

**CONSTITUTION AND BYE-LAWS  
OF  
THE KERALA LIBRARY ASSOCIATION**

(Incorporating Amendments brought upto 3.5. '98)

**Article I**

Name : The name of the Association shall be KERALA LIBRARY ASSOCIATION  
herein after referred to as the Association.

**Article II**

Head Office : The Head Office of the Association shall be situated at Trivandrum.  
Until a permanent Office of its own is established all correspondence  
shall be addressed to the General Secretary in the personal address.

**Article III**

Object : The objects of the Association shall be :-

- (a) To unite all librarians in Kerala by holding conferences and meetings  
for the discussion of questions affecting the library profession and matters  
affecting libraries or their regulation or management or otherwise.
- (b) To promote library movement and improvement in library service.
- (c) To promote appropriate library legislation in Kerala.
- (d) To promote the better administration of libraries.
- (e) To promote library science education and the improvement in the training of  
librarians in Kerala.
- (f) To promote and encourage bibliographical study and research.

**(.....2.)**

- (g) To promote the establishment of libraries, documentation and information centres in Kerala.
- (h) To publish information of service or interest to the members of the Association or for the promotion of the objects of the Association.
- (i) To promote whatever may tend to the improvement of the position and the qualifications of librarians.
- (j) To affiliate to the Association, other associations in Kerala with similar objects.
- (k) To co-operate with other state, national, international and other organisations with similar objects.
- (l) To do all such other things as incidental or conducive to the attainment of the above mentioned objects.

#### **Article IV**

#### **Finance, Property, etc.**

- (a) The Association shall have the following powers regarding finance, possession or property, etc.
  - (i) To accept subscriptions, gift, donation, endowment or grants of money or other property for any of the objects of the Association.
  - (ii) To borrow and raise money as it may think fit.
  - (iii) To acquire by purchase, or hire all kinds of property movable and immovable.
  - (iv) To improve, develop, manage, sell, mortgage or otherwise deal with all or any part of the properties.
  - (v) To execute such documents as may be deemed necessary for the above transactions.
  
- (b) The funds and other assets of the Association shall vest in the Executive Committee of the Association. The finance and property of the Association shall be utilized solely for the purpose of the objects of the Association in the manner approved by the Executive Committee. (.....3.)

- (c) For the purpose of accounting the financial year of the Association shall be commencing from 1st July and ending on 30th June of the following year.

## Article V

### Membership

- (a) Membership of the Association shall be of four categories.

Ordinary Membership

Associate Membership

Honorary Membership and

Life Membership

- (i) Ordinary Membership shall be open to all librarians who satisfy the required minimum qualifications, viz, a basic bachelor's degree with a degree/diploma in Library science. Subscribe to the objects of the Association and pay an admission fee of Rs. 10/- and an annual subscription of Rs. 50/-
- (ii) Associate membership shall be open to students undergoing a course of study leading to a degree/diploma in Library Science, subscribe to the objects of the Association and pay an admission fee of Rs. 10/- and an annual subscription of Rs. 25/-
- (iii) Honorary Membership shall be granted to eminent personality in the field of library profession, service and teaching.
- (iv) Life membership shall be open to all candidates who satisfy the required minimum qualifications viz, a basic bachelor's degree with a degree/diploma in Library science, subscribe to the objects of the Association and pay an admission fee of Rs. 10/- and an advance subscription of Rs. 400/- (Rs. Four hundred only) either in full or in not more than four instalments falling within the period of the same financial year of the Association.

Ordinary members can convert to

(.....4.)

Life membership by paying an advance subscription of Rs.400/- either in full or in not more than four instalments as mentioned above.

- (b) (i) A person seeking membership under Article V (a) (i) and Article V (a) (ii) shall apply to the General Secretary in writing who will present it for the approval of the Executive Committee.
- (ii) All members of the Association shall be free to nominate any person for membership under Article V (a).
- (iii) Nomination should be sent to the General Secretary in writing giving details of the attainments of the proposed member. General Secretary will present it for the approval of the Executive Committee. The Executive Committee's decision to admit a person as Honorary Member should be unanimous.
- (iv) A person seeking Life Membership under Article V (a) (iv) shall apply to the General secretary in writing who will present it for the approval of the Executive Committee. Admission to Life Membership shall be effective only after the approval of the Executive Committee.
- (c) Privileges of Membership :
- (i) All ordinary members of the Association shall have the privileges of presence, participation and voting at all General Body meetings provided the annual subscription is paid up to date.
- (ii) All Associate Members, and Honorary Members shall have the privileges of presence and participation at all General Body meetings, but they won't have the voting privilege.
- (iii) The privileges of Membership shall not commence until the subscription is paid.
- (iv) Admission fee and annual subscription are not payable by Honorary Members.

- (v) A Life Member shall have all the privileges of a full member of the Association.
- (vi) An office-bearer shall cease to be an office-bearer if his subscription is not paid by due date. He can resume the privilege of holding an office if the subscription is paid within 30 days after the due date.

## **Article VI**

### **Office bearers and Committees.**

- (a) There shall be the following office-bearers of the Association :-
  - a President
  - a Vice- President
  - a General Secretary
  - three Secretaries viz,
    - a. Organizing Secretary
    - b. Public Relations Secretary
    - c. Office Secretary, and
  - a Treasurer.
- (b) There shall be one Executive Committee for the Association which shall consist of the following .
  - All office-bearers under Article VI (a)
  - President and Secretary of the Regional Committee.
  - Nine other members.
- (c) The election of the office-bearers and other members of the Executive committee shall be held in accordance with the Bye-laws in existence from time to time.
- (d) The tenure of office of the Office bearers and other members of the Executive Committee will ordinarily be two years provided that any interim vacancy may be filled up by the Executive Committee.
- (e) There shall be Regional and Sectional Committees constituted as and when the Association deems fit in accordance with the Bye-laws framed for this purpose.

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- (f) The Association may confer on any person as the General Body may so decide the status of Patron provided that such person is an eminent personality in the library profession, service and or teaching and has the record of intimate association with the working of the Association.

## **Article VII**

### **Business Meetings :**

- (a) An ordinary General Body Meeting shall be held at least once in a year at such place and on such date and at such time as shall be determined by the President in consultation with the Executive Committee.

The Agenda for an ordinary General Body Meeting shall include :-

- (i) Report of the working of the Association.
  - (ii) The audited accounts of the Association.
  - (iii) The annual budget of the Association.
  - (iv) The election of the office-bearers and other members of the Executive Committee (once in two years).
  - (v) Consideration of Bye-laws, if any, framed by the Executive Committee.
  - (vi) Consideration of business which the Executive Committee may bring up and which is notified duly.
  - (vii) Any resolution of which notice has been given in writing to the General Secretary of the Association by any member of the association at least one month before the date of the meeting.
  - (viii) Any other business the President or the Executive Committee may bring up for consideration with the permission of the General Body.
- (b) An extra-Ordinary general Body Meeting may be called by the General Secretary either

**(....7.)**

- (i) On his own initiative , or
  - (ii) as directed by the Executive Committee, or
  - (iii) by the requisition representing 25% of the members of the Association.
- (c) A meeting of the Executive Committee may be held at least once in a month on the initiative of the President or General Secretary or on the requisition by at least three members of the Committee. The Executive Committee may also transact business by circulation on the initiative of the President or the General Secretary.

### **Article VIII**

Quorum :

- (a) One seventh of the total membership or 30 members whichever is less shall be the quorum for a meeting of a General Body, ordinary or extra-ordinary.
- (b) The quorum of the Executive Committee shall be seven out of which two shall be persons other than office-bearers.

### **Article IX**

Powers and Duties :

- (a) The powers and duties of the Executive Committee shall be as follows :-
  - (i) To manage the affairs of the Association.
  - (ii) To frame the agenda for the General Body Meetings .
  - (iii) To take actions on the resolutions passed by the General Body.
  - (iv) To manage the funds and properties of the Association.
  - (v) To consider the annual budget and present the same to the General Body.
  - (vi) To incur or sanction expenditure.

**(....8.)**

- (vii) To present the Annual Report on the working of the Association to the Annual General Body Meeting.
- (viii) To arrange for the audit of the accounts of the Association and present the Annual statement of Accounts and the Audit report to the Annual General Body Meeting.
- (ix) To do everything in fulfilment of the objects of the Association except what is expressly declared to be decided upon by the General Body or a matter of policy or a change in the Constitution.
- (x) To prepare a list of valid voters and display the same in the office thirty days prior to the Election of Office-bearers.

**The President :**

- (b) The powers and duties of the president shall be :-
  - (i) To preside over all meetings of the General Body and of the Executive Committee.
  - (ii) To perform all such functions as are warranted by the constitution and the Bye-laws framed there under.
  - (iii) to have general control over the affairs of the Association.
  - (iv) To incur or sanction expenditure upto Rs.1000/- at a time.
  - (v) To act as Liaison Officer between the association on the one hand, and the Governments and other Associations on the other hand.

**The Vice-President :**

- (c) The powers and duties of the Vice-President shall be to act in place of the President during his absence or on such occasions as may be determined by the President.

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In the absence of the President and the Vice-President a meeting of the General Body or the Executive Committee may elect one of its own members present, as its Chairman.

**The General Secretary :**

(d) Subject to the direction of the Executive Committee, the powers and duties of the General Secretary shall be as follows :-

- (i) To administer the business of the Association.
- (ii) To incur or sanction expenditure upto Rs. 500/- at a time.
- (iii) To attend the meetings of General Body and the Executive Committee and to maintain the minutes of their proceedings.
- (iv) To prepare the Annual report on the working of the Association for consideration by the Executive Committee and the General Body.
- (v) To issue notices convening meeting of the Association and the Executive Committee.
- (vi) To conduct and receive the official correspondence of the Association.
- (vii) To keep the members informed of the activities of the Association.
- (viii) To sign agreements or contracts on behalf of the Association.

(e) The powers and duties of the secretaries shall be as follows :-

- (i) To assist the general Secretary in the discharge of his duties on all occasions and in the manner as may be defined by the Executive Committee.
- (ii) The executive Committee may authorise one of the Secretaries to act in the place of the General Secretary in his absence.

**(f) The Treasurer :**

Subject to the direction of the Executive Committee.

(.....10.)

The powers and duties of the Treasurers shall be as follows :-

- (i) To receive all moneys on behalf of the Association and to issue properly signed receipts for the same.
- (ii) To open current/savings account and fixed deposit account with any bank approved by the Executive Committee and to operate them in the manner prescribed by the Executive Committee.
- (iii) To be responsible for the charges incurred under competent authority.
- (iv) To make payments for the collection of the funds of the Association.
- (v) To maintain the accounts, to prepare the Annual statement of Accounts and the Budget and to present the annual statement of accounts together with the Audit Report and the Annual Budget for the consideration of the Executive Committee and the General Body.
- (vi) To maintain and present an up to date statement of accounts at every meeting of the Executive Committee.

### **Article X**

#### **Amendments to the constitution :**

The Constitution shall be added to, revised or amended by a two-thirds majority of those present and voting at the Extra-ordinary General Body Meeting provided that at least one month's notice has been given to all the members about the proposed amendments.

### **BYE-LAWS**

#### **1. General Body Meeting**

- (a) A notice convening an ordinary General Body Meeting shall be issued to all members not less than 20 days prior to the date of such meeting, giving the agenda as per Article VII sec. (a) of the Constitution.

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- (b) Notice concerning an Extra-ordinary General Body meeting shall be issued to all members not less than 5 days prior to the date of such meeting. This will apply in case of requisitioned meetings also as provided under Article VII Sec. (b) of the Constitution.
- (c) A notice of any motion or resolution to be moved at the Ordinary General Body Meeting by any member of the association shall be sent together with the text of the motion or resolution, so as to reach the General Secretary not less than 12 days before the date of the General Body Meeting.
- (d) A statement showing all the resolutions proposed to be moved by the members will be sent to every member at least 6 days before the date of the General Body Meeting.
- (e) Notice of any amendment to a resolution mentioned in the notification as a General Body Meeting shall reach the general Secretary at least one day before the date of the meeting.
- (f) Notwithstanding any provisions mentioned, above, any motion or resolution calling for urgent consideration can be made in a General Body Meeting if permitted by that meeting.

## **2. Election**

“The following procedure shall be adopted for the election of office bearers and other members of the Executive Committee as provided in article VI of the Constitution.

- (a) There shall be a Returning Officer nominated by the President for conducting the elections. He shall be assisted by the Executive Committee in the discharge of his duties.
- (b) The name of each office bearer and committee members shall be proposed by a member and seconded by another.
- (c) In the event of there being more than one name proposed for a position, election shall be held by secret ballot.

**(.....12.)**

- (d) The candidates who secure the majority votes of those present and voting shall be declared as elected.
- (e) In the event of a tie, the decision shall be made by casting a lot.
- (f) The decision of the Returning officer shall be final and binding on all matters pertaining to the election.
- (g) Notwithstanding anything mentioned above the first election may be held immediately after the Constitution is accepted by the General Body in such manner and on such date and time as decided by the General Body.

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**KERALA LIBRARY ASSOCIATION**

(Reg.No.89/71)

Trivandrum

**BYE-LAWS OF THE REGIONAL COMMITTEES**

- (a) There shall be a Regional Committee constituted for each region consisting of
  - (i) A Regional President
  - (ii) A Regional Secretary and
  - (iii) Five other Committee members
- (b) The term of Office of the Regional Committee shall be two years from July to June
- (c) The Regional Committee shall be elected at the Annual General Body meeting of the members of the Region. The Election shall be conducted under the supervision of the authorised persons of the KLA Executive Committee within one month after the election of the Executive Committee of the KLA.
- (d) Quorum of the Regional Committee shall be four.

**Powers and Duties of the Regional Committee :**

- (i) To enlist members for the Association.
- (ii) To collect donations for and behalf of the Association and to forward the same to the General Secretary.
- (iii) To advise the Executive Committee on all matter pertaining to the activities of the Association particularly to the conduct of the business of the Association in the area of its jurisdiction.
- (iv) To engage in such other activities as are conducive to the promotion of the objectives of the Association.
- (v) The President and Secretary of the Regional Committee shall be the members of the KLA Executive Committee.

**(....14.)**

### **Duties of the Regional President :**

- (i) To preside over meetings of the Regional Committee
- (ii) To sanction expenditure not exceeding Rs.200/- at a time.
- (iii) To exercise general supervision over the working of the Regional Committee.

### **Duties of the Regional Secretary :**

- (i) To convene meetings of the Regional Committee with the approval of the Regional President and to keep minutes thereof.
- (ii) To send a copy of the minutes of every meeting to the General secretary of the Association to keep him informed of all the activities of the Association.
- (iii) To operate the Bank account jointly with the President, to incur expenditure with the approval of the Regional President or the Regional Committee as the case may be, to prepare the annual report and the annual statement of accounts and to perform such other duties as may be assigned by the Regional Committee.

### **Regional Committee Fund :**

1. The Regional Committee shall have a regional fund made up of.
  - (a) 50% of the annual membership subscription of members belonging to the Region.
  - (b) Grants made by the Executive Committee for specific purposes.
  - (c) 50% of collections generated by the Regional Committee by gift or donation.
  - (d) All the income generated by Regional Committees by way of Membership fee/Annual subscription/Donation etc. shall be forwarded to the treasure of KLA. The share due to the region shall be distributed to the respective region by the KLA Executive Committee.
2. The fund of the Regional Committee shall be deposited in an approved Bank and the account shall be operated jointly by the Secretary and President of the Regional Committee.

# **Amendments to the constitution and Bye-Laws (19.07.2009)**

## **Article II**

### **Existing**

The Head Office of the Association shall be situated at Trivandrum. Until a permanent office of its own is established, all correspondence shall be addressed to the General Secretary in the personal address

### **Amended**

The Head Office of the Association shall be situated at its permanently acquired office building having the address : **No.36, II Floor, Kairalie Plaza Annexe, Karamana.P.O, Thiruvannathapuram-695 002**. All correspondences shall henceforth be addressed to the General Secretary in the Head Office address or in his/her personal address.

## **Article V, Clause a(i)**

### **Existing**

Ordinary membership shall be open to all Librarians who satisfy the required minimum qualifications Viz. a basic bachelor's degree with a degree/diploma in Library Science, subscribe to the objects of the Association and pay an admission fee of Rs.10/- and annual subscription of Rs.50/-

### **Amended**

Ordinary membership shall be open to all Librarians who satisfy the required minimum qualifications viz, a basic bachelor's degree with a degree in Library & Information Science, subscribe to the objects of the Association and pay an admission fee of Rs.10/- and annual subscription of Rs.100/-

## **Article V, Clause a(iv)**

### **Existing**

Life Membership shall be open to all candidates who satisfy the required minimum qualification viz. a basic bachelor's degree with a degree/diploma in Library Science, subscribe to the objects of the Association and pay an admission fee of Rs.10/- and an advance subscription of Rs.400/- (Rupees Four Hundred only) either in full or in not more than four installments falling within the period of the same financial year of the Association. Ordinary members can convert to Life membership by paying an advance

subscription of Rs.400/- either in full or in not more than four installments as mentioned above.

### **Amended**

Life Membership shall be open to all candidates who satisfy the required minimum qualification viz. a basic bachelor's degree with a degree in Library & Information Science, subscribe to the objects of the Association and pay an admission fee of Rs.10/- and an advance subscription of Rs.600/- (Rupees Six Hundred only) either in full or in not more than two installments falling within the period of the same financial year of the Association. Ordinary members can convert to Life membership by paying an advance subscription of Rs.600/- either in full or in not more than two installments as mentioned above.