



Library and Information Science Professionals' Association [Constitution] *Rules and Regulation*

Article 1:

- (i) The name of this body shall be called: Library and Information Science Professionals' Association (LISPA).
- (ii) In this constitution and these byelaws this body is herein after referred to as the "Association".

Article 2:

Emblem the Association shall have an emblem, the description of which is as given below-

- (i) The emblem is a round shaped like a cricket ball and at its base the name of the Association in its abbreviated form in English as LISPA.
- (ii) There is an open book embracing the earth (meaning- book administer the earth) with a pen passing behind it. It signifies- read and write together to administer the world.
- (iii) The whole emblem is drawn on sky blue-

Article 3:

Flag

There shall be a flag of the Association which is unique in structure. It is made of satin cloth with size 3: 2 in ratio of length and width. The colour of the flag is white with the sky blue emblem of the Association at the centre.

Article 4:

In this constitution unless there is something repugnant to the context -

- (i) "Article" means an article of this constitution.
- (ii) 'Executive committee' or E/C means the executive committee referred to in Article 16.
- (iii) 'General body' or GB means the general body referred to in Article 13
- (iv) 'Member' of the Association means a member referred to in Article 9



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Article 5:

Address of the Association's head office: Moran College, Moran, Dist.: Sivasagar (Assam)
Pin: 785670 (Temporary)

Article 6:

Area of Operation

Area of operation shall be the entire state of Assam which may be extended based on need and requirements.

Article 7:

Objectives

- (i) To provide a strong voice for library and information science professionals of different types of institutions in general and specially for college librarians working at colleges affiliated to/under different Universities of Assam.
- (ii) To promote excellence in all aspects of college librarians under different universities, institutions of Assam.
- (iii) To promote all forms of literacy including information literacy (skills and abilities in research, comprehension and dissemination to library professionals, rural youth, women etc.) through mobile training and holding some programmes.
- (iv) To foster reading habit among the children and specially of women folk at rural areas.
- (v) To unite library professionals and other interested parties in furthering and improving library services throughout the area under different universities of Assam.
- (vi) To provide for the exchange of ideas and experiences among the members.
- (vii) To cooperate among the different groups of people and organizations for empowering societies with knowledge.



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(viii) To work for improvement of national integration among different communities and groups of people.

Article 8:

Status of 'Association'

The Association is not a division of any other Association. The provisions of this constitution and byelaws of the Association shall not conflict with the constitution and byelaws of any other Association. The Association shall have the authority to act for the Association as a whole on the matters determined by the Executive committee.

Article 9:

Membership

(A) Eligibility:

The persons eligible for getting memberships are –

- a) Librarians and Assistant Librarians of colleges/institutions (academic/special/provincialized/non provincialized)
- b) Librarians of junior colleges /HSS (provincialized/non provincialized)
- c) Library personnel having professional degree working at different universities(state/central/private) of Assam.
- d) Personnel involved with rural library services in Assam
- e) Academician/citizens who have utmost desire for knowledge movement



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(B) Categories:

Membership in the Association shall be in following categories-

- (i) For General/Annual membership Rs. 200/- or as decided by the executive committee at a time is eligible for this category of membership. Besides the amount of Rs.200/-, the librarians who draw UGC scale of pay shall pay Rs 800/- .(Rs.200/-only have to pay at the time of renewal).
- (ii) For Life Membership the sum of amount Rs. 5,000/- (for 10 years) or as decided by the Executive committee at a time is eligible for this category of membership.
- (iii) Special cum donor Membership: Any person to whom the Executive committee decides to be special and pays a sum of amount; or donates this amount for the welfare of the Association is eligible for this category of membership. A donor member shall be considered as a member for life.
- (iv) Honorary members to the citizens of India to whom the E/C decides to be eligible. He/She will be considered as a member for life.

Article 10:

Powers and Privileges of the Members and conditions of membership.

(A) Powers and Privileges of members

(a) The members of all types as mentioned in Article 9(A) & (B) shall enjoy the following privileges-

- ❖ Presence and participation in the annual general meeting, special general meeting, other meetings, conferences and seminars organized by the Association.
- ❖ Eligibility to propose, stand and vote or support in the election/selection of any office bearer of the Association .



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- ❖ Any member will get privileges to render services for their surrounding communities with the help of Association as per Article 7.
- ❖ All members will get the concessional supply of all publications of the Association, to be decided by the Executive committee.
- ❖ The privileges of members shall be valid provided their annual subscription is paid in stipulated time as decided by Executive committee as per Article 9.

(B) Conditions of Membership

The general conditions of membership are:

- ❖ A person seeking membership shall apply to the Association in writing in the prescribed membership form available from Association
- ❖ Admission to membership will be approved by the Executive committee of the Association. It shall be effective from the date of approval of the Executive committee.
- ❖ A separate register for each class of membership shall be maintained by the Association, recording name, address and other details as furnished by the member including later changes if notified. This register shall constitute the official record for the purpose of correspondence, election etc.

(C) Disqualification of membership:

A member ceased to be a member of the Association unless he/she pays the annual membership fee within the period as prescribed by the executive committee. Such defaulting members shall be eligible to renew his/her membership by paying a renewal fee of RS. 200/- and the annual membership fee along with the arrears.



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(D) Resignation from or forfeiture of membership:

- Any member of the Association may resign his/her membership on giving one calendar months' notice in writing to the General Secretary, but prior to such notice he/she must pay all sums due from him/her to the Association. The letter of resignation shall have to be accepted by the Executive committee within sixty days from the date of receipt of letter of resignation. The decision of the Executive committee shall have to be intimated to the concerned member.
- The Executive committee shall investigate any complaint made of any action taken by a member contrary to the aims, objectives and interests of the Association or of any conduct or prejudicial to the professional interest of the Association, after giving opportunity of self defense to such members to reprimand, suspend or expel such members. Such members shall, however have right to appeal to the next annual general meeting of the Association for reconsideration of the decision.

Article 11:

Fund Generation/Collection

Different sources of fund shall be

- Enrolment Fee
- Annual/Renewal membership Fee
- Donation
- Govt. Grant
- Sale process of the Publication etc.



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Article 12:

Fund Control

- ❖ Expenditure to be borne by the general secretary shall be as per sanction of Executive Committee.
- ❖ The General Secretary is allowed to keep cash in hand Rs. 5000/- (Five Thousand) for meeting day to day expenditure in consultation with president.
- ❖ The fund deposited in a national bank will be transacted through joint signature (president and secretary).
- ❖ A qualified auditor shall be appointed by the executive committee for the term of two years who will audit the account of the association at least once in a year. The audited account shall be passed in the annual general meeting.

Article 13:

Procedure of the general meeting

- ❖ The general body meeting shall be held along with its bi -annual conference once in last part of every two calendar year. The calendar year means 1st January to 31st December. The date and venue shall be decided by executive committee.
- ❖ The general body shall be the only body with power to discuss, decide and take action on any matter relating to the interest of the association, duly placed before it by the executive committee or by any member delegate with due permission of president.
- ❖ The executive committee is empowered to hold the emergent general meeting with a minimum of 15 days' notification prior to the date of such meeting.

Article 14:



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Quorum of the general meeting

One tenth of the total valid members of the association or twenty, whichever is less will form the quorum.

Article 15:

Election procedure of the executive committee

All the office bearers and other members of the executive committee of LISPA will be elected by the members present in the GB meeting in the delegate session of biannual conference.

Article 16:

Short description of the executive committee

There shall be an executive committee of the association, consisting of office bearers and members as follows-

- (i) President-----1
- (ii) Vice President-----4
- (iii) General Secretary-----1
- (iv) Organizing Secretary---1
- (v) Assistant Secretary-----3 (Academic, literary, office and communication)
- (vi) Publicity Secretary-----3
- (vii) Treasurer-----1
- (viii) Coordinator-----7
- (ix) Member -----8



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- (a) The president of the association may be elected from among the senior professionals or person having long professional experience and contributions to the society. The other office bearers will be elected from among the members of the Associations
- (b) The executive committee shall fill-up vacancy of the office bearers in the executive committee, if occurs, by nominating members from the GB.
- (c) The outgoing general secretary/ organizing secretary shall be the ex-officio members of the executive committee.
- (d) The executive committee shall execute the decision of the general body meeting.
- (e) When the executive committee feels that any emergent decision is to be taken on any issue which otherwise falls within the powers of GB, the meeting of which is not due immediately, the executive committee shall call an emergent general body meeting and decision of such meeting shall be deemed to be the decision of general body meeting.

Article 17:

Term of the executive body

The term of the executive body shall be 2 (two) years.

Article 18:

Procedure of re-election of the members of the executive body

At every delegate session of general body meeting held bi-annually the E/C will tender their resignation and a new E/C will be formed. There shall be no bar to any office bearers or E/C members of being re-elected.

Article 19:

Procedure of the meeting of the executive body



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- (i) The meeting of the executive body shall be convened at least once in three months.
- (ii) The meeting of this executive body shall be convened by the general secretary, if the general secretary fails to do so the president shall have the power to convene the meeting under extra-ordinary circumstances.
- (iii) The president or one of the vice-president or in their absence, one senior member duly proposed shall preside over the E/C meeting.

Article 20:

Quorum of the meeting of the executive body

10(ten) members of the executive shall form quorum of the executive committee.

Article 21:

Duties of Office Bearers

(a) President

- (i) The president shall preside over the meeting of executive committee, special general meeting, general meeting, annual conference, seminar etc. He/she is empowered to call upon the E/C or emergency E/C, whenever it thinks emergency.
- (ii) He /She will ensure that the constitution, rules, regulations and procedures of the Association are followed by the members of the Association and Executive committee.
- (iii) He /She will suggest items of agenda for the meeting of Annual general meeting and meeting of executive committee.
- (iv) The president will take such actions as may be necessary to ensure due effect being given to the policy enunciated by the annual general meeting, special meeting and



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the executive committee and the resolutions passed by the annual general meeting, special meeting and the executive committee.

(b) *Vice President*

- ❖ In absence of the president the vice president shall exercise all the powers and functions of the president.
- ❖ In absence of the president and vice president, the members of the executive committee present shall elect one of them to preside over any meeting of the executive committee.
- ❖ In case of the president and the vice president not being present in the annual conference or meeting, the delegate present shall elect one of them to of reside over the annual conference or meeting.

(c) *General Secretary*

- ❖ The general secretary shall be responsible for day-to- day office and administrative work of the Association.
- ❖ Shall prepare annual report and place it at annual conference on behalf of the executive committee after due approval by latter.
- ❖ Shall act as custodian of property and assets of the Association
- ❖ Will perform other duties as may be felt necessary by the annual meeting or special meeting or executive committee.

(d) *Organizing Secretary*

He/she will look after all the organizational matter. He/ she will make coordination with the coordinator and members of different districts and perform such other duties and functions as may be assigned to him by the president and general secretary.

(e) *Assistant Secretary*

- (i) Academic: Shall be responsible for all the academic affairs of the Association such as holding of seminar, workshop etc.



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(ii) Literary: Shall be involved with literary activities of Association, such as bulletin, journal publication etc.

(f) *Treasurer*

- (i) Shall receive all money due to the Association and to issue properly signed receipt for the same.
- (ii) Shall make payment for the changes incurred under competent authority and as directed by the executive committee.
- (iii) Shall keep accounts of all receipt, payments, assets and liabilities of the Association.
- (iv) Shall prepare the annual statement of accounts and the budget and to present the same for consideration by the executive committee, general meeting.

(g) *Coordinator*

All the coordinators of operating areas will coordinate each other as well as with the other office bearer of the Association for proper organization and to be performed such other duties as assigned by the general secretary and the president.