



FIJI LIBRARY ASSOCIATION CONSTITUTION

(Incorporating amendments and additions which were agreed by the Seventh AGM 3 December 1978, the Thirteenth AGM 1 December 1984, the Fourteenth AGM 1 December 1985, the Fifteenth AGM 29 November 1986, the Sixteenth AGM 6 December 1987, the Twenty First AGM 5 December 1992, the Twenty Second AGM 16 February 1994 and the Twenty Seventh AGM 28 November 1998)

1. TITLE AND CONSTITUTION

1.1 This Association shall be called the "Fiji Library Association".

2. INTERPRETATION

In the interpretation of these Rules unless the context otherwise requires

- 2.1 "The Library Association" or "FLA" or the "Association of Libraries" means "Fiji Library Association"
- 2.2 "Council" means the Executive Committee or the Management Committee of the Fiji Library Association constitutes under these rules.
- 2.3 "Member" means an individual or an institution subscribing to the Association by payment of an annual subscription or an honorary member.

3. OBJECTIVES

- 3.1 To encourage and foster development of libraries, librarianship, archives and archivists and other associated activities within Fiji and the South Pacific.
- 3.2 To invest the funds of the Association upon such sureties and in such manner as shall be approved by the Council.
- 3.3 To purchase, take upon, lease, hire or otherwise acquire and hold real and personal property, rights or privileges, which the Association may think necessary or convenient to the attainment of any of the goals.
- 3.4 To subscribe out of the funds of the Association, or Institution charitable or otherwise and in such manner as the Council may decide.
- 3.5 To do all such acts or things as are incidental or conducive to the attainment of the objective of the Association.

4. MEMBERSHIP

- 4.1 a. An applicant desiring admission shall submit as application for membership together with the fees prescribed under these rules to the Secretary of the Association.
- b. Individuals who are not members of the Association as at September 30 of the Convention year and who wish to attend the Conference of that year will be required to pay membership fees for that year together with the fees for the following year.
- 4.2 The Association shall consist of Personal Members, Institutional Members and Honorary Members and Life Members.
- a. Personal members. Any person who is interested in libraries may become a personal member.
- b. Institutional members. Any institution which maintains a library or an archive may become an institutional member. The Institution shall exercise its membership through a nominated delegate who may or may not be a Personal or Honorary member of the Association.
- c. Honorary members. Honorary membership may be conferred on individuals for outstanding activity in the Fiji Library Association, contributions to the Library or archival professions or achievements in related fields of activity.
- d. Life members. Any person may become a life member, on payments of the sum, which is to be ten times that of the personal membership fees in effect at the time of application for life membership.

4.3 FELLOWSHIP

The Association to recognise long serving and deserving members through the creation of FLA Fellowships. Such Fellows to be nominated and elected at the Annual General Meeting".

5. FINANCE

The funds of the Association shall be applied to the payment of management expenses and such other purposes as are specified in the rules and objectives of the Association.

6. FINANCIAL YEAR

The Accounts of the Association shall be made up to the 31st day of October in each year. All books, vouchers and receipts shall be open to inspection on a request made in writing to that effect by any member of the Association, within two days of having received the notice.

7. BANKING OF MONEY

- 7.1 All monies received by the Association shall be paid into a bank or banks to the credit of the Association and all drawings should be signed by the Treasurer and the President or Secretary. The Treasurer must countersign all withdrawals.

7.2 The Council shall have power to nominate any of its members to sign cheques or withdrawals from a bank, or any other document in the absence or inability of the officers authorised by the rules.

7.3 All items of expenditure, and all payments made by the Treasurer of the Association shall be recorded and shall be presented to the first meeting of the Council following such transactions for endorsement or approval as the case be.

8. AUDIT OF ACCOUNTS

The Accounts of the Association shall be audited by an auditor appointed at the Annual General Meeting. The Council shall have power to appoint a replacement, in the event that the Auditor resigns.

9. SUBSCRIPTION

9.1 The Annual subscription shall be approved or amended at the Annual General Meeting.

9.2 A Member who migrates or an expatriate who returns home after their assignment in Fiji should pay extra subscription to cover postage at overseas rates for the remaining part of the financial year.

9.3 Members who do not renew their subscriptions by March 31st of any year shall not be entitled to any back issues of the FLA Newsletter or Journal.

10. MEMBERSHIP CEASES

A Member whose subscription for the current year remains unpaid by the 31st day of January shall be suspended from membership, and if the subscription remains unpaid by the 31st day of March shall automatically cease to be a member of this Association.

11. OFFICERS OF THE ASSOCIATION

11.1 The Officers of the Association shall consist of;

- Patron, selected by the Council
- President
- Vice-President
- Secretary
- Assistant Secretary, appointed by the Council
- Treasurer
- Editor, who shall be co-opted as an ex-officio member of the Council
- Four Council Members

11.2 The Vice-President becomes Chairperson of the National Library Week

12. ELECTION OF OFFICE BEARERS

The Officers of the association shall be elected each year at the Annual General Meeting.

13. NOMINATIONS

13.1 Nominations for Officers of the Association be declared open on the notice convening the Annual General Meeting.

RIGHT TO NOMINATE

13.2 Financial members only shall have the right to nominate Officers of the association

NOMINATIONS DUE

13.2 Nominations for Officers must be in the hands of the Secretary of the Association at least ten clear days before the date of the Annual General Meeting, together with consent of the person nominated.

NOMINEES

13.3 Any person who is to be nominated as a Council Member must be a current financial member

NOMINATION FORMS

13.4 Every candidate shall be nominated on the form provided by the Secretary and approved by Council. The nomination form shall be signed by a proposer and seconder, who are financial members of the Association.

UNANIMOUSLY ELECTED

13.5 If only one candidate is nominated for any office he/she shall be declared elected. In the event of there being more than the required number of candidates for any office an election shall be conducted in accordance with rule 20.2.

NOMINATION FROM THE FLOOR

13.6 In the event of there being no valid nomination for any office, nominations from the floor seconded by another member and consented to by the nominee shall be accepted.

14. GENERAL MEETINGS

All General Meetings of the Association shall consist of financial personal members, appointed delegates of the institutional members, together with the Officers of the Association and in the case of the Annual General Meeting, intending members.

15. DELEGATES TO EXERCISE VOTES

15.1 Each Institutional Member shall be entitled to appoint one delegate to any General Meeting to exercise for and on behalf of each member of the Association, and such delegates shall be bona fide member of the Institution they represent.

NOTICE OF APPOINTMENT OF DELEGATES

15.2 Notice of appointment of delegates signed by a responsible officer of the Institution must be in the hands of the Chairman of the Meeting before the meeting starts.

PROXY VOTE

15.3 All representation to be in person and no proxies shall be allowed. Overseas members shall be allowed one proxy vote.

16. ANNUAL GENERAL MEETING

16.1 The Annual General Meeting of the Association shall be held in the month of November or December in each year. The Secretary shall give at least 21 (twenty-one) days notice to all members of the place, the day and time of such a meeting by circular and/or advertisement in a national English language Newsletter.

BUSINESS OF THE ANNUAL GENERAL MEETING

16.2 The Business of the Annual General Meeting shall be:

- a. Apologies
- b. To adopt Minutes of the previous Annual General Meeting
- c. Deal with matters arising out of the Minutes.
- d. To receive and adopt the Annual Report of the Council
- e. To receive and adopt the Annual Statement of Accounts and Balance Sheet.
- f. To decide on any motion of which due notice has been given
- g. To elect Officers for the ensuing year
- h. To appoint an Auditor for the ensuing year

NOTICE OF MOVING A MOTION

16.3 Any member desirous of moving a motion at the Annual General Meeting shall give notice thereof to the Secretary of the Association not less than ten days before the date of such a meeting, the motion shall be placed on the Agenda Paper in the name of the mover and the seconder.

AGENDA

16.4 An Agenda of the business to be transacted at the Annual General Meeting shall be sent to all members of the Association, and to all officials of the Association, five days before the date of such a meeting. A copy of the Financial Statement and Report of the Council, together with the Minutes of the Last Meeting held, shall accompany the Agenda.

17. SPECIAL GENERAL MEETING

A Special General Meeting of the Association shall be called by the Secretary upon instructions from the Council or upon receipt of a requisition setting out the objects of such a meeting and signed by not less than one-third of the Financial Members of the Association. Fourteen days notice of the meeting must be given to all members of the Association and no other business except that for which the meeting has been called shall be discussed.

18. QUORUM

20% (Twenty percent) of Fiji financial members shall form quorum at all general meetings.

19. CHAIRMAN

The President or in his/her absence the Vice-President, shall preside at all general meetings of the Association. In the absence of the Vice-President one of the members present shall be nominated to preside.

20. RULES FOR VOTING

20.1 The mode of voting on all questions other than elections at any general meeting shall be by show of hands unless there is a call for a ballot.

VOTING ON ELECTIONS

20.2 The mode of voting at all elections at the Annual General Meeting shall be by ballot for which scrutineers shall be appointed.

20.3 The Chairman shall not have a casting vote in case of equality of voting.

21. MANAGEMENT OF ASSOCIATION

The Affairs of the Association shall be managed by a Council, which may do all such acts and exercise all such powers of the Association as may be necessary to give effect to the objects and the Rules of the Association.

22. CONSTITUTION OF COUNCIL

22.1 The Council shall consist of the following officers: The president, The Vice-President, the Secretary, the Treasurer, the Assistant Secretary, the Four Council Members elected at the Annual General Meeting. The Council shall co-opt the Editor and representatives of any other organisation subject of the provisions contained in these rules, but such co-opted representatives shall not be entitled to vote at any meeting of the Council.

22.2 The Council shall take office after the Annual General Meeting at which it is elected and shall hold office until the next Annual General Meeting.

22.3 Any Council Member who fails to attend three consecutive meetings, ceases to be a Council Member at the discretion of the Council.

22.4 Candidates for any office on Council shall be financial members of the Association at the time of nomination to office and must pay their subscriptions no later than 31 March of the year they will serve on the Council, if not their election to office bearers becomes null and void and they will not serve on Council.

23. CHAIRMANSHIP OF MANAGEMENT COMMITTEE

23.1 The President, if present, or in his absence the Vice-President, or in their absence a Council Member voted to the Chair shall be Chairman at all meetings of the Council.

23.2 Four or more members present shall form a quorum at meetings of the Council

VOTE

23.3 Subject to Rule 20 each member present shall have one vote.

24. FILLING VACANCIES

The Council shall have authority to fill any vacancy arising in the elected executive of the Association caused through resignation or otherwise, or to engage or dismiss such servants or to appoint such other officers as may be necessary to carry on the business of the Association.

25. DELEGATION OF AUTHORITY

The Council shall have authority to appoint, from their own number or otherwise, such Committee for special purposes, and to delegate all or any of their powers to such Committees as they may deem fit.

26. RESOLUTIONS OF COUNCIL

Resolutions and decisions of the Council, shall be binding upon all members thereof until they are rescinded.

27. CHANGES OF THE CONSTITUTION

Changes to this Constitution may be made only by a majority of members voting at a General Meeting of the Association.
