

## **AMENDED CONSTITUTION OF THE ZAMBIA LIBRARY ASSOCIATION**

This amended constitution of 2012 supersedes the one that was amended and adopted at the general assembly of 2002.

### **Preamble**

We the members of the Zambia Library Association (ZLA) met at, the 2012 Annual General Meeting at Wasawange Lodge, Livingstone determined to form a consolidated library association; recognizing that every member of the association can play a pivotal role towards the association's mission and objectives; believing that libraries and information resources are the foundation of society's sustainable, social, cultural, political and economic development; convinced that libraries and information professionals are gatekeepers of our country's huge and vast information resources; do hereby resolve to give unto ourselves this constitution

### **Article I                      NAME**

The name of the Association (hereinafter called "the Association") Library and Information Association of Zambia (LIAZ)

### **Article II                      HEADQUARTERS**

The Headquarters and Secretariat of the Association shall be deemed to be located In Lusaka at the University of Zambia Library, Box No. 32379.

### **Article III      AIM**

The aim of the Association shall be to safeguard and promote the interests, welfare, rights and privileges of the members of the profession of library and information science in Zambia.

### **Article IV                      OBJECTIVES**

The objectives of the Association shall be:

- a) to establish and maintain an Association for persons and organisations concerned with and interested in library, documentation and information work.
- b) to encourage the establishment and development of libraries, documentation and information centers, and library co-operation in Zambia.
- c) to build a body of knowledge of the art and science of librarianship, documentation and information science and to stimulate interest and the promotion of the exchange of information and ideas.
- d) to establish and maintain an information centre, the collection of literature and other materials relating to library, documentation and information science and to afford facilities for their use.

- e) to unite all persons interested and engaged in library, documentation and information science by such means as conferences, seminars, meetings and symposia, and to promote research.
- f) to improve all standards of librarianship, documentation, bibliography and information work in Zambia.
- g) to facilitate research into library, documentation and information work and to make the results of such research available.
- h) to institute, establish and promote training courses, scholarships, grants, awards, and prizes and to encourage education in the practices of library, information and documentation services.
- i) to affiliate or otherwise associate formally with any organisation in Zambia or elsewhere having objectives in whole or in part similar to those of the Association.
- j) to establish and develop branches of the Association and such other subsidiary bodies as may from time to time prove desirable.
- k) to collaborate and maintain close contacts with colleges, universities, professional institutions, government ministries and departments, and other organizations inside and outside Zambia.
- l) to purchase, take on lease or otherwise acquire and also dispose of any houses or lands of any tenure or any real or personal property and any rights which the Association may think necessary and convenient for the promotion of its objectives and to construct, maintain and alter any buildings for the work of the Association.
- m) to Source or raise money for the purposes of the Association's business and to secure repayments thereof by bonds, debentures, mortgages or other securities on such terms and on such security as may be thought fit by the Executive Committee of the Association.
- n) to invest the monies of the Association not immediately required for its purposes in such manner as may be approved by the Executive Committee.
- o) to receive grants and donations under conditions acceptable to the Executive Committee of the Association.
- p) to apply, petition for or promote any Act of Parliament or other authority with a view to attain the above objectives.
- q) to do all such other lawful things as are incidental or may be thought by the Executive Committee to be conducive to the attainment of the objectives.
- r) To advise and lobby government on issues relating to library and information services in Zambia.

## **Article V MEMBERSHIP**

- a) Membership of the Association shall be open to all persons and institutions engaged in library, documentation and information work.

b) Membership of the Association shall be divided into the following categories:

- i) Full members
- ii) Associate members
- iii) Institutional members
- iv) Affiliate Associations
- v) Honorary members
- vi) Student members

### **Eligibility for membership**

- c) Full membership shall be conferred on persons who have passed the recognised professional examinations which shall not be below the level of the Diploma in Library Studies.
- d) Associate membership shall be conferred on persons working in libraries, documentation and information centres, and archives, with at least a minimum qualification of a certificate in Library and Information Science.
- e) Institutional membership shall be conferred on libraries, corporate bodies, societies and other organizations which maintain or are interested in libraries or the objectives of the Association. They shall be entitled to nominate a representative who shall enjoy the privileges of an Associate member, unless otherwise specifically stated herein.
- f) Honorary membership shall be conferred by the Annual General Meeting on the recommendation of the Executive Committee of the Association on persons, who have rendered some outstanding service to the science of librarianship, documentation and information, or who have been engaged in work that furthers the objectives of the Association.
- g) Student membership shall be conferred on persons who are students of Library and Information Studies, Archives and Records Management.
- h) Applications for membership shall be made to the Membership Secretary of the Association on such a form containing information as the Executive Committee may from time to time prescribe.
- i) Every member shall be bound to further, to the best of his ability, the objectives/interests and influence of the Association, and shall observe all bylaws of the Association made pursuant to the powers in that behalf hereinafter contained.
- j) A member of the Association shall cease to be a member:
  - i) If such a member resigns by giving notice in writing of resignation,
  - ii) If a member is proven to be of unsound mind,
  - iii) If he fails to pay subscription fees.
  - iv) If he otherwise ceases to qualify for membership under this constitution.
- k) A member may be expelled or suspended from membership of the Association by resolution of a majority of at least 3/4 the members of the Executive Committee on recommendation by the disciplinary committee. Such a member shall have seven days' notice of the Executive Committee meeting sent to him/her, and he shall be entitled to attend the meeting and be heard in defense but shall not be entitled to be present at the voting or take part in the proceedings other than what the Executive Committee shall permit.

## **Article VI                    PATRON**

- a) There shall be a Patron for the Association who shall be a person of high standing in society.
- b) The Patron of the Association shall be confirmed at the Annual General Meeting upon the proposal of the Executive and shall be an Honorary member of the association. The Patron shall hold office for a period not exceeding five successive years. In the event that there is a vacancy for the position of Patron, the Executive shall fill the position until the next AGM.

## **Article VII        OFFICE BEARERS**

The National Executive Committee of the Association shall be:

- i) President
- ii) Vice President
- iii) Secretary General
- iv) Immediate past President (for one year)
- v) Treasurer
- vi) Vice Treasurer
- vii) Editor
- viii) Information and Publicity Secretary
- ix) Membership Secretary
- x) Projects Coordinator
- xi) Three Committee members

There shall be delegated to the Executive Committee power to act for the General Assembly between meetings of the Assembly, subject to such regulations and limitations as the Assembly may from time to time impose.

The officers of the Association shall be elected in the manner prescribed in Article XII.

## **Article VIII                    NATIONAL EXECUTIVE COMMITTEE AND ITS DUTIES**

- a) There shall be an Executive Committee of the Association composed of
  - i) the persons elected by the Association at a General Meeting from among Full, Associate, Student or chapter nominees.
- b) The Executive shall consist of the President, Vice President, Secretary General, Immediate Past President, Treasurer, Vice Treasurer, Editor, Information and Publicity Secretary, Membership Secretary, Chapter nominees, and three committee members
- c) Members of the Executive shall hold office for two years or until the next AGM, and shall be eligible for re-election for one term.
- d) The Executive shall be the governing body of the Association, and shall take such action as is necessary to further the interests and objectives of the Association.
- e) The Executive may bring to a General Meeting any matters which it considers material to objectives or interests of the Association as defined in Article IV, or which appear to it to affect the interests of the members and to make any recommendations it considers proper.

- f) The Executive shall once every year submit to the Annual General Meeting an Annual Report for the previous year, including an audited statement of accounts.
- g) In the event of a vacancy in the Executive arising through the resignation of a member, or through non-attendance by a member for three (3) consecutive Executive meetings without good cause, or for any other reason, the Executive shall be empowered to fill the vacancy from among Full or Associate members of the Association pending the next Annual General Meeting.
- h) The Executive shall have powers to co-opt three (3) additional members as is deemed necessary.
- i) The Executive shall have powers to invite visitors or observers to specific Executive meetings as is deemed necessary.
- j) At any meeting of the Executive, seven (7) members shall constitute a quorum, provided one shall be an ordinary member.
- k) The Executive shall give general guidance to the operations of Affiliate Associations

## **Article IX DUTIES OF OFFICE BEARERS**

### **a) The President**

**The President** shall lead the Association as the chief elected officer. Unless prevented by illness or other sufficient cause, she/he shall preside over all meetings of the Executive Committee and all General meetings, provide broad policy guidance to the members of the executive in order to achieve the Association's objectives.

Key duties and responsibilities:

1. To provide leadership to the profession, the Board and the membership;
2. To represent the Association, and the profession, at a variety of fora;
3. To support the Association and its policies internally and externally;
4. Plan and chair executive and general meetings, including meeting agenda preparation in consultation with the Secretary General;
5. To enforce adherence to the Association's *Constitution* and By-laws and assure the integrity of the Executive process;
6. To initiate and lead the Executive Committee's process of annual performance review of Association in consultation with the vice-president/president-elect;
7. To review financial reports submitted by the Treasurer, and to advise the Executive Committee of these reports and any necessary actions by the Executive Committee;
8. To communicate with the membership on a regular basis such as by way of visits, or in *or in mailing lists or social media*.

### **Vice-President**

**The Vice- President** shall perform the functions of the President in his or her absence.

The **Vice President** shall assume the position of President in the event that the position of President falls vacant before the next AGM.

The **Vice President** shall Chair the Disciplinary Committee whenever constituted.

**b) The Secretary General**

The Secretary General shall be responsible for the recording of the proceedings of all meetings of the Executive Committee and all General meetings , maintenance of all records generated and correspondence received by the office. He/she shall conduct and deal with all correspondence of the Association. He/she shall issue notice of meetings as directed by the President and in accordance with the requirements of the constitution.

**c) The Treasurer**

The **Treasurer** shall be responsible for the proper record of all financial matters of the Association and shall present to the Executive Committee and Annual General Meeting, an audited balance sheet. He/she shall be responsible for ensuring that monies are expended on the purposes for which they are allocated by the Executive Committee.

The **Vice Treasurer** shall assist the Treasurer and shall assume the duties of the Treasurer in his/ her absence.

The Vice Treasurer shall devise plans and strategies on how to raise resources for the Association.

**d) The Editor**

The Editor shall be responsible for the publication of the Association's Journal and Newsletter and any other publications approved by the Executive Committee.

**e) The Information and Publicity Secretary**

The Information and Publicity Secretary shall co-ordinate all aspects of publicity of the Association and its activities. He or she shall issue all official communication to the media on behalf of the association. He/ she shall arrange for press conferences.

**f) The Membership Secretary**

The Membership Secretary shall be responsible for recruitment of new members, sending out of reminders for membership renewal, processing membership cards and any issues that may arise from time to time relating to membership to the Association.

**h) The Projects Coordinator**

He or she shall plan and coordinate projects and activities in consultation with the Executive committee for the good cause of the Association

**h) The Immediate Past President**

He or she shall act as an advisor to the Executive Committee on all matters related to the Association.

## **Article XI**

### **STANDING COMMITTEES**

- a) The Executive shall have power at any time to set up Standing Committees and may delegate to such Standing Committees such powers as the Executive Committee may deem fit.
- b) The Executive may dissolve any Standing Committees thus formed at any time.
- c) The Chairperson of any such Standing Committees shall be appointed by Executive Committee, through the President.
- d) In addition to its Standing Committees, the Executive may at any time appoint ad hoc committees, consisting of such persons as the Executive Committee may select to consider, advise or report any specific matter or matters.

## **Article XII**

### **CHAPTERS**

- a) The Executive Committee shall have power to create Chapters and shall define the areas to be covered by such Chapters. All members of the Association residing or working in such designated areas shall be members of the Chapter.
- b) No Chapter shall levy any charge upon its members.
- c) A Chapter may elect a Chairperson, Vice-Chairperson, Secretary, Treasurer and a Committee to manage its affairs, so far as domestic matters are concerned, but shall not take any action which affects other chapters.
- d) The Constitution of the Chapter, which must not conflict with the Constitution of the Association, shall be submitted to the Executive Committee for its approval, and no amendments shall be valid until approved by the Executive Committee.
- e) The Executive Committee shall pay to the Chapters such proportion of the annual subscriptions received from the members of the Chapter as may from time to time be determined by the Executive Committee.
- f) All monies received by the Committees of a Chapter shall be expended upon such objectives as are provided for in the Constitution and in accordance with the policy of the Executive Committee.
- g) The monies of a Chapter shall be kept in a bank nominated by the Chapter Committee, in a special account under the name of the Chapter.
- h) The Secretary of a Chapter shall forward to the Secretary General of the Association, not later than 31<sup>st</sup> January each year, an audited Statement of Accounts and a balance sheet showing the assets and liabilities of the Chapter as at 31st December.
- i) The Secretary shall also forward a report on the work of the Chapter during that year for the information of the Executive Committee.
- j) In the event of a Chapter dissolving, all funds and other assets shall revert to the Association.
- k) The Chapter nominee to the Executive Committee shall be elected by the Chapter at its Annual General Meeting.

**Article XIII FINANCE**

- a) The funds of the Association shall be applied in the first place in defraying current expenses, and shall be used towards the acquisition by purchase, lease or otherwise, the furnishing and maintenance of suitable premises for the use of the Association, and for such other purposes as the Executive Committee shall determine.  
The administration of the funds shall be subject to the general direction of the Executive Committee.
- b) The Association shall have power to maintain a central banking account and such subsidiary banking accounts as the Executive Committee in its absolute discretion determines.
- c) Signatories to the cheques shall be on two (2) panels. Panel A shall comprise the President and the Treasurer, Panel B shall comprise the Secretary and the Vice President.
- d) No person, except the Executive Committee and persons duly authorized by it and acting within limits of the authority so conferred shall have authority to give receipts for monies or otherwise or to sign any cheque, or to enter into any contract, so as to impose any liability on the Association or otherwise pledge credit to the Association.
- e) The Executive Committee shall make the rules governing the payment of expenses which are incurred on behalf of the Association.
- f) The Associations books of accounts shall be audited each year by an auditor appointed by the Executive Committee, and the auditor's report shall be presented to the Annual General Meeting.

**Article XIV ELECTION OF OFFICERS**

- a) The election of officers shall take place at the Annual General Meeting every two years, or at any date before the expiration of term of office should the Executive Committee deem it fit.
- b) There shall be an independent electoral committee made up of five (5) persons appointed by the Executive Committee to conduct the elections.
- c) Nomination forms, which must be countersigned by the nominee, the proposer and a seconder, all of whom are paid up members of the Association shall be submitted to the electoral committee before or at the General Meeting.
- d) A candidate will be elected by 50% plus one of all votes cast. In the event that none of the candidates reaches 50% plus one, there shall be a rerun between the top two candidates.
- e) The Executive Committee shall appoint two members of the Association, who shall not be candidates, to act as scrutinizers of ballot papers and to supervise the counting of votes.
- f) Only fully paid up members shall be entitled to vote at the General Meeting



## **Article XV**

### **PROCEEDINGS AT GENERAL MEETINGS**

- a) Annual General Meetings shall take place not later than the last day of **September each year**.
- b) The notice of the meetings and provisional agenda shall be circulated at least four weeks before the date of the meeting.
- c) No business shall be transacted at any General Meeting unless a **quorum** is present when the meeting commences business. The **quorum** shall be two thirds of members of the Association and entitled to vote.
- d) If within an hour and a half from the time appointed for the General Meeting a quorum is not present the meeting shall be dissolved, and it shall stand adjourned at such a place and date as the Chairperson shall appoint and communicate to the members.
- e) With the consent of any meeting at which a quorum is present, the Chairperson of the meeting may adjourn a meeting from time to time and from place to place as the meeting shall determine.
- f) The business of the Annual General Meeting of the Association shall be conducted in any order the Executive Committee may deem it appropriate.
- g) If at any General Meeting the Chairperson or his Vice are absent, the meeting shall be presided over by one of the Executive members elected by the members of the Executive present, provided a quorum is realised.
- h) The outgoing Executive Committee shall vacate their offices immediately preceding the elections and hand over files to the new office bearers within fourteen days.
- i) An Extra-ordinary General Meeting shall be convened by the Secretary General upon receipt of a written request signed by at least one third of the members of the Association, or by a majority decision of the Executive Committee.
- j) The outgoing officers of the Executive Committee will be required to attend the first meeting of the incoming Executive, unless at least three of them are re-elected to the new Executive committee.

## **Article XVI**

### **SUBSCRIPTION FEES**

- a) The annual subscription payable by all classes of members other than Honorary members, shall be such as may from time to time be determined by the Executive committee subject to ratification by the Annual General Meeting.
- b) Annual subscriptions shall be due on or before the first working day of January each year.
- c) .

## **Article XVII**

### **AMENDMENTS TO THE CONSTITUTION**

- a) Amendments to the Constitution shall be made at the Annual General Meeting convened for that purpose.

- b) Proposed amendments to the Constitution shall be made in writing to the Secretary General at least six weeks before the A.G.M. at any time during the year when the procedure laid down in Article XIII shall be followed.