The International Friends of the Bibliotheca Alexandrina
Policy

About

The International Friends of the Bibliotheca Alexandrina (IFBA), is an international network of non-profit organizations, inclusive of Egypt, referred to as Chapters. These Chapters aim to promote the mission of the Bibliotheca Alexandria, and assist in realizing its objectives, by:

- Promoting a greater understanding of the role, functions and potential of the BA
- Encouraging and generating worldwide international public support for the BA and its initiatives,
- Working towards assisting the BA to acquire the resources it requires to effectively fulfil the many responsibilities placed upon it.

The IFBA is recognized by the Bibliotheca Alexandrina (BA) as a legally and financially autonomous body, with an independently elected board of officers representing the network, in the form of the Chair, Vice-Chair and Secretary.

The IFBA shall not be considered in any respect as being the employees or agents of the BA.

The BA logo is a registered trademark which cannot be used unless with prior written permission by the BA liaising department.

The IFBA network is to liaise with the BA’s Public Relations and International Communications Department, unless otherwise officially notified.

Membership

Membership of IFBA is open to groups of people in an agreed geographical area who come together in solidarity and in support of the BA’s objectives and in so doing seek recognition as a Chapter.

The minimum number of people needed to create a new Chapter is to be five. Those existing Chapters which have registered sufficient information to the BA as from 2017 shall be considered as fully recognized.
The BA must be notified of the intention to create a new chapter, to ensure that it does not conflict with any of the existing chapters in the network. Once written approval is given, the new chapter must provide an official letter with the name and registration number of the NGO (according to the legal requirements of each individual country), including details of the chapter President including biography, its members, and contact information.

All officially recognized Chapters will be listed on the official webpage of the Bibliotheca Alexandrina dedicated to the IFBA network. The BA reserves the right to refuse an application for a new chapter.

Chapter's membership in the IFBA network may be terminated on the part of the BA, providing justification to the IFBA officers, and all chapters duly notified.

The IFBA network shall be dissolved if it has fewer than three recognized Chapters or ceases to be recognized in good standing by the Board of Directors of the BA.

**Benefits**

The Bibliotheca Alexandrina will provide certain benefits to the IFBA chapters, their Presidents and/or official members that does not conflict with the regulations of the BA. Details regarding the benefits will be announced on the official BA IFBA webpage, and may be subject to change.

**Functions**

The IFBA chapters commit themselves to promoting the BA in its geographical region, and conducting at least one activity in support of the BA on an annual basis. This may include one or more of the following:

- Encouraging the donation of books, manuscripts and other materials to the BA through individual or joint efforts between chapters.
- Provision of scholarships for BA staff for advanced study, special courses and international meetings.
- Soliciting support, in-kind, financial, or other, from institutions, libraries, museums or other appropriate organizations through Memorandums of Understanding (MOU), cooperative agreements and/or protocols with the involvement of the Egyptian Embassy, Consulate or Cultural Center in the country.
• Purchase or subscription to programs applicable to the BA’s needs.
• Contribution of software programs when possible, and in accordance with the needs of the Library.
• Initiating joint activities/projects with BA departments/centers.
• Offer expertise through the Friends' membership, which could be called upon by the Bibliotheca Alexandrina in a volunteer capacity.
• Organizing events to generally promote the BA internationally.
• Supporting international campaigns adopted from time to time by the BA.
• Hosting BA staff to give lectures/presentations in local institutions abroad.
• To coordinate the raising of funds to assist in the purchase of materials/equipment needed by the BA, or to support any of its activities.

In cases where a Chapter does not conduct any activity in promoting the BA for 2 consecutive years; the Chapter must provide the BA and IFBA officers with sufficient justification for the suspension of activities, and in the event that no activities occur for the third year running, the Chapter may be terminated and expelled from the network.

Chapters shall be responsible for:
• Submitting an annual report of its activities to the IFBA officers and the BA.
• Liaising with the BA in maintaining a current list of names and contacts for its officers and the principal contacts of its Chapters.
• Managing and conducting its affairs in a manner to protect the good name of the BA.
• Ensuring the transparency of its fundraising activities that does not conflict with the policies of the BA, Egyptian law, or with the national laws in which they operate.
• Proposing subjects for discussion at the annual general meeting.
• Proposing and amending motions to the annual general meeting, in accordance with normal conference procedures.

In cases where a Chapter has conducted itself in a manner inconsistent with the responsibilities above; the BA and IFBA officers may request an explanation which, if unsatisfactory, may lead to penalty or, in extreme cases, expulsion from the network. In such cases, the Officers must submit a report to the BA and to Chapter leaders. The decision of the BA is final.
Annual General Meeting

The IFBA network of recognized Chapters convenes annually at the Bibliotheca Alexandrina in October, to coincide with the official inauguration of the BA.

The IFBA officer’s organize the details of the meeting agenda in close coordination with the BA’s Public Relations and International Communications department, and shall give at least three months’ notice to all Chapters of the meeting dates.

The quorum for the annual general meeting shall be ten chapters. The business of the Annual General Meeting shall include:

• Election of Officers if due;
• Election of Advisory Committee members if due;
• Adoption of the annual reports from attending Chapters;
• Discussion of the network’s scope of activities, and any amendments to the objectives with proposals having been sent out with the notice of the meeting.
• Other cultural activities in agreement with the BA.

A representative from each Chapter must attend at least one Annual General Meeting in a five-year period, and may attend annually if feasible. Officers are required to attend every Annual General Meeting, and may be excused with 3-months prior written notice.

Officers

Only members of recognized Chapters are eligible for election as Officers, and they must have attended at least one Annual General Meeting prior to nomination.

The Officers positions of the IFBA are:

• The Chair (Convener)
• The Vice-Chair
• The Secretary (or Scribe)

Officer’s positions are held for two years, and are eligible to stand for re-election if desired. The process of election shall be conducted with the support of the BA. The Bibliotheca Alexandrina reserves the right to ask for an early election, and/or remove a current Officer from his/her position providing written justification to the current IFBA officers and Advisory Committee.
Election procedure

The IFBA Officers and the BA will invite all those on the current IFBA mailing list to submit nominations for the posts of Chairman, Vice Chairman and Secretary/Scribe. Nominations for the Officer’s position must be sent by email to the current IFBA officers and the BA at least 3 months prior to the following Annual General Meeting, with confirmation that the nominee has agreed. The BA will request all nominees to submit a 100 word statement of intention in English. The BA will publish these on the BA IFBA webpage and/or through email, so Chapters may consult their own members before they cast their Chapter’s vote for each post.

The BA reserves the right to disapprove any nominee providing written justification to the current IFBA officers and Advisory Committee.

Each registered Chapter will have one vote.

The BA will announce the result of the vote during the Annual General Meeting. The newly appointed officers will work with the outgoing officers and the BA to ensure a smooth transition.

Advisory Committee

The Officers may invite up to eight members of chapters to serve on the Advisory Committee to which they may turn for advice during the year. Ideally, the Advisory Committee should comprise those from geographic regions where support, activity and attendance are strong. The Officers shall communicate regularly and consult the Advisory Committee when major decisions are to be taken.

The Advisory Committee will meet once during the period of the annual meeting.

Notice of changes

The names of the Officers and members of the Advisory Committee shall be provided to the BA, and will be posted on the official website of the BA.
Extraordinary General Meeting

An Extraordinary Meeting must be called by the Officers upon an emailed request by any 5 Chapters. All Chapters must receive at least one calendar months’ notice of any such meetings, with explanation of why the meeting has been called. The meeting will then have full decision-making powers, including the power to remove or appoint Officers or Advisory Committee Members. The meeting may be conducted electronically.

Language

This working language of the IFBA network is English. Important documents may be translated into Arabic or French upon request.