



CONSTITUTION AND  
BYE-LAWS

## DEFINITIONS

### **Academic Library**

A library that is an existing part of a college, university or other institution of post-secondary education.

**Special Funds** are acquired through grants, donations and otherwise and **earmarked for a specific purpose**

### **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 and institutions engaged or interested in library and information work in Jamaica and to provide opportunities for their meeting together to address 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 facilitate 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, archives, records management and information sectors for the accomplishment of institutional mandates

### **ARTICLE 4            MEMBERSHIP**

- 4.1                    Membership of the Association shall be comprised of the following categories: Personal, Associate/Affiliate, Retired, Student, Honorary, Institutional and 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 name and current address of all members, with the date on which they became members, their qualifications and their membership category. 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 circulate such a list of members indicating their financial standing for administrative purposes

## **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 who has not paid his/her/its fee as specified in the By-Laws, or for any other lawful reason including Breaches of the Code of Conduct

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

- 7.1 The Officers of the Association shall consist of the President, two Vice-Presidents (who shall be designated 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.
- 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) persons and shall include:
- The six (6) Officers of the Association
  - One (1) representative each from the duly constituted Sections and Working Parties and the
  - One (1) representative from the Retired Members Special Interest Group
  - A representative from the National Library of Jamaica
  - A representative from an accredited library training institution.
  - A representative from the Jamaica Library Service.
  - A representative from the Jamaica Archives and Records Department

- 8.2 Members of the Executive Committee shall be elected at the Annual General Meeting.
- 8.3 Duly constituted Sections and the Retired Members Special Interest Group shall choose their representatives before the Annual General Meeting and so advise the Secretary of the Association.
- 8.4 The Executive Committee shall have the power to appoint from the membership at large an Assistant Secretary, and 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 particular 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 for no more than one (1) year
- 9.2 A President shall not be eligible for election for more than two 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 Meetings of the Association may either be face to face or by any medium available as determined by the Executive and communicated to the membership.
- 10.4 The Chairman of any meeting shall have the right to vote, and shall, if necessary, also have a casting vote.

10.5 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 Sections and Special Interest Groups 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 By-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.

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 **n o t** be entitled to vote at that Meeting.

**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 a certified auditor
- 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 expend and invest funds at its disposal.
- 14.5 Sections and working parties are required to remit all moneys generated from fund raising to the Association.
- 14.6 Special interest groups are required to contribute 15% of their earned income towards the Association's expenses.
- 14.7 Signatories to all accounts held by the Association shall be any two officers, one from each of the following groups:  
Group 1 President, Honorary treasurer, Honorary Secretary  
Group 2 First Vice President, Immediate Past President
- 14.8 The President shall be authorized to spend a specific amount as stipulated in the bye law without any other signatory for the Association's business.

**ARTICLE 15 TRUSTEES**

- 15.1 Special 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.
- 15.2 The Association shall name Trustees for the management of Special funds every three years. The trustees should be represented by one (1) donor, treasurer, president, two full members. The appointment of these Trustees shall be ratified by a two-thirds majority of the voting membership at an Annual General Meeting.

**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 at a Special General Meeting

## BYE-LAWS OF THE ASSOCIATION

### SECTION 1 MEMBERSHIP

**MEMBERSHIP shall comprise the following categories:**

1. **Full Membership:** Full membership of the Association shall be open to **all persons** holding a minimum qualification of a Bachelor's degree in library, information science or in archives and records management and residing in Jamaica.

Full members are entitled to **hold office in the** Association and have full voting rights, privileges and benefits

2. **Associate/Affiliate Membership:** Associate membership of the Association shall be open to all **persons** engaged in, or interested in library, information science, archives and records management, but who are not eligible for full membership.

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.

3. **Retired Membership:** Retired Membership shall be open to persons who have reached the age of 65 (sixty-five) and had previously held membership in the Association.

Retired members shall have full voting rights and privileges except for holding the offices of President and Vice President.

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.

Student members shall have the same rights and privileges as ssociate Members

5. **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.

Honorary members shall have the same rights and privileges as Associate members.



Nominations for honorary membership shall be submitted, with supporting evidence, to the Executive Committee. The Executive Committee shall consider such nominations for honorary membership and endorsed nominations shall be presented at an Annual General Meeting for ratification.

6. Institutional Membership of the Association shall be open to organizations operating in the library, archive and records management, gallery, museum and related fields.

An Institutional member shall be entitled to name its representative to the Association to represent it.

Such a representative may attend meetings of the Association and, on behalf of the organization represented, shall have full voting rights and privileges except for holding the offices of President and Vice President

## **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 will be removed from the Register.
- 2.4 Each year, the Executive Committee shall, in September and October, review the Register of Members to identify potential defaulters and take appropriate action.

## **SECTION 3 DUTIES AND RESPONSIBILITIES OF EXECUTIVE 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 may authorize payments of expenditure up to \$50,000.00 for the conduct of the Association's business.
- 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
- 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 SIGs and dedicated for specific purposes.
- 3.6.4 Each year, the Treasurer shall prepare a budget for submission to the Executive Committee and the Annual General Meeting.
- 3.6.5 By December 31 of each year, the Treasurer shall prepare and publish a list of members indicating their financial standing.

#### **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 first Friday in February**
- 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 The Executive Committee may appoint an officer to be responsible for the conduct of the elections following procedures determined by the Executive Committee.
- 5.3 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.
- 5.4 The incoming Executive Committee shall nominate the Assistant Secretary.

- 5.5 Officers of Sections and Special Interest Groups are elected annually at the Annual General Meetings of Sections/Groups.

## **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 representatives from the following entities which are to be represented on the Committee:
- i. Jamaica Library Service (JLS)
  - ii. Jamaica Archives and Records Department (JARD)
  - iii. National Library of Jamaica (NLJ)
  - iv. An accredited library training Institution.
- 6.9 The President shall identify those representatives from the entities in which are already represented through the **six (6) officers** (President, First Vice President, Second Vice President, Honorary Treasurer, Honorary Secretary, Immediate Past President and the representatives of the Sections; representatives of the Working Parties; the representative of the Retired Members Special Interest Group, and shall eliminate those positions which are already represented.

- 6.10 The President shall then call for nominations to take care of **any** remaining necessary representations for the entities named in 6. 8. If there is more than one nomination from each of the named entities an 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**  
In accordance with Article 12, the established Sections are:
- I. **Academic Libraries**
  - II. **Archives and Records Management**
  - III. **Schools**
  - IV. **Special Libraries**
- 7.2 Special Interest Groups**  
Special Interest Groups formed after 2020 can remain a SIG for a maximum of five (5) years after which it must re-apply to either remain a SIG or apply for Section status
- 7.3 Working Parties**  
In accordance with Article 12, the Working Parties are:
- I. **Education and Training**
  - II. **Fundraising**
  - III. **Information Technology**
  - IV. **Membership and Conditions of Service**
  - V. **Public Relations**
  - VI. **Research and Publications**
- 7.4 Working Parties, Sections or Special Interest Groups may be established by the following procedures:

- 7.4.1 Submission of a proposal to the Executive Committee stating:
- The objectives of the proposed Working Party, Section or Special Interest Group
  - Detailed justification, that is the reasons for the new Working Party, Section, Special Interest Group
- 7.4.2 The proposal should be signed by a minimum of twenty persons.
- 7.4.3 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.
- 7.4.4 The resolution shall be passed by two-thirds majority of those present and eligible to vote.
- 7.5 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 Journal** biennially and **any other publication** as stated at (8.2) and for preparing periodical newsletters for distribution among the members of the Association.
- 8.2 The Executive Committee shall be responsible for preparing such other publications as are considered necessary.

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

- 9.1 The Constitution shall be subject to review every seven years.

## **SECTION 10 CODE OF CONDUCT FOR THE MEMBERSHIP**

This Code of Conduct provides basic guidelines of conduct for all persons who are members of the Library and Information Association of Jamaica. As per article 6.3 of Constitution of the Library and Information Association of Jamaica:

All members of the Association shall conform to and comply with the provisions of the CODE of Conduct of the Association. The Executive Committee of the said Code as outline in the Disciplinary Procedures.

## **FOR ALL MEMBERS OF THE ASSOCIATION**

1. Every member of the Association has a responsibility to engage in behavior beneficial to their profession and the Association.
2. Members have a responsibility to promote the development and maintenance of the highest standards of performance in libraries and archives to ensure that their constituents are afforded equitable access to-resources and services that is accurate, impartial and delivered promptly and courteously.
3. Members recognize that each individual has a unique contribution to make to the Association and as such will at all times apply the highest standards of courtesy, respect, fairness and objectivity in dealing with each other.
4. Members must endeavor to maintain the highest level of professional competence and are therefore obligated to keep abreast of new developments and applications in their particular areas of professional activity.
5. Members will not advance private interest at the expense of clients, colleagues or their employing authorities. Any conflict of interest should be disclosed.
6. Members should recognize, respect and promote intellectual property rights
7. Members will carry out in good faith the objectives and policies of the governing authority regarding customary standards of trust and loyalty without compromising professional standards.
8. Members of the Association will respect the confidentiality of any information revealed by the user in the course of information / services seeking as well as protect the user's privacy with respect to material and services consulted, borrowed, acquired or transmitted.

## **BREACHES OF THE CODE OF CONDUCT**

The Executive Committee of the Library and Information Association of Jamaica shall appoint a committee of three of its members to hear matters in the first instance.

Complaints regarding breaches of the Code of Conduct may be made by anybody  
Any perceived breach of the Code of Conduct must be submitted in writing to the Secretary of the Association who shall acknowledge and bring the matter to the attention of the Disciplinary Committee.

When a complaint requires further investigation written notice of not less than 30 days must be given to the member concerned regarding the Disciplinary Committee's intention

The Committee and Member have the right to legal representation, if desired.

The Member may also be represented by a friend and or member of the Association.

Based on its findings, the Disciplinary Committee may recommend:

Reprimand, Admonition and or guidance

Suspension

Expulsion

There shall be a right of appeal from such decision by the Executive Committee of three elected for the specific purpose by a general meeting of the Association. At least one member of the appeal committee must be a member of the Executive and at least one must be from the general membership. The decision of this appeal committee shall be final.



## Index

The Index is a single alphabetical listing referring to the Articles of the Constitution and Sections of the By-Laws. Numbers in **bold type** refer to the Sections of the By-Laws. Other references are to the Articles of the Constitution

