

BYLAWS AND INTERNAL GUIDING RULES

Artificial Intelligence for Libraries, Archives, and Museums

AI4LAM

Date: 20 June 2026

Adopted pursuant to the AI4LAM Statutes dated 3 December 2025.

PREAMBLE

These Bylaws establish the operational, procedural, and administrative rules governing the activities of Artificial Intelligence for Libraries, Archives, and Museums (AI4LAM).

The Bylaws supplement the Statutes and shall be interpreted consistently with the Statutes. In the event of any conflict between these Bylaws and the Statutes, the Statutes shall prevail.

ARTICLE 1. DEFINITIONS

1.1 Definitions

For the purposes of these Bylaws (in alphabetical order):

Academia means educational programs established to support knowledge sharing and transfer to empower Member Organizations in AI digital transformation.

Members Council (MC) means the advisory governing body established under the Statutes.

Board of Directors (BOD) means the executive governing body established under the Statutes.

Program Chapters (Chapter) are operational expert bodies focused on national, regional, linguistic, or thematic implementation. Country-level chapters correspond to national nodes, while regional-level chapters correspond to regional nodes.

Expert Committee (EC) means the expert consultative body established under the Statutes.

Member Organization (MO) means any legal entity admitted pursuant to Article 4 of the Statutes.

Officer is an individual elected from among the representatives of Member Organizations to hold a formal leadership role within AI4LAM's governance structure. Officers include the President, Vice-President, and Treasurer. Officers act on behalf of the Member Organizations they represent and are responsible for carrying out the duties assigned to their role under these Bylaws and the Statutes.

Organization means Artificial Intelligence for Libraries, Archives, and Museums (AI4LAM).

Secretariat means the administrative office supporting the Organization, composed of the Secretary General and full-time staff.

Secretary General (SG) means a full-time professional chief executive officer responsible for day-to-day management, appointed by the Board of Directors, responsible for operational leadership, continuity, and management of the Secretariat.

Statutes means the AI4LAM Statutes adopted on 3 December 2025.

Transition Period means the initial three-year period described in Article 1.3 of the Statutes.

Working Groups (WG) means operational expert bodies established for specific thematic areas of AI4LAM.

1.2 Purpose

The purpose of these Bylaws is to ensure transparent, effective, democratic, and accountable governance while supporting the mission, objectives, and values of AI4LAM.

The Bylaws establish the stable governance framework of AI4LAM, defining workflows and procedures.

ARTICLE 2.

ESTABLISHMENT OF GOVERNANCE BODIES

2.1 Procedures for Establishing the Members Council

Initiation of the Establishment Cycle

The establishment of the AI4LAM Members Council shall occur every three years, initiated by the Secretariat no later than six months before the start of the new term.

Call for Nominations

A formal call for nominations shall be issued to all Member Organizations by the Secretary General on behalf of the AI4LAM Board of Directors. The call shall specify eligibility criteria, expected competencies, and the timeline for submission.

Submission and Verification of Candidates

Member Organizations nominations must be submitted in writing and shall be verified by the Secretariat to ensure compliance with eligibility requirements and balanced representation across regions, sectors, and areas of expertise.

Preparation of the Ballot

All verified candidates shall be placed on an official ballot prepared by the Secretariat and approved by the Board of Directors.

Election by Member Organizations

Elections shall be conducted by all Member Organizations through a secure voting process administered by the Secretariat. Each MO shall have one vote per Members Council seat, for a total of fifteen (15) seats. Voting shall remain open for a minimum of 14 days.

Certification of Election Results

The Secretariat shall certify the results and submit them to the outgoing Board of Directors for formal confirmation. Candidates for the Members Council receiving the highest number of votes shall be appointed before the end of the mandate of the previous Members Council.

Constitution of the Members Council

Following the confirmation of its members, the Members Council shall convene its inaugural meeting, called by the Secretary General, for the purpose of formally constituting the Council for a three-year term.

Eligibility Requirements

In addition to being a designated representative of a Member Organization, nominees to the Members Council should meet the following eligibility criteria:

- Demonstrated leadership experience, preferably in the LAM sector, digital transformation, AI governance, or organizational strategy.
- Commitment to the values and objectives of AI4LAM, including openness, collaboration, and responsible AI development and global digital transformation.
- Ability to contribute strategically, including experience in policy development, program oversight, or organizational governance.
- Capacity to fulfil MC and BOD responsibilities, including regular meeting attendance, timely review of materials, and active participation in decision-making.
- Absence of conflicts of interest that could compromise independent judgment or the integrity of the MC and BOD work.
- Willingness to serve the full term and participate in succession planning and continuity of governance.

2.2 Procedures for Establishing the Board of Directors

Convening of the Electoral Session

The inaugural meeting of the Members Council, convened following the confirmation of its members, shall include a dedicated electoral session for the selection of Board representatives.

Election of Board of Directors

At the constitutional meeting the Members Council shall elect from among its members five to eight (5-8) representatives to serve on the Board of Directors for a term of three (3) years as established in Article 3.2.1 of the Statutes.

Eligibility for Election

All duly appointed members of the Members Council are eligible to stand for election to the Board of Directors, unless otherwise restricted by these Bylaws.

Call for Candidates

At the start of the electoral session, the Secretary General acting as presiding officer shall invite nominations from among the Members Council members. Members may nominate themselves or be nominated by another Council member.

Confirmation of the Candidate List

The Secretariat shall verify the eligibility of all nominated candidates and present the final list to the Members Council prior to voting.

Voting Method

Elections to the BOD shall be conducted by secret ballot, unless the Members Council unanimously agrees to an alternative method. Each Members Council member may cast up to the number of votes corresponding to the number of available seats.

Determination of Results

Candidates receiving the highest number of votes shall be elected to the Board of Directors until all seats are filled. In the event of a tie for the final seat, a run-off vote shall be held between the tied candidates.

2.3 End of Term for the Members Council and the Board of Directors

Members appointed to the Members Council and the Board of Directors shall serve until the newly elected representatives assume office. Upon installation of the new MC and BOD, the term of the outgoing MC and BOD concludes automatically, unless otherwise specified in these Bylaws.

Members may step down at any time by submitting a written resignation to the Secretariat at least two (2) months in advance.

2.4 Publication of Elected Representatives

Certification and Recording of Results

The Secretariat shall certify the election results, record and publish including the names of the elected representatives in the official minutes.

Publication of Results

The Secretariat shall publish on the AI4LAM website the outcomes of the inaugural meeting, notify all MO and include in the annual report:

- the list of elected Members Council representatives, their terms of service, and their designated roles.
- the list of elected Board of Directors members, their terms of service, and their designated roles.

2.5 Mid-Term Adjustments

Vacancies in Members Council

Vacancies arising during the three-year term shall not be filled, except in cases where the vacancy requires urgent resolution. In such circumstances, the Board of Directors may appoint a replacement to serve for the remainder of the term, following the same verification procedures applied to regular appointments.

Vacancies in Board of Directors

Should a vacancy arise in one of the Members Council's elected seats on the Board of Directors, the Members Council shall elect a replacement from among its members to serve the remainder of the term, following the same procedures outlined in the election article.

ARTICLE 3. TERMS OF REFERENCE

3.1 President of the Board of Directors

Role and Purpose

The President of the Board of Directors serves as the elected chief officer of the Organization and provides strategic leadership to ensure effective governance, continuity of mission, and alignment with the AI4LAM objectives. The role of the President is described in Article 3.2.1 of the Statutes.

The President presides over the Board, safeguards the integrity of its processes, and represents the Board in official capacities.

Authority

The President:

- Chairs meetings of the Board of Directors and any joint governance bodies and Members Council (where applicable).
- Signs official documents, decisions, and agreements on behalf of the Board where required.
- Authorizes the Secretary General to sign documents on behalf of the AI4LAM related to day-to-day management and operational matters.
- Represents the Board in external relations, high-level engagements, and formal communications.

Key Responsibilities

The President:

- Ensures the Board operates effectively, transparently, and in accordance with the Statutes, Bylaws and other internal policies (where applicable).
- Leads the development of Board agendas in consultation with the Secretary General.
- Facilitates informed decision-making by ensuring timely provision of documentation and clarity of issues.
- Oversees the implementation of Board decisions and monitors progress on strategic priorities in close cooperation with the Secretary General.
- Ensures proper governance processes, including elections, appointments, and compliance with internal rules.
- Promotes constructive engagement, collaboration, and accountability among Board members.
- Supports long-term Organizational stability, sustainability, and institutional development.
- Ensures that the Board's strategic decisions are coherent, forward-looking, and aligned with the Organization's mission.
- Works closely with the Secretary General to ensure continuity between strategic direction and operational execution, while respecting the Secretary General's operational autonomy.
- Ensures the Secretary General has the support, clarity, and resources necessary to implement the work program.
- Guides the Board in defining the strategic direction and long-term priorities of the Organization.

- Strengthens the Organization's visibility, partnerships, and stakeholder relations, and works closely with other Board members and the Secretary General in advancing these efforts.

Decision-Making and Oversight

The President:

- Ensures Board decisions are taken in accordance with established procedures, based on consensus or formal voting.
- Oversees risk management and ensures that appropriate mitigation measures are in place.
- Works with the Vice-President and the Treasurer to ensure strategic governance, financial oversight and responsible stewardship of resources.
- Ensures timely reporting to the membership and transparency in governance processes.

Appointment, Term, and Succession

The President:

- Serves for the term of three (3) years as defined in the Statutes and may be eligible for re-election as specified.
- Ensures orderly transition of leadership at the end of the term.
- In cases of temporary absence, delegates responsibilities to the Vice-President or another Board member (when applicable).
- Participates in succession planning to ensure continuity of governance.

Conduct and Accountability

The President:

- Upholds the highest standards of integrity, impartiality, and professionalism.
- Ensures adherence to conflict-of-interest, confidentiality, and ethical guidelines.
- Acts in the best interests of the Organization and its membership.
- Is accountable to the Board and, through the Board, to the membership.

Eligibility

The President must be a representative of a Member Organization.

3.2 Vice-President of the Board of Directors

Role and Purpose

The Vice-President acts as the principal deputy to the President and ensures continuity of leadership, including assuming the President's duties when required. The role of the Vice-President is described in Article 3.2.1 of the Statutes.

The Vice-President supports the President in ensuring effective governance and strategic leadership of the Organization.

Authority

The Vice-President:

- Acts on behalf of the President when delegated or when the President is temporarily unavailable.
- Chairs meetings of the Board in the absence of the President.
- Represents the Organization in official functions, external relations, high-level engagements, and formal communications.

Key Responsibilities

The Vice-President:

- Supports the President in ensuring the Board operates effectively, transparently, and in accordance with the Statutes and the Bylaws.
- Contributes to the preparation of Board agendas and governance processes.
- Assists in overseeing the implementation of Board decisions and strategic priorities.
- Promotes constructive engagement and collaboration among Board members.
- Provides leadership on specific portfolios or thematic areas.
- Supports the President in guiding the Board's strategic direction and long-term priorities.
- Ensures continuity of leadership and contributes to long-term Organizational stability.
- Works with the President and Secretary General to ensure coordinated leadership, maintain alignment between strategic decisions and operational execution.
- Supports the President and Secretary General in strengthening the Organization's visibility, partnerships, and stakeholder relations.

Decision-Making and Oversight

The Vice-President:

- Participates fully in Board deliberations, decision-making, and oversight functions.
- Supports risk management, financial oversight, and compliance with governance policies.
- Supports continuity of decision-making processes in the absence of the President.

Appointment, Term, and Succession

The Vice-President:

- Serves for the term of three (3) years as defined in the Statutes and may be eligible for re-election as specified.
- Assumes the duties of the President in cases of temporary absence, incapacity, or vacancy, as defined in the bylaws.
- Supports orderly transitions of leadership and succession planning.

Conduct and Accountability

The Vice-President:

- Upholds the highest standards of integrity, impartiality, and professionalism.
- Adheres to conflict-of-interest, confidentiality, and ethical guidelines.
- Acts in the best interests of the Organization and its membership.

- Is accountable to the Board and, through the Board, to the membership.

Eligibility

The Vice-President must be a representative of a Member Organization.

3.3 Treasurer of the Board of Directors

Role and Purpose

The Treasurer is the elected officer responsible for ensuring sound financial stewardship, transparency, and accountability within the Organization. The role of the Treasurer is described in Article 5.2 of the Statutes.

The Treasurer oversees financial planning, reporting, and compliance in cooperation with the Secretary General to ensure that financial management supports the Organization's strategic priorities and long-term sustainability, and ensures that all financial decisions of the Organization remain aligned with those strategic priorities.

Authority

The Treasurer:

- Oversees the financial affairs of the Organization on behalf of the Board.
- Reviews and monitors budgets, financial statements, and financial risk assessments.
- Provides financial guidance to the Board in decision-making processes.
- Is kept informed of the audit arrangements during the transition period, including that the National Audit Office of Norway conducts annual audits while the National Library of Norway is hosting AI4LAM.

Key Responsibilities

The Treasurer:

- Ensures that the Organization maintains accurate, transparent, and timely financial records, and contributes to long-term financial planning and Organizational sustainability.
- Oversees the implementation of financial controls, risk-management measures, and internal procedures in cooperation with the Secretary General.
- Supports the development of financial policies, investment strategies, and resource-allocation frameworks.
- Ensures that financial practices align with the Statutes, Bylaws, other official documents of the organization, and decisions of the Board.
- Works with the Secretary General to prepare annual budgets, financial reports, and forecasts.
- Works with the Secretary general for presentation of financial reports to the Board and, when required, to the membership.
- In the transition period reviews and discusses, together with the Secretary General, the financial report of income and expenditures provided by the National Library of Norway in advance of each Board of Directors meeting.

- After the transition period reviews and discusses, together with the Secretary General, the financial report of income and expenditures provided by the Secretariat in advance of each Board of Directors meeting.
- Works with the Secretary General to ensure proper management of funds, contracts, and financial obligations.
- Supports fundraising, grant management, and partnership-related financial processes.
- Works with the Secretary General - and during the transition period also with the host Organization - to ensure that the Organization's finances comply with statutory, regulatory, and audit requirements.

Decision-Making and Oversight

The Treasurer:

- Participates fully in Board deliberations, decision-making, and oversight functions.
- Works with the Secretary General in providing financial analysis and advice to inform strategic decisions.
- Supports the Board in fulfilling its fiduciary responsibilities.

Appointment, Term, and Succession

The Treasurer:

- Serves for a term of three (3) years as defined in the Statutes and may be eligible for re-election as specified.
- Ensures orderly financial transitions, including the handover of records, accounts, and documentation, and during the transition period collaborates with the Secretary General and the host Organization on these matters.
- Works with the President, Vice-President, and Secretary General to support continuity of financial governance.

Conduct and Accountability

The Treasurer:

- Upholds the highest standards of integrity, impartiality, and professionalism.
- Adheres to conflict-of-interest, confidentiality, and ethical guidelines.
- Acts in the best interests of the Organization and its membership.
- Is accountable to the Board and, through the Board, to the membership.

Eligibility

The Treasurer must be a representative of a Member Organization.

3.4 Secretary General

Role and Purpose

The Secretary General serves as the Chief Executive Officer (CEO) of AI4LAM and is the Organization's highest-ranking executive officer responsible for leading the Secretariat, ensuring effective operations,

and implementing the strategic direction established by the Board of Directors. The role of the Secretary General is described in Article 3.2.1 of the Statutes.

The Secretary General provides professional, managerial, and administrative leadership to ensure the stability, continuity, and long-term development of AI4LAM.

Authority

The Secretary General acts under the authority delegated by the Board of Directors and is accountable to the Board for the performance of the Secretariat and the execution of Organizational priorities.

Key Responsibilities

Executive Leadership and Management:

- Provides executive leadership of the Secretariat and holds full responsibility for day-to-day management and operations of AI4LAM.
- Ensures effective Organizational planning, operational continuity, and the maintenance of institutional memory.
- Oversees human resources, financial resources, internal coordination, and administrative systems.

Strategic Development and Implementation:

- Drives long-term strategic development in alignment with the Board's decisions and strategic priorities.
- Ensures stable and consistent implementation of approved strategies, programs, and initiatives.
- Advises the Board on strategic opportunities, risks, and Organizational needs.

Governance Support:

- Supports all governance and expert bodies by preparing agendas, documentation, background materials, and minutes.
- Ensures that governance and expert processes are timely, well-structured, and compliant with the Bylaws and approved procedures.
- Facilitates communication and coordination between Organizational bodies, community, and the Secretariat.

Compliance and Organizational Integrity:

- Ensures that all operational, administrative, and decision-making processes comply with the Bylaws, policies, and governance procedures.
- Maintains oversight of internal controls, risk management, and Organizational accountability mechanisms.

Communications, Membership, and Network Engagement:

- Directs communication activities, including public information, announcements, and internal communication.
- Oversees membership services, onboarding, and support to members and national/regional nodes.
- Strengthens engagement across the global AI4LAM network and represents the Organization in relevant forums.

Planning, Reporting, and Documentation:

- Prepares annual activity reports, operational plans, and other required documentation for Board review and approval.

- Ensures accurate record-keeping, documentation management, and transparent reporting practices.

Partnerships, Fundraising, and External Relations:

- Supports the development and operational management of partnerships, collaborations, and external relations as mandated by the Board.
- Contributes to fundraising efforts, grant applications, and resource mobilization activities within the scope of Board-approved strategies.
- Represents the Organization in official functions, partnerships, and high-level engagements.
- Speaks on behalf of the Organization as authorized by the Board.
- Strengthens the Organization's visibility, credibility, and relationships with stakeholders, partners, and the broader community.

Financial Oversight:

- Ensures responsible financial management, budget execution, and adherence to financial procedures.
- Authorizes expenditures in accordance with approved financial policies and delegated authorities.

Liaison with the Board:

- Serves as the primary liaison between the Board of Directors and other Organizational bodies, and the Secretariat.
- Ensures clear, timely, and accurate communication of operational matters, strategic progress, and Organizational needs.
- Implements Board decisions and provides regular updates on execution and outcomes.

Accountability and Reporting

The Secretary General is accountable to the Board of Directors.

The Secretary General:

- Provides regular written and verbal reports to the Board.
- Presents annual activity reports and operational plans for approval.
- Informs the Board of significant risks, challenges, or opportunities affecting AI4LAM organization.
- Ensures transparency, integrity, and professionalism in all Organizational matters.

Delegated Authority

The Secretary General is delegated authority by the Board to:

- Manage staff, resources, and operations.
- Authorize day-to-day expenditures within approved budgets and policies.
- Represent AI4LAM organization in external engagements as appropriate.
- Sign documents on behalf of the AI4LAM organization related to day-to-day management and operational matters.
- Make operational decisions necessary for the effective functioning of the Organization.

Any limitations to delegated authority shall be defined by the Board and documented in relevant policies.

Status, Term and Review

The Secretary General is a full-time professional role, appointed for a long-term mandate to ensure continuity. Performance is reviewed periodically by the Board of Directors according to evaluation procedures defined by the Board.

Employment conditions, responsibilities, and performance expectations are defined in individual contract and internal policies. Renewal, extension, or termination of the appointment is determined by the Board.

3.5 Secretariat Staff

Role and Purpose

Secretariat staff are on-staff professional personnel responsible for supporting the operational, administrative, and technical work of AI4LAM. They work under the leadership and managerial authority of the Secretary General (CEO) and contribute to the effective functioning, continuity, and development of the Organization.

Secretariat staff ensure that Organization's programs, governance processes, and member services are delivered efficiently, professionally, and in alignment with the Organization's mission and strategic priorities.

Key Responsibilities

Administrative and Operational Support:

- Provide comprehensive administrative support to ensure smooth daily operations of AI4LAM.
- Maintain internal workflows, scheduling, documentation systems, and communication channels.
- Support the implementation of operational procedures and internal controls.

Technical and Coordination Support:

- Provide technical assistance for digital platforms, communication tools, and information systems used by AI4LAM.
- Coordinate activities across Organizational bodies, Working Groups, Chapters, and other teams.
- Facilitate internal communication and ensure timely information flow across the Organization.

Governance and Program Support:

- Assist Organizational bodies by preparing materials, supporting meetings, and ensuring follow-up actions.
- Support the Organization and execution of governance processes in accordance with the Bylaws and established procedures.

Activities and Event Support:

- Contribute to activities management activities, including planning, coordination, monitoring, and reporting.
- Support the Organization of events, workshops, meetings, and training activities.
- Assist in logistics, communication, and participant coordination for AI4LAM events.

Communication and Membership Services:

- Support communication activities, including drafting announcements, maintaining web content, and assisting with outreach.
- Contribute to membership services, including onboarding, member engagement, and responding to inquiries.
- Assist in strengthening AI4LAM's global network through coordinated communication and support.

Documentation and Reporting:

- Support the preparation of reports, minutes, operational documents, and internal records.
- Ensure accurate documentation of activities, decisions, and workflows.
- Contribute to transparent and consistent reporting practices across the Organization.

Accountability and Reporting

Secretariat staff report directly to the Secretary General. They are accountable for:

- Delivering high-quality, timely, and accurate work.
- Maintaining professionalism, confidentiality, and Organizational integrity.
- Supporting the implementation of decisions made by the Secretary General and governance bodies.
- Contributing to a collaborative, efficient, and service-oriented Secretariat environment.

Status and Employment Conditions

Secretariat staff are full-time employees or contracted professionals engaged by AI4LAM. They operate under the managerial authority of the Secretary General, who oversees their tasks, performance, and professional development.

Employment conditions, responsibilities, and performance expectations are defined in individual contracts and internal policies.

Competencies and Professional Conduct

Secretariat staff are expected to demonstrate:

- Strong Organizational, communication, and coordination skills.
- Professionalism, discretion, and reliability in all tasks.
- Ability to work collaboratively in an international, multi-stakeholder environment.
- Commitment to AI4LAM's mission, values, and strategic objectives.
- Adaptability and proactive problem-solving in a dynamic operational context.

ARTICLE 4. ESTABLISHMENT OF EXPERT BODIES

4.1 Expert Committee

Role and Purpose

The Expert Committee serves as AI4LAM's principal independent advisory body providing expert advice and strategic recommendations on scientific, technical, and domain-specific matters. It provides expert

guidance to support the development, coherence, and quality of AI4LAM's working areas, programs, and community activities. The role of the Expert Committee is described in Article 3.2.2 of the Statutes.

The EC contributes specialized knowledge that strengthens AI4LAM's areas of activities, high standards for AI-driven digital transformation, and community-driven initiatives, while maintaining a consultative role to the BOD and Secretariat. It supports the coordination of AI4LAM's working areas and contributes to initiatives such as the Academy, the Fantastic Futures conference program, and both in-person and online events.

The EC operates strictly in an advisory capacity and holds no managerial or operational authority.

Composition

The Expert Committee:

- Consists of up to twenty (20) professionals appointed by the Board of Directors (BOD) for renewable three-year terms.
- Includes active members drawn from Member Organizations or the broader professional community.
- Requires members to possess significant expertise in at least one field of AI and to be actively engaged in AI4LAM's working areas, including participation in Working Groups.
- May be expanded by the BOD at any time to ensure comprehensive coverage of AI4LAM's expert domains.
- Elects from among its members a Chair to serve a renewable three-year term.

Chair of the Expert Committee

- Convenes and presides over EC meetings.
- Coordinates the Committee's advisory work and ensures timely communication with the Secretary General, the Board of Directors (BOD), and the Members Council (MC).
- Works closely with the Secretary General (SG) to support alignment and information flow, without exercising operational authority.
- Ensures that the EC's recommendations are clearly formulated, documented, and communicated.

Appointment

Every three years, the Secretariat publishes a call for nominations to the EC. Nominations to the BOD for new or additional members, as well as for the renewal of expiring mandates, may be submitted to the Secretariat by Member Organizations, existing EC members, or active AI4LAM community members. Mid-term nominations may also be proposed when needed to ensure adequate coverage of AI4LAM's expert domains.

The SG prepares the final list of proposed candidates for review by the BOD. When nominating new members, the Secretary General submits the proposed candidates to the Board of Directors together with supporting documentation, including a brief biography and a description of the candidate's relevant expert contributions. EC members are appointed by the BOD following a review of expertise, professional standing, and demonstrated engagement in AI4LAM's mission and working areas.

The BOD ensures balanced representation across AI4LAM's expert domains and may appoint additional members at any time to maintain full coverage of competencies.

Term and Renewal

Members serve a term of three (3) years and may be reappointed for subsequent terms. Renewal of a term is subject to the member's active engagement in AI4LAM's activities and working areas, as well as their continued contribution of relevant expertise.

The Chair is elected by the EC for a renewable three-year term.

The BOD may revoke membership in cases of inactivity, conflict of interest, or conduct inconsistent with AI4LAM's values and governance standards.

Continuity and Succession

The EC ensures continuity of its advisory work through structured handover processes.

In cases of temporary absence of the Chair, the EC designates an acting Chair from among its members. For the effective execution of the EC's work, the Chair may also choose to appoint a Vice-Chair from among the EC members.

Based on authorization by the BOD, the SG, in alignment with the governance responsibilities, oversees orderly transitions and participates in succession planning to ensure continuity across AI4LAM's expert bodies.

Authority

The Expert Committee:

- Advises the Board of Directors (BOD), Members Council (MC), and Secretary General (SG) on scientific, technical, and programmatic matters within its remit.
- Provides expert recommendations on the development, coordination, and evolution of AI4LAM's working areas.
- Contributes to program development for the Academy, the Fantastic Futures conference, and other events.
- May propose new areas of work, or community initiatives for consideration by governance bodies.

Key Responsibilities

The Expert Committee:

- Offers expert analysis and reports, strategic insights, and technical recommendations relevant to AI4LAM's mission and activities.
- Supports coherence and alignment across Working Groups and thematic areas by identifying gaps, overlaps, and emerging needs.
- Cooperates in development of Academia educational programs and themes.
- Contributes to the design and review of programs, events, and community activities requiring subject-matter expertise.

- Advises on the development of standards, best practices, and responsible AI approaches relevant to libraries, archives, and museums.
- Provides feedback on proposals for new Working Groups, Chapters, or expert initiatives.
- Maintains active engagement with the AI4LAM community and represents key areas of expertise within the network.

Decision-Making and Members Processes

The EC holds no managerial, supervisory, or operational authority over AI4LAM staff, finances, or organizational management. But the Expert Committee:

- Appoints and dismiss the Chair from among its members.
- Proposes the formation and appointment of Program Chapters (Chapters), Working Groups (WG), and other expert bodies to SG for validation by the BOD.
- Coordinates activities, and approves expert parts of working plans for expert bodies.
- Recommends the adoption and amendment of operational procedures within expert bodies to the BOD.
- Reaches recommendations through consensus or, where necessary, through formal advisory votes.
- Ensures that its advice is evidence-based, transparent, and aligned with AI4LAM's mission and values.
- Provides written recommendations, reports, or statements to the MC and BOD as required.
- Represent the organization and its work at scientific and professional events.

Meetings and Operations

The Expert Committee:

- Meets monthly, virtually or in person, unless otherwise determined by the Chair.
- Invites the SG to attend meetings for coordination and communication purposes.
- May establish temporary subgroups or task forces to address specific expert topics.
- Maintains records of its meetings, recommendations, and outputs, all of which are archived by the Secretariat, including after members' mandates have ended.

Conduct and Accountability

Members of the Expert Committee:

- Uphold the highest standards of integrity, impartiality, and professionalism.
- Adhere to conflict-of-interest, confidentiality, and ethical guidelines.
- Act in the best interests of AI4LAM and its community.
- Are accountable to the BOD for fulfilling their advisory mandate.

4.2 Working Groups

Role and Purpose

Working Groups are established to:

- Stimulate collaborative activity, knowledge exchange, and innovation in specific areas of AI relevant to the LAM sector.
- Support AI4LAM's strategic priorities through community-driven research, experimentation, and shared development.
- Produce outputs, tools, documentation, events and educational programs that advance the responsible and effective use of AI in cultural heritage institutions.
- Strengthen global engagement and foster inclusive participation across the AI4LAM network.

AI4LAM encourages WGs activities in areas such as (non-exhaustive):

- Knowledge sharing, educational and Academia programs,
- Training and workshops, webinars, web cafes,
- Shared datasets and models,
- Projects participation and activity development,
- Ethics and responsible operations,
- Hackathons, competitions and challenges,
- Inclusion and community development,
- User interfaces, AI adoption materials,
- Reading groups and thematic study circles, etc.

This list may evolve in response to community needs, as determined through ongoing practice and engagement.

Establishment of Working Groups

WGs are established for with an open-ended mandate, without a fixed term limit. Active continuation is subject to the submission of an annual report, and following a formal review by the Secretariat, the Expert Committee, and with authorization from the Board.

Any Member Organization or active individual expert within the AI4LAM community may propose the establishment of a new Working Group. To request establishment, proposing members shall submit to the Secretariat:

- A Working Group Application Form meeting the requirements set out in section Internal Forms, describing as minimum the purpose of the WG, expected outcomes with a plan for dissemination/outreach, and
- Contact information for the Chair and Co-Chairs, and, if already known, a list of initial members representing at least three (3) LAM institutions.

The Secretariat shall review the application and formally establish the WG with confirmation of the Expert Committee, unless clarification or revision is required. A request for additional community members to join may be issued, and the Secretariat may publish a call to the AI4LAM community to support the establishment of the new WG. The Secretariat may also consult the Board or relevant governance bodies when the proposed WG overlaps with strategic priorities or existing structures.

Organizational Structure and Membership

WGs are composed of individuals from at least three (3) different Member Organizations and other experts collaborating on a topic relevant to AI4LAM's mission. As open, community-driven expert bodies, WGs

enable diverse stakeholders to work collectively on shared areas of interest in the field of artificial intelligence for libraries, archives, and museums.

Membership in WGs is open to all individuals with the necessary skills, competences, and willingness to contribute. Individuals from the commercial sector may participate in a personal capacity, provided they possess relevant expertise and commit to the WG's work.

WGs are lead by a Chair and preferably at least one or more Co-Chairs.

WGs operate under the oversight of the Secretariat and the Expert Committee and contribute to AI4LAM's global program of activities, dissemination, and community engagement.

Principles of Collaboration

Members of WGs have commitment to:

- Work collectively toward a clearly defined purpose that contributes to the broader good of the LAM community.
- Participation is open to individuals with relevant expertise and willingness to contribute. WGs foster an environment where diverse perspectives, institutions, and regions are welcomed and valued.
- Members engage with one another in a professional, respectful, and supportive manner. Differences of opinion are handled constructively, with a focus on problem-solving and shared understanding.
- WG processes, decisions, and outputs are documented and shared openly with the AI4LAM community. Chairs and members are accountable for agreed-upon tasks, timelines, and reporting obligations.
- Work is distributed fairly among members. Leadership roles (Chair/Co-Chair) facilitate collaboration but do not replace collective responsibility for the WG's progress and outputs.
- WG activities follow responsible, ethical, and transparent approaches to AI, data, and cultural heritage. Outputs should reflect high professional standards and nonprofit values.
- WGs rely on volunteer time and institutional support, using efficient workflows, clear agendas, and purposeful meetings. Resources provided by AI4LAM (Zoom, website, shared drives) are used responsibly.
- WG outputs - datasets, models, documentation, events, or publications - are shared openly, contributing to global knowledge and supporting equitable access.
- WGs regularly reflect on their processes, seek feedback, and adapt their methods to improve collaboration, inclusivity, and impact.
- Members participate actively, attend meetings regularly, and contribute to the WG's work. Chairs ensure continuity, rotation of responsibilities, and sustained engagement.

Methods of Work and Coordination Mechanisms

Chairs and Co-Chairs organize monthly online meetings, held at a consistent time each month. The meeting schedule is determined in cooperation with the Secretariat and WG members at the start of the WG's mandate.

WGs can maintain the following communication and documentation channels:

- A dedicated community channel on the AI4LAM workspace / communication channels.
- A WG entry on the AI4LAM website, prepared by the Chair and published by the Secretariat.
- A named directory on open-access platform for publishing of WGs results and documentation.
- Social media groups and channels under AI4LAM scope and brand.

Chairs and Co-Chairs work closely with the Secretariat to coordinate the work. The Secretariat supports work of WGs by publishing:

- meetings information and recordings on the AI4LAM website, and other channels,
- calls for participation at WGs events and activities,
- announcements of meetings, outcomes and results of the WGs work.

WGs should use the AI4LAM Brand Identity Guidelines as outlined in these Bylaws.

Reporting Obligations

WGs prepare annual and other activity reports as necessary.

Written annual reports shall be submitted to the Secretariat, preferably by 15 January for the preceding year. Annual reports are used to assess the Working Group's performance and to determine whether its mandate remains meaningful and necessary, or whether the WG should be concluded.

Reports include:

- Overview of activities, achievements and outputs,
- Any membership updates,
- Plans for the following year,
- Any challenges requiring Secretariat, Expert Committee or Board attention.

The Secretariat supports WGs in the preparation of their reports.

Funding and Resources

AI4LAM does not provide direct funding to Working Groups. All expenses related to participation, event organization, or the production of outputs shall be covered by WG members or their institutions, unless external funding is secured or the event is organized under the coordination of AI4LAM (such as the Fantastic Futures conference, the Academia program, etc.).

The Secretariat may provide non-financial support, including:

- Communication and dissemination,
- Technical infrastructure and meetings support,
- Administrative coordination,
- Guidance on governance and compliance.

Dissolution of Working Groups

A WG may be dissolved by:

- Decision of its members,
- Decision of the Expert Committee or

- Decision of the Secretariat on behalf of the Board.

A WG may be dissolved if:

- it has shown no activity for twelve (12) months,
- it fails to meet reporting obligations,
- it no longer aligns with AI4LAM's strategic priorities.

Chairs must notify the Secretariat at least two (2) months in advance if stepping down, or if the members of the Working Group decide to conclude its work.

A Working Group may also be dissolved upon submission of a written report by the Expert Committee to the Board of Directors recommending its conclusion. The Board of Directors shall take a formal decision on the dissolution, recorded in the minutes of its meeting. Once adopted, the decision shall be communicated to the AI4LAM community and published through the organization's official web channels.

Upon dissolution, all WG materials must remain accessible to Secretariat, all Member Organizations of the AI4LAM, on the AI4LAM platforms and in the archive.

Support and Liaison

The Secretariat serves as the primary point of contact for all WGs, and ensures alignment between WG activities and AI4LAM's strategic direction given by the overall AI4LAM development, Expert committee or Board. Chairs may seek assistance at any time regarding governance, communication, documentation, or operational matters.

4.3 Program Chapters

Role and Purpose

AI4LAM Program Chapters (Chapters) are thematic, linguistic, regional or national-based nodes and communities of practice composed of organizations and individuals collaborating to advance the use of artificial intelligence in libraries, archives, and museums in their network.

Chapters are established to:

- Convene linguistic, regional or national network specific oriented meetings and activities.
- Provide training and knowledge exchange in local contexts.
- Amplify AI4LAM initiatives and messages within a specific regional network.
- Support onboarding of new participants into the global AI4LAM community.
- Strengthen regional networks and complement the work of AI4LAM Working Groups.

Chapters complement the thematic and functional work of Working Groups. Chapters focus on regional network coordination, while Working Groups focus on thematic expertise. Chapters shall not duplicate or compete with WG activities.

Membership

Chapters are open, community-driven bodies composed of individuals from at least three (3) different Member Organizations, together with other experts who contribute to the development and coordination of AI4LAM activities at national, regional, or linguistic levels.

Membership in Chapters is open to organizations and individuals with relevant expertise, interest, and willingness to contribute to the Chapter's activities. Individuals from the commercial sector may participate in a personal capacity, provided their involvement aligns with AI4LAM's mission and values.

Chapters enable collaboration across institutions, geographies, and professional backgrounds, strengthening AI4LAM's presence and impact worldwide.

Establishment of Chapters

Chapters are established with an open-ended mandate, without a fixed term limit. Active continuation is subject to the submission of an annual report, and following a formal review by the Secretariat, the Expert Committee, and with authorization from the Board.

Any Member Organization or active individual expert within the AI4LAM community may propose the establishment of a Chapter.

To request establishment, proposing members shall submit to the Secretariat:

- A Chapter Charter meeting the requirements set out in section Internal Forms,
- Contact information for the Chair and Co-Chairs as applicable,
- A list of initial members, representing relevant institutions within the Chapter.

The Secretariat shall review the application and formally establish the Chapter with confirmation of the Expert Committee and/or Board, unless clarification or revision is required. A request for additional community members to join may be issued, and the Secretariat may publish a call to the AI4LAM community to support the establishment of the new Chapter. The Secretariat may also consult the Board or relevant governance bodies when the proposed Chapter overlaps with strategic priorities or existing structures.

Types of Chapters

The AI4LAM recognizes the following Chapter types:

- National Nodes, representing the AI4LAM within a single state/country.
- Regional Chapters, representing a defined geographic region that includes multiple countries or territories.
- Language-Based Chapters, supporting communities that share a common working language and promote multilingual access, knowledge exchange, and resource development.

National Nodes

National Nodes coordinate activities, capacity-building, and community engagement at the national level, including liaison with national institutions, professional bodies, and relevant governmental or policy entities.

Only one National Node may be recognized per country unless otherwise approved by the Board of Directors in exceptional circumstances.

Regional Nodes

Regional Nodes facilitate cross-border collaboration, cooperation between national Nodes in the region, shared AI4LAM development, and regional strategic initiatives.

Regional Nodes may be established where no National Node exists or in parallel to the existing National Nodes, and where regional coordination provides clear added value.

Language-Based Nodes

Language-Based Nodes may operate globally and are not restricted by geographic boundaries.

Organizational Structure

Each Chapter is led by a Chair and preferably at least one Co-Chair.

Chapters operate under the oversight of the Secretariat and contribute to AI4LAM's global program of activities, dissemination, and community engagement.

Principles of Collaboration

Members of Chapters commit to the following shared principles:

- Purpose-driven work, advancing a clearly defined mission that supports the LAM community within the Chapter's national, regional, or linguistic scope.
- Openness and inclusivity, welcoming diverse institutions, perspectives, and regions; ensuring participation is accessible to all with relevant expertise.
- Professional conduct, engaging respectfully, constructively, and supportively, with a focus on shared understanding and problem-solving.
- Transparency and accountability, documenting processes, decisions, and outputs; meeting agreed timelines; and fulfilling reporting obligations.
- Shared responsibility, distributing work fairly among members; leadership facilitates but does not replace collective responsibility.
- Ethical and responsible AI, ensuring that all activities follow transparent, ethical, and culturally responsible approaches to AI and data.
- Efficient use of resources, using volunteer time and institutional support effectively, with clear agendas and purposeful meetings.
- Open dissemination, sharing documentation, events, and publications openly to support global knowledge exchange.
- Continuous improvement, reflecting on processes, seeking feedback, and adapting methods to strengthen collaboration and impact.
- Active participation, attending meetings regularly and contributing to the Chapter's work; Chairs ensure continuity and rotation of responsibilities.

Coordination Mechanisms

Meetings and Coordination:

- Chairs and Co-Chairs convene regular online meetings, typically monthly, at a consistent time agreed with the Secretariat and Chapter members at the start of the mandate.
- Chairs coordinate closely with the Secretariat to ensure alignment with AI4LAM's strategic direction.

Communication and Documentation Channels:

- A dedicated community channel on the AI4LAM workspace (e.g., Slack, Basecamp).
- A Chapter entry on the AI4LAM website, prepared by the Chair and published by the Secretariat.
- A named directory on an open-access platform (e.g., Zenodo, GitHub, Google Drive) for outputs and documentation.
- Social media channels operating under the AI4LAM brand.

Secretariat Support

The Secretariat publishes:

- Meeting information and recordings,
- Calls for participation in Chapter activities,
- Announcements of meetings, outcomes, and results.
- Chapters must follow the AI4LAM Brand Identity Guidelines.

Reporting Obligations

Chapters prepare annual reports or additional reports as needed (for presentation of work at events etc.). Reports are submitted to the Secretariat, preferably by 15 January for the preceding year. Reports include:

- Overview of activities, achievements, and outputs,
- Membership updates,
- Plans for the following year,
- Challenges requiring attention from the Secretariat, Expert Committee, or Board.

The Secretariat supports Chapters in preparing these reports.

Funding and Resources

AI4LAM does not provide direct funding to Chapters, unless external funding such as projects, funders and sponsors is ensured.

Participation costs, event organization, and production of outputs are covered by Chapter members or their institutions, but external funding may be used when secured.

Events coordinated under AI4LAM (e.g., Fantastic Futures, Academia program) may provide additional support.

Non-financial Support from the Secretariat:

- Communication and dissemination,
- Technical infrastructure and meeting support,
- Administrative coordination,
- Governance and compliance guidance.

Dissolution of Chapters

Chairs must notify the Secretariat at least two (2) months in advance if stepping down or if the Chapter intends to conclude its work.

A Chapter may be dissolved by:

- Decision of its members,
- Decision of the Expert Committee or the Secretariat on behalf of the Board.

A Chapter may be dissolved if:

- It has shown no activity for 12 months,
- It fails to meet reporting obligations,
- It no longer aligns with AI4LAM's strategic priorities.

Upon dissolution, all Chapter materials must remain accessible to the Secretariat and all Member Organizations on AI4LAM platforms and in the archive.

Support and Liaison

The Secretariat serves as the primary point of contact for all Chapters and ensures alignment with AI4LAM's strategic direction. Chairs may seek assistance at any time regarding governance, communication, documentation, or operational matters.

ARTICLE 5. MEETINGS OF AI4LAM ORGANIZATIONAL BODIES

This Article applies to all meetings of AI4LAM Organizational bodies, including governance bodies: the Board of Directors, the Members Council, and expert bodies: Expert Committee, Chapters, Working Groups, and any other bodies established under the Statutes or these Bylaws.

Convening of Meetings

Each Organizational body shall meet as required to fulfil its mandate. Meetings may be convened by the Chair of the respective body, by the Secretary General, or upon request of the members of that body.

Meeting Frequency

The AI4LAM Board of Directors meets every second month in-person or in hybrid form, unless the President of the Board, in consultation with its members and SG, determines otherwise. Any such decision shall be recorded in the body's internal documentation.

All AI4LAM expert bodies meet at least once per month, unless the Chair of the respective body, in consultation with its members and SG, determines that no meeting, or more frequent meetings, are required for a particular period. Any such decision shall be recorded in the body's internal documentation.

The SG may, when necessary, request consultation or decision-making from the members of the BOD and other AI4LAM bodies via email, and such consultations shall be documented accordingly.

Notice of Meetings

Unless otherwise specified in these Bylaws, notice of meetings shall be provided in writing and shall include the date, time, agenda, and modality of the meeting. Notices shall be published on the AI4LAM communication channels and issued within a reasonable timeframe to allow members to prepare.

Certain meetings, including recurring open meetings, shall be announced publicly with a registration link made available on the AI4LAM website.

For meetings of the Board of Directors and other governance bodies that determine their own schedule, the dates and modality of the next meetings may be decided during the meeting itself and recorded in the agenda and minutes. In such cases, the recorded decision shall constitute valid notice.

Quorum

A simple majority of members in meeting constitutes a quorum, unless otherwise provided in these Bylaws.

Participation and Remote Attendance

Meetings may be held in person, online, or in hybrid form. Participation through communication technologies enabling all participants to hear one another simultaneously shall constitute valid attendance.

Voting Rights

Each member of a Organizational body shall have one vote, unless otherwise provided in these Bylaws. External invited participants shall not have voting rights.

Decision-Making

Unless otherwise specified, decisions shall be adopted by a simple majority of votes cast. Abstentions shall not be counted as votes cast.

Voting Methods

Voting may be conducted orally, in writing, or by electronic means. Secret ballots may be used when required by these Bylaws or when requested by a majority of members present.

In the event of a tied vote, the Chair of the respective meeting shall have the casting vote, unless otherwise specified in these Bylaws.

Minutes and Records

The Secretariat shall ensure that minutes are taken for all formal meetings of governance bodies, and for expert bodies upon request. Minutes shall record attendance, decisions taken, and any actions assigned. Approved minutes shall be archived and made available to members in accordance with AI4LAM's policies.

Meetings may be voice- and/or video-recorded for the sole purpose of facilitating the accurate preparation of minutes.

Confidentiality

Members shall respect the confidentiality of discussions and documents designated as confidential, in accordance with AI4LAM's policies and these Bylaws.

ARTICLE 6. AI4LAM BRAND IDENTITY GUIDELINES

Adherence to AI4LAM Brand Identity Guidelines

All AI4LAM bodies, including the Board of Directors, Members Council, Working Groups, Chapters, and any formally mandated committees or task forces, shall use the AI4LAM Brand Identity in accordance with the AI4LAM Brand Identity Guidelines (BIG).

Scope of Application

The BIG apply to all official communications, publications, digital platforms, events, presentations, and materials produced on behalf of AI4LAM or representing AI4LAM in any official capacity.

Consistency and Integrity of Use

Members acting in an official capacity shall ensure consistent, accurate, and respectful use of the AI4LAM name, logo, visual identity elements, and associated design assets, in alignment with the BIG and other governing instruments of the organization.

Authorization and Restrictions

Use of the AI4LAM brand by external partners, sponsors, or affiliated initiatives requires prior written authorization from the Secretariat on behalf of the Board of Directors, in accordance with the procedures set out in these Bylaws:

- Submission of a written request to the Secretariat
- Required information (purpose, context, materials, duration, audience, channels)
- Minimum notice period (e.g., 10—15 working days)
- Initial review by the Secretariat, but escalation to the Board of Directors for high-visibility, sensitive, or strategic uses
- Criteria for approval: alignment with mission, reputational considerations, compliance with sponsorship guidelines, etc.
- Verification of submitted of draft materials (posters, websites, videos, press releases, etc.) by Secretariat, and
- Written confirmation before public release.

Conditions of Use

All users of the AI4LAM brand shall follow the AI4LAM BIG, including:

- the mandatory use of approved logos, templates, and design assets,
- the prohibition of any modifications to the logo or visual elements,
- adherence to prescribed placement, sizing, and co-branding rules, and
- the inclusion of required disclaimers, such as “In cooperation with AI4LAM” or “Organized by AI4LAM,” where applicable.

Accessibility, Record-Keeping, Updates and Compliance

The Secretariat shall maintain the current version of the Brand Identity Guidelines and ensure their availability to all relevant bodies. The current Brand Identity Guidelines are accessible through the Secretariat and published on the AI4LAM website.

Compliance with the Guidelines is mandatory, and misuse of the AI4LAM brand may result in corrective measures as determined by the Board of Directors.

ARTICLE 7 FINANCIAL INTEGRITY

Purpose

The AI4LAM organization shall manage its financial resources with the highest standards of integrity, transparency, and accountability. All financial decisions shall be guided by the AI4LAM organization's mission, strategic objectives, and long-term sustainability.

Exclusive Use of Funds

The financial resources of the AI4LAM organization shall be used exclusively for the development, operation, and advancement of the AI4LAM organization. This includes the implementation and support of its programs, projects, activities, human resources, governance functions, and administrative operations.

Independence in Financial Matters

The AI4LAM organization shall act independently in all financial matters. No external entity, including Member Organizations or affiliated bodies, may direct, influence, or otherwise determine the allocation or use of the AI4LAM's funds.

Safeguards and Oversight

The AI4LAM organization shall maintain internal controls, financial procedures, and oversight mechanisms to ensure compliance with this Article. Any suspected or actual misuse of funds shall be addressed promptly through established governance and accountability processes.

Transparency and Reporting

The AI4LAM organization shall ensure transparent financial reporting to its governing bodies and, where appropriate, to its Members. Annual financial statements shall clearly demonstrate adherence to the principles set forth in this Article.

These Bylaws enter into force on the date of their adoption by the Board of Directors.

Adopted on 16 June 2026, as recorded in the minutes of the meeting.

AI4LAM President of the Board of Directors

Prof. Øyvind Engh, National Library of Norway

INTERNAL FORMS

Membership Application Form

All fields marked with * are mandatory.

Fill in this form and send an electronic signed copy to secretary-general@ai4lam.org

Membership Fees

Please select a membership tier by checking the box in the first column. Only one selection is permitted.

For detailed information on membership categories, benefits and duties, refer to the membership section in the Statutes. Membership fees are determined based on the institutional budget per year.

*Institutional Budget & Corresponding Membership Fee (per year in EUR)

	Tier	Institutional Budget per Year (EUR)	Annual Membership Fee (EUR)
☐	Tier A	Less than 1 million	1,500 EUR
☐	Tier B	1 million to 10 million	2,500 EUR
☐	Tier C	More than 10 million	3,500 EUR

Details of the organization applying for membership

Full name of the organization:

Short name of the organization:

Postal address - Street name or P.O.Box:

Postal address - Number:

Postal address - Town:

Postal code / Cedex:

Country:

Internet homepage: <http://>

If your organization/company belongs to a larger group or is an affiliated company, please fill in the following section:

Name of the Parent organization / company:

Internet Homepage: <http://>

.. Affiliated company

- .. Faculty
- .. Department
- .. Institute
- .. Laboratory
- .. Group
- .. Other:

***VAT Number:**

In case you don't have a VAT number, please explain:

***If your billing address is different from postal address above, please add it here:**

Billing address - Street name or P.O. Box:

Billing address - Number:

Billing address - Town:

Billing address - Postal code / Cedex:

Billing address - Country:

*Legal Registration Number:

***Organisation profile:**

Provide a concise general description of your organization (approximately 500 characters, including spaces) to be featured on the AI4LAM Members web portal.

***Describe your organization's AI activities, strategies, development initiatives, implementation efforts, and other related engagements:**

Provide a concise description of your AI in your organization (approximately 1,000 characters, including spaces) to be featured on the AI4LAM Members web portal.

Are you interested in initiating or contributing to a specific AI4LAM activity, such as working groups, chapters, regional and national networking, or the organization of events and workshops?

☐ Yes

☐ No

If yes, please describe.

A) *Main Contact Point and Representative of the Member Organization in the AI4LAM:

Family name:

First name(s):

Title:

Position in organization:

Department / Faculty / Institute / Group name:

Phone:

E-mail:

☐ I confirm that I am authorized to formally represent my company/organization.*☐ I have read and agree to the AI4LAM Statutes.***Privacy and Data Protection Statement (Norwegian Personal Data Act — PDA and General Data Protection Regulation — GDPR Compliance)**

By submitting this membership form, you acknowledge and consent to the collection, processing, and storage of your personal data in accordance with the Norwegian Personal Data Act (PDA) and the General Data Protection Regulation (GDPR). Your data will be used exclusively for membership administration, communication, and organizational purposes within AI4LAM. We are committed to ensuring the security, confidentiality, and proper handling of your information.

Your personal data will not be shared with third parties without your explicit consent, unless required by law. You have the right to access, rectify, or request the deletion of your data at any time. For any inquiries regarding data protection or to exercise your rights under PDA or GDPR, please contact

secretary-general@ai4lam.org.

Date:***Signature of representative:** _____

B) *Legally Authorized Contact Point of the Member Organization in the AI4LAM:

Family name:

First name(s):

Title(s):

Position(s) in the organization:

E-mail:

☐ I/We hereby confirm the correctness of this membership application form and the information provided in this document.*

☐ I/We accept the AI4LAM Statutes.*

☐ I/We hereby authorize the representative specified under section A) to represent our organization in all meetings and matters related to our membership in the AI4LAM.*

☐ I/We confirm that I/we have the power to formally represent my/our company/organization or subgroup thereof and to authorize the aforementioned person as a representative.*

☐ I/We have read and agree to the AI4LAM Statutes.*

Privacy and Data Protection Statement (Norwegian Personal Data Act — PDA and General Data Protection Regulation — GDPR Compliance)

By submitting this membership form, you acknowledge and consent to the collection, processing, and storage of your personal data in accordance with the Norwegian Personal Data Act (PDA) and the General Data Protection Regulation (GDPR). Your data will be used exclusively for membership administration, communication, and organizational purposes within AI4LAM. We are committed to ensuring the security, confidentiality, and proper handling of your information.

Your personal data will not be shared with third parties without your explicit consent, unless required by law. You have the right to access, rectify, or request the deletion of your data at any time. For any inquiries regarding data protection or to exercise your rights under PDA or GDPR, please contact

secretary-general@ai4lam.org.

Date:

***Signature(s):** _____

Working Groups Application Form

TITLE OF THE WG	<i>Clear and understandable for the community members.</i>
START DATE	<i>The start date of the operations.</i>
SHORT DESCRIPTION	<i>Few sentences summarizing the purpose of the group.</i>
LONG DESCRIPTION	<i>Detailed description, including focus areas, objectives or specific topics. Purpose of the group and strategy.</i>
DATE AND TIME OF THE MONTHLY MEETING	<i>Date and time of the monthly meeting (Chair of the WG in formation must coordinate the date and time with the Secretariat).</i>
TASKS AND VISION	<i>Main tasks, planned activities, and strategic vision of the group.</i>
OUTCOMES	<i>Expected results (for new groups) or deliverables (for existing groups), such as reports, recommendations, or initiatives. Clearly defined outcomes, accompanied by a plan for dissemination and outreach.</i>
USE CASES, TOOLS	<i>Real world use cases and recommended tools. Description, purpose, example workflow.</i>
PLANNED PRINCIPLES	<i>Planned principles for work/collaboration in the group.</i>
USEFUL LINKS	<i>Relevant links to projects, documents, websites, or references.</i>
USEFUL RESOURCES	<i>Additional resources such as studies or reading materials for members.</i>
CHAIR, CO-CHAIRS and CONTACTS	<i>Organizational structure of the group. Name of the chair and co-chairs, photo, email addresses, phone number, other key contacts (Linkedin or other).</i>
LIST OF THE EXISTING MEMBERS	<i>List of the existing members and contacts</i>
TAGS, PRIORITIES	<i>Add relevant tags and specify priority levels to support effective organization and processing.</i>
PHOTOS, VIDEOS	<i>Please send us a photo or video. All meetings can be recorded and may be published on web site AI4LAM and social media.</i>

Chapters Charter Form

TITLE	<i>Clear and understandable for the community members.</i>
START DATE	<i>The start date of the operations.</i>
SHORT DESCRIPTION	<i>Few sentences summarizing the purpose.</i>
LONG DESCRIPTION	<i>Detailed description, including objectives, purpose and strategy.</i>
DATE AND TIME OF THE MONTHLY MEETING	<i>Date and time of the monthly meeting (Chairs must coordinate the date and time with the Secretariat).</i>
TASKS AND VISION	<i>Main tasks, planned activities, and strategic vision.</i>
OUTCOMES	<i>Expected results or deliverables, plans of dissemination, events, and outreach.</i>
USEFUL LINKS	<i>Relevant links to projects, documents, websites, or references.</i>
CHAIR, CO-CHAIRS and CONTACTS	<i>Organizational structure. Names of the chair and co-chairs, photo, email addresses, phone number, other key contacts (Linkedin or other).</i>
LIST OF THE EXISTING MEMBERS	<i>List of the existing members and contacts</i>
TAGS, PRIORITIES	<i>Add relevant tags and specify priority levels to support effective organization and processing.</i>
PHOTOS, VIDEOS	<i>Please send us a photo or video. All meetings can be recorded and may be published on web site AI4LAM and social media.</i>