

# Memorandum of Association and Rules & Regulations

*(As Amended up to 28 September 2014)*



**DELHI LIBRARY ASSOCIATION**  
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**Delhi Library Association (Regd.)**  
**Registration No.161 of 1940-1941**  
**MEMORANDUM OF ASSOCIATION AND RULES & REGULATIONS**

**MEMORANDUM OF ASSOCIATION**  
*(As Amended up to 28 September 2014)*

I Name: - The name of the Association shall be the Delhi Library Association.

II Registered Office: - The Registered Office of the Association shall be situated in Delhi.

III Aims and Objectives of the Association shall be to:

- (a) Promote library movement in the Union Territory of Delhi;
- (b) Promote training facilities in Library Science;
- (c) Promote co-operation among libraries in Delhi and work for improvement of Library Science;
- (d) Improve the status and working conditions of persons employed in libraries;
- (e) Take up publication work pertaining to Library Science and service; and
- (f) Co-operate with other organizations with similar objectives.

**RULES & REGULATIONS**

**1. Members**

There shall be following categories of members:

A	1 Patron	B	1 Life
	2 Donor		2 Institution
	3 Honorary		3 Ordinary
C	Student	D	Associate

**A-1 Patron**

Any person who donates to the Association a sum of ₹.30,000/- may be made as a patron of the Association. The Association may also invite any eminent person to be its Honorary Patron.

**A-2 Donor**

Any person who donates ₹.25,000/- or more may be admitted as a Donor Member of the Association.

**A-3 Honorary**

The Association may invite any prominent person to be its Honorary member.

**B-1 Life**

Any Person eligible to be an ordinary member may become a life member on payment of a subscription of ₹.5000/-.

### **B-2 Institution**

Any institution interested in libraries may be enrolled as an Institutional member on payment of the prescribed subscription. The Institutional member will get complimentary issues of Library Herald.

Annual India : ₹.5000/- per annum  
Outside : US\$ 200 per annum  
One time Membership: ₹. 1 Lac

### **B-3 Ordinary**

Any person possessing professional qualification viz, Certificate, Diploma or Degree in Library Science may be admitted as an Ordinary Member on payment of the prescribed subscription.

The Subscription shall be as follows:

- (i) ₹.1000/- per annum (for India)
- (ii) US \$30 or its equivalent value (for outside India)

### **C- Student**

Any person studying in a recognized School of Library Science for Certificate, Diploma or Degree may be admitted as a student member on payment of the subscription as applicable to ordinary members. On qualifying at the above referred to examination, such a member shall be entitled for the rights and privileges of ordinary members from the date of his/her enrolment as a student member.

### **D-Associate**

Any person, other than those qualified to become an ordinary member, but working in a library may be admitted as an Associate Member on payment of a subscription of ₹.500/- per annum.

## **2. Conditions for Enrolment of a Member**

- a) Any person intending to become a member shall apply in the prescribed form and be introduced by a member of the Association.
- b) Admission shall be subject to approval by the Executive Committee.
- c) The subscription shall be for the period from the 1<sup>st</sup> April of any year to 31<sup>st</sup> March of the subsequent year, irrespective of the date of admission of a member.

## **3. Privileges of Membership**

- a) The members belonging to category B from Delhi only shall be entitled to contest for the election of the office bearers with the exception provided at 3(b) below and vote at the General Body Meeting. Institutional member can nominate a person to represent it as a member of the Association. The representative shall cease to be a member when he/she discontinues representing the Institution.
- b) The member belonging to category B-2 (Institution) shall not be entitled to contest for the office of the General Secretary of the Association.

c) The member belonging to category C&D (Student and Associate) shall NOT be entitled to propose, second, contest and vote at the Special General Body Meeting.

d) All members shall be entitled to get a soft copy of the journal of the Association free of cost. The members wishing to have print version, will have to make arrangements to collect the same personally from the Office of the Association or else send ₹.200/- annually to receive the same by post/courier.

e) All members shall be entitled to get other publications of the Association at a concessional rate to be determined from time to time by the Executive Committee.

#### **4. Removal from Membership**

a) Member, whose subscription remains unpaid up to 30<sup>th</sup> June of the year, is liable to be removed from the membership register.

b) The General body may remove a person from membership of the Association, who, in the opinion of the Executive Committee of the Association is acting in a manner prejudicial to the interests of the Association.

#### **5. Executive Committee, Standing Committee and Office Bearers**

a) There shall be an Executive Committee and two standing committees viz.,  
(1) The Finance Committee; and  
(2) The Administrative Committee of the School of Library Science.

b) The following shall be the office-bearers of the Association:

- |                           |                               |
|---------------------------|-------------------------------|
| i) President              | v) Treasurer                  |
| ii) Senior Vice-President | vi) Two Secretaries           |
| iii) Two Vice-Presidents  | vii) Public Relations Officer |
| iv) General Secretary     |                               |

**6. The composition of Executive Committee, Finance Committee and Administrative Committee shall be as follows:-**

#### **6A Composition of the Executive Committee**

The Executive Committee shall consist of

- i) The President
- ii) The General Secretary
- iii) Fifteen elected members (exclusively by the members belonging to the category 'B' of whom one each shall be from the (a) School libraries, (b) College libraries, (c) University libraries, (d) Govt. departmental libraries. (e) Public libraries, (f) Special libraries, and (g) the Library Science teaching institutions in Delhi.
- iv) Co-opted members not exceeding six. (The co-opted members are not to be co-opted for more than two terms consecutively, except Principal

and Editor). The Director, the Registrar, the Principal of the School of Library Science of the Association and the Editor of Library Herald shall be co-opted members in case they are not already elected members.

v) Immediate Ex- General Secretary of the Association for one term from the date he/she ceases to hold office.

#### **6B Composition of the Finance Committee**

The Finance Committee shall consist of:

- i) Two nominees of the Executive Committee.
- ii) Director or Registrar of the School as nominee of the Administrative Committee.
- iii) General Secretary.
- iv) Treasurer (The Treasurer shall be the Convener of the Finance Committee).

#### **6C Composition of the Administrative Committee of the School**

The Administrative Committee shall consist of:

- i) Director of the School
- ii) Principal
- iii) MLA of the area
- iv) Local MCD Councilor (Nigam Paarshad)
- v) Two members to be nominated by the Executive Committee from amongst itself other than teachers of the school.
- vi) One nominee of the Honorary Teachers of the School.
- vii) The General Secretary and the Treasurer shall be ex-officio members of the Committee.
- vii) Registrar of the School.

The Director and Registrar shall be the Chairman and Convener of the Committee respectively.

#### **7A Duration of Office/Powers and Duties of Executive Committee and of the Standing Committees**

a) The duration of office of the office-bearers and the Executive Committee and the standing Committees shall be till such time as the next team of office bearers and Executive Committee and the Standing Committees assume charge of their respective offices.

a-1) The tenure of the elected EC will be from 1<sup>st</sup> April.

a-2) The Election will be held in February every three years.

b) The Executive Committee and the Standing Committee may remove from membership of the Committee any member who fails to attend without previous notice three consecutive meetings.

c) Any interim vacancy shall be filled by the Executive Committee.

## **7B Powers and Duties of the Executive Committee**

The duties and powers of the Executive Committee shall be:

- a) To co-opt and elect office-bearers and nominate members to the Standing Committees (The co-opted members are not to be co-opted for more than two terms consecutively, except Principal and Editor);
- b) To admit new members;
- c) To manage all the affairs of the Association;
- d) To convene conferences, seminars, and exhibitions;
- e) To present reports;
- f) To form ad-hoc sub-committees to advise on or deal with specific problems;
- g) To define the duties of the office-bearers;
- h) To appoint full-time /part time paid staff, if necessary;
- i) To convene annual/ special /extra-ordinary meeting of the General Body;
- j) To frame necessary bye-laws;
- k) To accept gifts, grants, donations and endowments and administer the same in fulfillment of the objectives laid down for the purpose.
- l) To perform such other activities which are conducive to the furtherance of the objectives of the Association

## **7C Powers and Duties of the Finance Committee**

The power and duties of the Finance Committee shall be:

- a) To raise and manage the funds of the Association;
- b) To make rules and regulations regarding:
  - i) operation of the Bank accounts of the Association;
  - ii) fixation of the salary, conveyance allowances and work charges, etc. for conducting the work/activities of the Association;
  - iii) Purchase of items of capital nature involving expenditure upto ₹.15,000/-;
  - iv) the audit of the accounts;
- c) To prepare the budget estimates; and
- d) To advise the E C on all financial matters.

## **7D Administrative Committee of the School of Library Science**

The powers and duties of the Administrative Committee shall be:

- a) To run the School of the Library Science and the Courses conducted by it;
- b) To constitute sub-committee such as Admission Committee, Moderation Committee, Examination Committee, etc as are considered necessary;
- c) To appoint the Honorary Registrar, Fellows and Teachers of the School; and
- d) To report to the members of the Executive Committee all matters pertaining to the conduct of the courses run by the School.

## 8 Election

- a) Election of the members of the Executive Committee and General Secretary shall be held in February once in three years.
- b) Fifteen members belonging to the *Category 'B'* shall be elected by the members belonging to the *Category 'B' from Delhi* only at the Special General Body meeting. Votes will be polled in a special General Body meeting called for election and result announced the same day.
- c) The General Secretary shall be elected only by the members belonging to the *Category 'B' from Delhi* at the Special General Body meeting by a majority of 2/3<sup>rd</sup> members present and entitled to vote.
- d) The President shall be elected by the Executive Committee at its first meeting soon after the Special General Body meeting. The Executive Committee may elect even a non-member as the President of the Association.
- e) The Sr. Vice President, Vice-Presidents, the Treasurer, Secretaries and the Public Relations Officer shall be elected by the Executive Committee at the first meeting soon after the Election from amongst the elected and co-opted members of the E.C.
- f) The candidates contesting election for the Executive Committee shall submit an undertaking or produce proof of his/her category affiliation.
- g) Security of ₹.2500/- (Two thousand five hundred )will have to be deposited by way of a Demand Draft drawn in the name of Delhi Library Association. The security will be forfeited if the contestant fails to get one-sixth of the total valid votes polled.
- h) Seven seats are reserved for in-service Library and Information Science professionals, one each from the following Institutions:
  - (i) School Libraries
  - (ii) College Libraries
  - (iii) University Libraries
  - (iv) Government Department Libraries
  - (v) Public Libraries
  - (vi) Special Libraries
  - (vii) Library and Information Science Teaching Institute/Department
- i) Eight open seats for retired professionals and other category Library and Information Science professionals
- j) No candidate will contest more than one position at a time

## 9 Appointments

- a) The Executive Committee shall appoint a Professional Person of outstanding merit as the Honorary Director of the School of Library Science. The person to be appointed as Director may have preferably been associated with teaching in Library Science as a Honorary Fellow/Teacher at least for a period of five years. The appointment of the Director shall be for a term of *three years*, in the first instance and for not more than two terms consecutively.

- b) The Executive Committee shall appoint a Professional Person of outstanding merit as the Honorary Principal of the School of Library Science. The person to be appointed as Principal may have preferably been associated with teaching in Library Science as a Honorary Fellow/Teacher at least for a period of five years. The appointment of the Principal shall be for a term of Five *years*, in the first instance and for not more than two terms consecutively.
- c) The Administrative Committee shall appoint the Honorary Registrar, Fellows/Teachers of the School for a period of five years in the first instance and report the matter to the Executive Committee. (Term may be renewed further but not more than two terms consecutively).
- d) Honorary Registrar/Teachers may be replaced by the Administrative Committee and the matter shall be reported to the Executive Committee.
- e) The Executive Committee shall appoint an Honorary Editor of the Journal. The appointment shall be for a period of three year in the first instance. Honorary Joint/ Associate Editors/Managing editors shall also be appointed by the Executive Committee on the recommendation of the Editor. The Joint/Associate Editors may be replaced by the Executive Committee on the recommendation of the Editor.

## **10 General Body Meeting**

**A.1** The ordinary meeting of the General Body shall be held annually on such a date in September as shall be determined by the Executive Committee to transact the following business:

- a) Adoption of the Annual Report.
- b) Passing of Accounts.
- c) Consideration and adoption of resolutions, if any.
- d) Amendments to the Memorandum of the Association and Rules & Regulations of the Association, if any.

**A.2** The Special General Body meeting will be held in February as shall be determined by the Executive Committee to transact the following business:

- a) Election of the General Secretary once in three years, and
- b) Election of the Fifteen members of the 'Executive Committee' once in three years.

**A.3** Any extra-ordinary meeting of the General Body shall be convened by the General Secretary on receipt of a requisition from one-third of the members belonging to the *Category 'B'* of the Association.

**A.4** Notice of holding of an Ordinary General Body/ Extra Ordinary General Body/ Special General Body Meeting shall be issued 30 days prior to the date of such a Meeting.



## **11 Election Procedure**

- a) The Executive Committee shall decide the date of the Special General Body Meeting for election purposes and appoint a Returning Officer to conduct the elections. The procedures adopted and the decisions taken by him in all matters pertaining to the election shall be final.
- b) The nominations for the respective offices shall be filed at least 14 days prior to the date of election.
- c) No ordinary or institutional member who has not been on the rolls of the Association for 2 years and has not paid subscription for the current financial year at least a month prior to the date of election, shall be entitled to propose, second, contest and vote at the election.
- d) A person who has not been an ordinary member, enrolled as a life member, at least 2 years before the date of election shall be entitled to propose, second, contest and vote at the election.
- e) Nominations for the offices of General Secretary and membership of the Executive Committee addressed to the Returning Officer, Delhi Library Association shall be filed in the office of the Association in writing, on the proforma and duly signed by the:
  - 1) Proposer
  - 2) Seconder
  - 3) Person proposed, giving concurrence
- f) Election shall be by secret BALLOT.
- g) The nomination can be withdrawn by a contestant indicating his/her decision in writing and addressed to the office of the Returning Officer of Association 10 days prior to the date of election.
- h) The list of valid nominations will be notified six days before the date of election.
- i) The list of members eligible to vote shall be available 20 days before the date of election for consultation at the office of the Association free of charge and copy of which can be had on payment of the prescribed charges.
- j) The election result shall be announced on the day of election.

## **12 Meetings Frequency, Presiding Officers and Quorum**

### **12A General Body Meeting:**

- a) The ordinary meeting of the General Body shall be held (i) annually in September to transact business as stated in clause 10A 1 (a), (b), (c) and (d),
- b) The Special General Body Meeting shall be held once in three years in February for election purposes as per clause 10A 2,
- c) The meeting shall be convened by the General Secretary.
- d) The President/Senior Vice-President/Vice-President shall preside over the Ordinary/Special/Extra-Ordinary General Body Meeting. However, in the absence of the above- named officers, the General Body shall elect a person from amongst the other office-bearers to preside and conduct the business.

## **12B Executive Committee**

- a) The Executive Committee shall meet at least once in *three months*.
- b) The meeting of the Executive Committee shall be convened by the General Secretary. In the absence of the General Secretary, the meeting can be convened by the Secretary in consultation with President.
- c) The President/Senior Vice-President/Vice-President shall preside over the Executive Committee Meeting. However, in the absence of the above-named officers, the Executive Committee shall elect a person from amongst themselves to preside and conduct the business.

## **12C Finance Committee**

- a) The Finance Committee shall meet at least once in four months.
- b) The Meeting of the Finance Committee shall be called by the Treasurer.
- c) The Finance Committee shall elect a person from amongst themselves to preside over its meetings, in case the President/Senior Vice-President or Vice-President has not been nominated to it.

## **12D Administrative Committee of the School**

- a) The Administrative Committee shall meet at least once in four months.
- b) The meeting of the Administrative Committee shall be convened by the Registrar of the School.
- c) The Director of the School shall preside over the meeting of the Committee. In his/her absence, the Committee shall elect a person from amongst themselves to preside over the meeting and to transact the business.

## **12E Quorum**

- a) The quorum for the meeting of the General Body shall be either forty or one-tenth of the members belonging to *Category 'B'*, whichever is more.
- b) The Quorum for the meeting of the Executive Committee shall be seven.
- c) The quorum for the meeting of the Administrative Committee of the School shall be five.
- d) The quorum for the meeting of the Finance Committee shall be three.

An adjourned meeting of the respective bodies may be held again fifteen minutes after the adjournment, irrespective of the quorum.

## **13 Power, Responsibilities, Eligibility and Selection of Office –Bearers**

### **a) PRESIDENT**

#### **Power, Responsibilities**

The President shall preside over the Executive Committee/Ordinary General Body/Special General Body/ any extra –ordinary General Body Meeting of

Delhi Library Association. In any emergency, in which in the opinion of the President immediate action is required, the President shall after considering the opinion of the General Secretary and Treasurer of the Delhi Library Association, take such action as he/she thinks necessary and shall report the action taken by him/her to the Executive Committee at its next meeting for approval and confirmation. .

### **Eligibility**

1. A well known Person in Library and Information Science field or any other field.
2. The person elected for the post of the President shall not accept analogous post of any other Library Professional Body (ILA, IASLIC, etc.)

### **Selection**

The President shall be elected by the Executive Committee at its first meeting soon after the Election. The Executive Committee may elect even a non-member as the President of the Association.

In the event of illness/ resignation/death etc. of the President, the Senior Vice President will be the Acting President till the next election.

## **b) SENIOR VICE PRESIDENT**

### **Power, Responsibilities**

The Senior Vice President shall preside over the Executive Committee/ GB/ any special meeting of Delhi Library Association in the absence of the President.

### **Selection**

The Senior Vice President shall be elected by the Executive Committee at its first meeting soon after the Election.

In the event of illness/ resignation/death etc. of the Senior Vice President, the EC shall appoint a Vice President as the Acting Senior Vice President till the next election.

## **c) VICE PRESIDENT**

### **Power, Responsibilities**

The Vice President shall preside over the Executive Committee/ General Body/ any Meeting of Delhi Library Association in the absence of the President and the Senior Vice President.

## **Selection**

The Vice President shall be elected by the Executive Committee at its first meeting soon after the Election.

In the event of illness/ resignation/death etc. of the Vice President, the EC will elect a Vice President from amongst the existing EC members for the interim period.

## **d) THE GENERAL SECRETARY**

### **Power, Responsibilities**

The General Secretary shall be the Principal Executive Officer of the Association.

The General Secretary shall be responsible for the compilation and the presentation of the Annual Report of the Association.

The General Secretary, in addition to his duties as General Secretary, may also be required to undertake teaching work in School of Library Science at Ranganathan Bhawan.

The General Secretary may delegate his authority to one of the Secretaries in consultation with the President/Senior Vice-President/Vice-President, in case of his absence for more than a period of 30 days.

### **Eligibility**

1. The General Secretary shall be elected only by the members belonging to the *Category 'B' from Delhi*.
2. A person who has been a member of the EC of Delhi Library Association for a minimum of two terms can contest for the Office of General Secretary.
3. A person contesting for the post of the General Secretary should not be holding analogous post presently in any other Library Professional Body (ILA, IASLIC etc.).
4. In the event of illness/ resignation/death etc. of the General Secretary, the EC shall appoint an Acting General Secretary till the next election from amongst the two secretaries.
5. No one can hold the office of the General Secretary for more than two consecutive terms.

## **THE TREASURER**

### **Power, Responsibilities**

The Treasurer shall be the principal Finance and Disbursing Officer of the Association.

The Treasurer, shall, subject to the direction and control of EC manage the Property and investments of the Association and shall be responsible for the compilation and presentation of Annual Estimates and Annual Statements of Accounts.

The Treasurer shall be the custodian of the funds and Securities of the Association.

All Suites and Proceedings by or against the Association affecting property, investment and other financial matters, shall be filed and defended in the name of Delhi Library Association.

The Treasurer, in addition to his duties as Treasurer may also be required to undertake teaching work in the School of Library Science at Ranganathan Bhawan.

### **Selection**

The Treasurer shall be elected by the Executive Committee at its first meeting soon after the Election.

In the event of illness/ resignation/death etc. of the Treasurer, the EC shall appoint a senior member of Finance Committee as Treasurer till the next election.

No one can hold the office of the Treasurer for more than two terms consecutively.

## **PUBLIC RELATIONS OFFICER**

### **Power, Responsibilities**

The Public Relation Officer will manage the reputation of Delhi Library Association. Public Relations Officer will use all forms of media and communication to build, maintain and manage the reputation of the Association. He/she will communicate key messages of the Association, endorsements, to its members in order to establish and maintain goodwill and understanding between the Association and its members.

Public Relations Officer will monitor publicity and conduct research to find out the concerns and expectations of the Association's stakeholders. He/she will then report and explain the findings to the EC of the Association.

### **Selection**

The Public Relations Officer shall be elected by the Executive Committee at its first meeting soon after the Election.

In the event of illness/ resignation/death etc. of the Public Relation Officer, the post shall remain vacant till the next election.

### **DIRECTOR & REGISTRAR**

#### **Power, Responsibilities**

- e) The Director of the School shall be the Principal Academic and Administrative Head of the School.
- f) The Registrar of the School shall be the Principal Executive Officer of the School.
- g) The Director of the School may delegate his authority to the Principal/ Registrar, or Honorary Fellow in case of his absence for more than a month.

### **14 Amendment to the Constitution**

- a) Amendments, if any to the Memorandum, and Rules and Regulations shall be considered by the Executive Committee in the first instance. The Memorandum of Association, and Rules and Regulations shall be amended by a 2/3<sup>rd</sup> majority of members belonging to *Category 'B'* present and eligible to vote at the General Body Meeting, provided that a notice of the amendments is circulated to members 30 days in advance.
- b) The Memorandum, and Rules and Regulations of the Association shall not be amended in an adjourned meeting of the General Body.

**15** Within 14 days after the Annual General Body Meeting of the Association, a list of the members of the Executive Committee shall be sent to the Office of the Registrar, Joint Stock Companies, Delhi as required by Section 4 of the said Act.

**16** The Association shall follow the compulsory provisions mentioned in Sections 10 to 14 of the Societies Act 1860.