



CONSTITUTION

AND

BYE-LAWS

Revised October 2010

# LIAJA

Library and Information Association of Jamaica: Constitution and bye-laws

## CONSTITUTION REVIEW SUB-COMMITTEE

Hermine C. Salmon - Chair  
Matthew Blake - Special Libraries Section  
Miss Stephney Ferguson - Retired Librarians Section  
Patsy Gordon – Jamaica Library Service- Schools Section  
Mrs. Albertina Jefferson - Retired Librarians Section  
Miss Norma Livingstone - Academic Libraries  
Mrs. Arlene Ononaiwu - Special Libraries Section  
Dr. Leila Thomas – Retired Librarians Section

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LIAJA  
P.O. Box 125  
Kingston 5  
Jamaica, West Indies  
Web: <http://www.liaja.org.jm>  
Email: [liajapresident@yahoo.com](mailto:liajapresident@yahoo.com)

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## CONSTITUTION

### ARTICLE 1 NAME OF ASSOCIATION

The Association shall be called the *Library and Information Association of Jamaica* herein after referred to as the Association.

### ARTICLE 2 PURPOSE OF THE ASSOCIATION

- 2.1. To unite all persons engaged or interested in library and information work in Jamaica and to provide opportunities for their meeting together to discuss matters related to library and information work.
- 2.2. To encourage co-operation between institutions engaged in library and information work throughout Jamaica and to promote their active development and maintenance.
- 2.3. To promote a high standard of education and training for staff in such institutions.
- 2.4. To engage in activities that will improve the status of staff in these institutions.
- 2.5. To promote a wider knowledge of library and information work and to form an educated public opinion on such work.

### ARTICLE 3 MISSION OF THE ASSOCIATION

- 3.1 To provide leadership in the development and promotion of resources in the library and information profession in order to facilitate access to and use of information for national development.

### ARTICLE 4 MEMBERSHIP

- 4.1 Membership of the Association shall be comprised of the following categories: Personal Membership, Institutional Membership and Honorary Membership, as detailed in the Bye-Laws.

## **ARTICLE 5 REGISTER OF MEMBERS**

- 5.1 The Honorary Secretary shall maintain a register which shall record the full names and current addresses of all members, with the dates on which they became members, their qualifications and their membership categories. This register shall be made accessible to the membership at large.
- 5.2 By December 31 of each year, the Honorary Treasurer shall prepare and publish a list of members indicating their financial standing.

## **ARTICLE 6 WITHDRAWAL OF MEMBERSHIP**

- 6.1 A member may resign from the Association by writing to the Executive Committee through the Honorary Secretary. Resignation from the Association shall not relieve the resigning member from the payment of any fees due at the time of resignation.
- 6.2 The Executive Committee may, by resolution, withdraw membership from any member, personal or institutional, who has not paid his/her/its fee as specified in the Bye-Laws.

## **ARTICLE 7 OFFICERS OF THE ASSOCIATION**

- 7.1 The Officers of the Association shall consist of the President, not more than two Vice-Presidents (Who shall be designated as 1<sup>st</sup> Vice President/President Designate and 2<sup>nd</sup> Vice-President, respectively), the Honorary Secretary, the Honorary Treasurer and the Immediate Past President – ex officio.
- 7.2 The duties of the Officers shall be as outlined in the Bye-Laws

## **ARTICLE 8 THE EXECUTIVE COMMITTEE**

- 8.1. The affairs of the Association shall be managed by an Executive Committee of not more than twenty (20) and shall include:
- 8.1.1 The Officers of the Association

- 8.1.2.1.1 One representative each from the duly constituted Sections, Working Parties and Special Interest Groups.
- 8.1.3 A representative of the National Library of Jamaica
- 8.1.4 A representative of the Department of Library and Information Studies, U.W.I. or any other accredited educational and training institution.
- 8.1.5 A representative from the Jamaica Library Service.
- 8.1.6 Representatives must be able to effectively speak for and act on behalf of the respective institution.
- 8.2 Members of the Executive Committee shall be elected at the Annual General Meeting.
- 8.1 Duly constituted Sections shall choose their representatives before the
- 8.2 Annual General
- 8.3 Meeting and advise the Secretary of the Association.
- 8.4 The Executive shall have the power to appoint from the members at large an Assistant Secretary, Chairmen of Working Parties, and for any other positions as may be deemed necessary.
- 8.5 The Executive Committee shall have the power to fill vacancies arising during the year.
- 8.6 The Executive Committee shall have the power to co-opt to the Executive Committee, individuals with special knowledge or expertise relevant to programmes being undertaken.
- 8.7 The Executive shall have the power to appoint, from time to time, ad hoc committees to deal with various aspects of the Association's work.
- 8.8 The powers and scope of any committee shall be determined by the Executive Committee.

## **ARTICLE 9                   TENURE OF OFFICE**

- 9.1 All Executive Committee members, with the exception of the Immediate Past President, shall be elected annually for a period of one year, and shall be eligible for re-election.
- 9.2 A President shall not be eligible for election for more than three successive years.

## **ARTICLE 10 MEETINGS**

- 10.1 Meetings of the Executive Committee shall be held as often as is necessary for the effective management of the Association's business
- 10.2 Regular meetings of the Association shall be held at least three times per year. One of these meetings shall be the Annual General Meeting.
- 10.3 The Chairman of any meeting shall have the right to vote, and shall, if necessary, also have a casting vote.
- 10.4 Notice of Meetings shall be as outlined in the Bye-Laws

## **ARTICLE 11 QUORUM**

- 11.1 One third of the membership of the Executive Committee shall constitute a quorum for Executive Committee meetings.
- 11.2 Twenty percent (20%) of the membership of the Association shall constitute a quorum for Regular Meetings
- 11.3 Twenty five percent (25%) of the effective voting membership of the Association, that is, members whose fees for the preceding year have been fully paid shall constitute a quorum for the Annual General Meeting.

## **ARTICLE 12 SECTIONS, WORKING PARTIES AND SPECIAL INTEREST GROUPS**

- 12.1 The Executive Committee may establish Working Parties to assist with the work of the Association.
- 12.2 A Section or Special Interest Group may be formed by the membership to promote fields of interest not directly addressed by the Association but relevant to its mission.
- 12.3 The Bye-Laws shall lay down guidelines for the establishment of Sections, Working Parties and Special Interest Groups.
- 12.4 Such Sections, Working Parties and Special Interest Groups shall be identified in the Bye-Laws

## **ARTICLE 13        FEES**

- 13.1                The Administrative year of the Association shall be the same as the calendar year, January to December.
- 13.2                The membership shall pay such fees as are prescribed in the Bye-Laws of the Association.
- 13.3                Fees shall be due and payable on the first day of January each year.
- 13.4                Members whose fees, for the preceding year, remain unpaid on December 31 shall not be entitled to vote at the Annual General Meeting of the Association, unless they make good this payment at least 15 days before the Annual General Meeting in January.
- 13.5                Persons who attend an Annual General Meeting, and who join the Association for the first time by paying their membership fees then, shall not be entitled to vote at that Meeting.
- 13.6                Each year, the Executive Committee shall, in September and October, review the Register of Members to identify potential defaulters and take appropriate action.

## **ARTICLE 14        FINANCIAL MANAGEMENT**

- 14.1                The financial management of the Association shall be in accordance with standard accounting practices.
- 14.2                The accounts of the Association shall be audited annually by an auditor to be named each year at the Annual General Meeting.
- 14.3                The funds of the Association shall be kept in legally established financial institutions, as determined by the Executive Committee.
- 14.4                The Executive Committee shall have the right to invest these funds in accounts that, in their opinion, will maximize benefits to the Association.
- 14.5                Funds raised by Working Parties, Sections and Special Interest Groups may only be spent with the expressed approval of the Working Party, Section or Special Interest Group.

14.6 The officers listed below shall be signatories to all accounts held by the Association:

- President
- Honorary Treasurer
- Honorary Secretary
- The First Vice President and
- The Immediate Past President

## ARTICLE 15 TRUSTEES

15.1 Trustees for the management of special funds shall be named by the person or persons responsible for the acquisition of these funds. The appointment of these Trustees shall be ratified by a two-thirds majority of the voting membership at an Annual General Meeting.

15.2 Funds raised for specific purpose or intent and held in trust by the Association must continue to be so held, under the purview of the named Trustees and may not be used except by the expressed permission, in writing, of the Trustees.

## ARTICLE 16 BYE-LAWS

16.1 The Executive Committee shall enact such Bye-Laws as it may deem necessary for the proper functioning of the Association.

16.2 Any member of the Association may at any time propose amendments, additions or annulments to the Bye-Laws.

16.3 Such proposals must be forwarded, in writing, to the Executive Committee through the honorary Secretary of the Association at least 21 days before the date of the general meeting at which they are to be considered.

16.4 Amendments to the Bye-Laws shall be placed before the Annual General Meeting for approval.

## ARTICLE 17      AMENDMENTS TO THE CONSTITUTION

- 17.1                      The Constitution may be altered, added to or rescinded only if a notice of the proposed amendment(s) is sent to all members at least one calendar month before a Special General Meeting of the Association and carried by at least a two thirds majority of the votes cast at the same special General Meeting by those entitled to vote.

## ARTICLE 18      DISSOLUTION OF THE ASSOCIATION

- 18.1                      Any decision to wind up the Association shall only be valid if made pursuant to a resolution passed by a two-thirds majority of members present and voting at a Special General Meeting convened for the purpose.
- 18.2                      Where such decision has been taken, the Executive shall call a further Special General Meeting at which the accounts and inventory of all other property of the Association shall be presented.
- 18.3                      Within a period to be determined by the Executive, all the funds and other property shall be handed over to a library-related, non-profit organization/institution so named by the membership.

## BYE-LAWS OF THE ASSOCIATION

### SECTION 1      MEMBERSHIP

- 1.1                      **Personal Membership shall comprise the following:**
- 1.1.1                  **Full Membership:** Full membership of the Association shall be open to all professional members of the library and information science fields in Jamaica.
- 1.1.2                  Full members are entitled to hold office in the Association and enjoy all benefits for which the Association negotiated, on their behalf.

- 1.1.3       **Associate Membership:** Associate membership of the Association shall be open to all persons engaged in, or interested in library and information work, but who are not professionally qualified in these pursuits.
- 1.1.3a      Organizations interested in the library and information field, but not directly engaged in it may also be admitted to Associate Membership.
- 1.1.3b      Associate members shall have the same rights and privileges as full members except that they may not be elected to any office of the Association.
- 1.1.4       **Student Membership:** Student membership of the Association shall be open to all persons, in full or part-time education, or an accredited course in an institution of library and information studies.
- 1.1.4a      Student members shall have the same rights and privileges as associate members
- 1.2         **Institutional Membership:** Institutional membership of the Association shall be open to organizations in the library and information field.
- 1.2.1       An Institutional member shall be entitled to delegate a member of its governing body to represent it.
- 1.2.2       Such a delegate may attend meetings of the Association and, on behalf of the organization represented, shall enjoy all the rights and privileges of full membership
- Honorary Membership:** Persons who have shown a keen interest in library and information development, and have otherwise given outstanding service to the Association may be admitted to honorary Membership.
- 1.3.1       Nominations for honorary membership shall be submitted, with supporting evidence, to the Executive Committee.
- 1.2.3       The Executive Committee shall consider such nominations and endorsed nominations shall be presented at an Annual General Meeting for ratification.
- 1.2.4       Honorary members shall have the same rights and privileges as an Associate member.
- 1.3         First time members shall be presented at a Regular Meeting.

## SECTION 2 MEMBERSHIP FEES

- 2.1 Changes to fees shall be proposed by the Executive Committee and presented at a Regular Meeting of the Association.
- 2.2 The decision made shall be presented for ratification to the Annual General Meeting or a Special General Meeting called for that purpose.
- 2.3 Members whose fees remain unpaid for two consecutive years are liable to be removed from the Register.
- 2.4 The final decision on delisting of members shall rest with the Executive Committee.
- 2.5 A list of members that are delisted during the year shall be published at the Annual General Meeting for that year.

## SECTION 3. DUTIES AND RESPONSIBILITIES OF OFFICERS

- 3.1 *The President* shall be Chairman of the Executive Committee and of all meetings of the Association.
  - 3.1.1 In his/her absence, the first or second Vice president, in that order, shall preside.
  - 3.1.2 If neither of these is present, a Chairman shall be elected for the meeting
  - 3.1.3 The President shall authorize payments of expenditure for the conduct of the Association's business. For amounts exceeding \$30,000 he/she must have the consent of two thirds of the Executive Committee.
  - 3.1.4 He/she shall prepare and present at the Annual General Meeting, an Annual Report incorporating reports from chairmen of all Sections, Working Parties and Special Interest Groups.
- 3.2 *The 1<sup>st</sup> Vice President/President Elect* shall assume the duties of the President in his/her absence as well as carry out the duties assigned at other times.
  - 3.2.1 This officer may chair a Working Party or Section or any special committee established by the President.

- 3.3            ***The 2<sup>nd</sup> Vice President*** shall carry out the duties assigned by the President which may include chairing a Working Party or special committee.
- 3.4            ***The Secretary*** shall keep a permanent record of all meetings and activities of the Association.
- 3.4.1        He/she shall attend to all correspondence as directed to the President
- 3.4.2        He/she shall maintain a Register of Members as prescribed in the Constitution
- 3.5            ***The Assistant Secretary*** shall assist with taking minutes at meetings
- 3.5.1        He/she shall attend to and correspondence as directed by the Secretary
- 3.5.2        He/she shall assume the duties of the Secretary in his/her absence
- 3.6            ***The Treasurer*** shall record all funds collected for the Association, issue receipts and maintain appropriate records.
- 3.6.1        He/she shall prepare and present monthly statements of income and expenditure to the Executive Committee as well as prepare and present statements to all Regular Meetings
- 3.6.2        He/she shall prepare an annual audited statement for presentation at the Annual General Meeting.
- 3.6.3        All statements shall identify funds held on behalf of Sections or dedicated for specific purposes.
- 3.6.4        The Treasurer is authorized to expend funds not exceeding \$20,000 for the conduct of the Association's business.
- 3.6.5        Each year, the Treasurer shall prepare a budget for submission to the Executive Committee and the Annual General Meeting.

## **SECTION 4. MEETINGS**

- 4.1 At least twenty-one (21) days' *notice* shall be given for Regular and Annual General Meetings and ten (10) days notice for a Special Meeting.
- 4.2 The Annual General Meeting shall normally be held on the last Friday in January, but no later than two (2) weeks thereafter.
- 4.2.1 The meeting shall receive and consider the general report of the Executive Committee and the Treasurer's audited report; and shall elect the Officers and other members of the Executive Committee for the ensuing year.
- 4.3 A Special General Meeting may be convened at any time on the decision of the majority of the Executive Committee, or within one calendar month of the receipt by the Secretary of a request, stating the purpose of the meeting, from at least six members of the Association entitled to vote. The notice of the meeting shall state the intended areas of the discussion.
- 4.4 No resolution of a Special Meeting shall be deemed to be carried unless passed by a two-thirds majority of those present and eligible to vote.

## **SECTION 5 ELECTIONS**

- 5.1 To be eligible for office or to vote, members must be in good financial standing, as defined in Article 13.3 of the Constitution.
- 5.2 Officers of Sections are elected annually from the floor at the Annual General Meetings of Sections.
- 5.3 The Executive Committee may appoint an officer to be responsible for the conduct of the elections following procedures determined by the Executive Committee.
- 5.4 The President, First Vice President/President Designate, and Secretary of the Association shall be nominated by the Executive Committee and the nominations proposed for ratification at the Annual General Meeting.
- 5.5 The incoming Executive Committee shall nominate the Assistant Secretary.

## SECTION 6. ELECTION PROCEDURE

- 6.1 Voting members are to be identified.
- 6.2 Quorum is to be determined: 25% of the voting membership.
- 6.3 The outgoing President shall name the person nominated by the Executive Committee as President elect, call for ratification by the membership and on assent shall declare him/her duly elected and invite him/her to take the Chair.
- 6.4 The incoming President may make a short statement, name the person nominated by the Executive Committee to fill the position of First Vice President, call for ratification by the membership and, on assent, shall declare him/her duly elected, and invite him/her to the platform.
- 6.5 The incoming President shall call for nominations for the office of Second vice President. If one person is nominated, duly declare him/her elected. If more than one, conduct an election for the office. At the end, declare the officer elected and invite him/her to the platform.
- 6.6 The new President shall repeat the process in 6.3 in respect of the Honorary Secretary.
- 6.7 The President shall remind the membership that the Assistant Secretary is to be nominated by the incoming Executive Committee.
- 6.8 The President shall identify the institutions which are to be represented on the Committee:
- Department of Library and Information Studies or any other accredited Educational or Training Institution
  - Jamaica Library Service
  - National Library of Jamaica
  - Academic Libraries
  - Archives and Records Management
- 6.9 The President shall identify those institutions which are already represented by the 6 officers (President, First Vice President, Second Vice President, Honorary Treasurer, Honorary Secretary, Immediate Past President (ex-officio) and the five (5) representatives of the Sections (Schools, Special Libraries, Retired Members, Academic Libraries,

Archives and Records Management) and shall eliminate those institutions which are already represented.

6.10 The President shall then call for nominations, institution by institution, to take care of the remaining necessary representations. For each institution, if there is more than one nomination, election should be held immediately in respect of the nomination.

6.11 Nominations may be closed, after due time allowed, if these nominations are lower or equal to the determined number.

6.12 Elections should be held once nominations exceed the required number.

## **SECTION 7. WORKING PARTIES, SECTIONS AND SPECIAL INTEREST GROUPS**

### *7.1 Sections and Special Interest Groups*

In accordance with Article 12, Sub-section 12.2, the established Sections are:

- **Schools Section**
- **Special Libraries and Information Section**
- **Retired Librarians Section**
- **Academic Libraries Section**
- **Archives and Records Management Section**

### *7.2 Working Parties*

In accordance with Article 12, Sub-section 12.4, the Working Parties are:

- **Education and Training**
- **Research and Publications**
- **Membership and Conditions of Service**
- **Public Relations**
- **Fundraising**
- **Information Technology**

7.3 Working Parties, Sections or Special Interest Groups may be established by the following procedures:

7.3.1 Submission of a proposal by the Group to the Executive Committee stating:

- *The objectives of the proposed Working Party, Section or Group*

- *Detailed justification, that is the reasons for the new Section or Group*

- 7.3.2 The proposal should be signed by a minimum of twenty persons
- 7.3.3 After review and approval by the Executive Committee, the proposal shall be presented to the general membership, and discussion allowed at a Regular Meeting of the Association.
- 7.3.4 The resolution shall be passed by two-thirds majority of those present and eligible to vote.
- 7.4 The proposals and programmes of Sections, Working Parties and Special Interest Groups must be approved by the Executive Committee before implementation.

## **SECTION 8 PUBLICATIONS**

- 8.1 The Executive Committee shall be responsible for publishing at least one number of the **Library and Information Association of Jamaica Bulletin** each year and for preparing periodical newsletters for distribution among the members of the Association.
- 8.9 The Executive Committee shall be responsible for preparing such other publications as are considered necessary.

## **SECTION 9 REVIEW OF THE CONSTITUTION**

- 19.1 The Constitution shall be subject to review every five years.

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