in preparing the general annual meeting;
- To take the Minutes of the meetings and send them on behalf of the Chair to all members;
- To disseminate the decisions and information from the meetings.

Working Groups

Article 20 Institutional members can propose Working Groups when a special topic or issue relating to the editorial policy for the DDC needs to be addressed. They will be set up at the annual membership meeting. The Executive Committee can appoint standing Working Groups in editorial policy areas of strategic direction (technical, translation, etc).

Working Groups shall be made up of people with relevant expertise.

Each Working Group is managed by a Chair, selected by a General Meeting of Members.

Chairs of Working Groups are generally designated for the duration of the task for which the Working Group was formed. The Chairs of permanent Working Groups can be revoked by the Executive Committee.

A person cannot be Chair of more than one Working Group at a time.

The Working Groups are responsible for organizing themselves under the direction of the Chair of Working Group.

The Secretary may not act as Chair of a Working Group.

A Working Groups can be dissolved if its work is finished.

Article 21 Prescribed duties of each Working Group:

- To discuss issues proposed for discussion by the Executive Committee and to propose recommendations to be communicated to OCLC;
- To identify areas of further consideration within a specific area of study;
- The Chair of a Working Group is obliged to report at the General Meetings of the Members on the developments and results of the work of the Working Group.

Final Clauses

Article 22 The Members shall not be entitled to act or to make legally binding declarations on behalf of any other party. Nothing in this Agreement shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Members.

Article 23 Ancillary agreements, amendments or additions hereto must be made in writing.

Article 24 The above Agreement has been adopted by the majority of institutional members who were present at the Annual Meeting 2008 for the constitution of the EDUG via email. It comes into force immediately upon adoption.

Article 25 All disputes arising out of or in connection with this Cooperation Agreement, which cannot be solved amicably, shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules. The award of the arbitration will be final and binding upon the Members.