

**Indian Association of Special Libraries
and Information Centres
(IASLIC)**

MEMORANDUM OF ASSOCIATION

(As amended up to 2007)

&

BYE LAWS OF ASSOCIATION

(As amended up to 2009)



P-291, CIT Scheme-6M, Kankurgachi, Kolkata-700054

**INDIAN ASSOCIATION OF SPECIAL LIBRARIES
& INFORMATION CENTRES (IASLIC)**

MEMORANDUM OF ASSOCIATION

(Registered under the West Bengal Societies
Registration Act XXI of 1961 having Registration
No. 22706 of 1955-56 dated 17.10.1956)

ARTICLE I. The name of this Association shall be "**Indian Association of Special Libraries and Information Centres (IASLIC)**".

ARTICLE II. The Registered Office of the Association will be situated at P-291, CIT Scheme 6 M, Kankurgachi, Kolkata – 700054.

ARTICLE III. The objectives of the Association shall be -

- (i) To encourage and promote the systematic acquisition, organization and dissemination of information.
- (ii) To improve the quality of library and information management and services.
- (iii) To foster mutual co-operation and assistance among libraries, and all types of information agencies and institutions, to the maximum extent possible.
- (iv) To serve as a forum of active contact for libraries, information centers, documentation centers, persons having common interest as that of the Association.

- (v) To improve the quality of knowledge, technical efficiency of the workers engaged in special libraries, information and documentation centres and to look after their professional welfare.
- (vi) To promote activities in diverse fields of information sciences and technology and to act as a center for research in the field of special librarianship, information and communication science and technology and other related fields.
- (vii) To act as a centre of information and consultancy in any matter pertaining to library and information services.
- (viii) To coordinate and cooperate with different professional bodies and organisation on issues of common interest.
- (ix) To take all such action as may be incidental or conducive to the attainment of the objects of the Association, or any of them.
- (x) To purchase, take or hire or lease on equated payment or any other basis, exchange or otherwise acquire property movable or immovable and any rights or privileges and to improve, develop, sell, lease, create charge or mortgage, dispose of, turn to account or otherwise deal with all or any part of the properties movable or immovable of the Association, to build houses, to accept gift and create trust, to borrow money, to make investments, to incorporate other institutions of a similar nature and to do all such things as are conducive to the attainment of any object of the Association.

RULES AND REGULATIONS

- I. The Association is formed with the aims and objectives set forth in the 'Memorandum of Association'.
- II. The word 'Association', mentioned hereunder will mean the "Indian Association of Special Libraries & Information Centres, (IASLIC)."

III. Membership:

There shall be the following categories of members :

(A) Honorary Member

Those who have rendered either (a) valuable contributions to the fields of library and information science and services, or (b) significant contributions to any field of human knowledge and activity are eligible for this category of membership. They are to be elected at the Annual General Meeting of the Association on the recommendations of the Governing Body. The total number of honorary members should at no time exceed twenty five. They shall enjoy all the privileges and rights of the Association excepting the right to propose, stand and vote in the election to any elective office of the Association. The Association may take advice from an honorary member as and when required.

(B) Institutional Member

There shall be two categories of Institutional Members:

- i) Any Organisation or Institution or Department of an Organisation / Institution (Government, Govt. sponsored and Non-Government) which accepts the objects of the Association

is eligible for institutional membership on payment of an annual subscription as decided by the Governing Body.

ii) Association Member: Any registered forum of library and information science / service personnel which accepts the objects of the Association is eligible for association membership on payment of an annual subscription as decided by the Governing Body.

Each institutional member shall be entitled to nominate one representative who shall enjoy all the privileges of membership on behalf of the institution represented.

(C) Individual Member

Any person who accepts the objects of the Association is eligible for individual membership of any of the following three categories of individual members :-

i) **Donor Member:** Any person who pays the sum of money for donor membership as decided by the Governing Body at a time is eligible for this category of membership. A Donor member shall be considered as a member for life.

ii) **Life Member:** Any person who pays the sum of money for life membership as decided by the Governing Body at a time is eligible for this category of membership.

Any ordinary member who has continued his/her membership for at least ten consecutive years may, however, become a life member on payment three-fourth (3/4th) of the amount for life membership as decided by the Governing Body.

iii) **Ordinary Members:** Any individual who pays the annual membership fee of the Association as decided by the Governing Body at a time is eligible for this category of membership.

IV. The Founder Members: The founder members of the Association shall be

(A) The signatories of the Memorandum of the Association.

(B) Every persons or institution who was at the date of incorporation of the Association, a member of the unincorporated Association.

V. Powers and Privileges of the Members & Conditions of Membership

(A) Powers and Privileges of Members

(a) Institutional and Individual members shall enjoy following privileges: -

i) Presence and participation in the Annual General Meeting, Special General Body Meeting, other meetings, Conferences and Seminars organised by the Association.

ii) Eligibility to propose, stand and vote in the election to any elective office of the Association as per Clause IX and X of the Rules and Regulations of the Association, provided their names are in the membership register of the Association before 1st January of the election year and have paid membership subscription for the election year by 30th June.

iii) Gratis supply of the official organs of the Association and the concessional supply of the all publications of the Association, to be decided by the Governing Body.

(b) Institutional and Association members shall exercise privileges through accredited representatives, as noted in the official records of the Association.

(c) The privileges of members shall be valid provided their

annual subscription is paid by 30th June in each year.

(d) The names of members whose subscriptions are in arrears for three consecutive years shall be removed from the membership register.

(e) Individual and Institutional members are entitled to the privileges mentioned in clause (a) (ii) only.

(i) their annual subscription is paid by June 30 of the election year.

(ii) their names are in the membership register of the Association before 1st January of the election year.

(f) Any member shall be entitled to inspect the Register of Members and the Accounts of the Association at its Registered Office, provided he gives seven days' notice in writing to the Honorary General Secretary and pays a fee of Rupees ten only for the purpose.

(B) Conditions of Membership

The General conditions of membership are :-

i) a person, an institution or an association seeking membership shall apply to the Association in writing in the prescribed membership form available from the Association.

ii) the application for membership shall be proposed by another valid member of the Association.

iii) admission to membership will be approved by the Governing Body of the Association. It shall be effective from the date of approval of the Governing Body.

iv) 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 membership register shall constitute the official record for purpose of correspondence, election etc.

VI. Disqualification of Membership:

Annual subscription shall be due and payable in advance on the 1st day of January of each year. No member whose subscription remains unpaid beyond 30 June of that year shall be entitled to vote at the triennial election of the Governing Body.

VII. Resignation from or forfeiture of Membership :

A) Any member of the Association may resign his membership on giving one calendar month's notice in writing to the General Secretary, but prior to such notice he must pay all sums due from him to the Association.

The letter of resignation shall have to be accepted by the Governing Body within sixty days from the date of receipt of letter of resignation. The decision of the Governing Body shall have to be intimated to the concerned member.

B) The Governing Body shall investigate any complaint made of any action taken by a member contrary to the aims, objects and interests of the Association or of any conduct unbecoming or prejudicial to the professional interest of the Association, after giving opportunity of self defence 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.

VIII: Grouping of Members

For the purpose of election of Office-Bearers and the Governing Body, the Institutional and individual members of the Association shall be grouped under different Zones as decided by the Governing Body.

IX: Office-Bearers

(a) The Individual and Institutional members of the Association are grouped into following Zones for election purpose.

Zone 1	Tamilnadu, Kerala, Karnataka, Andhra Pradesh, Pondicherry, Lakha Dweep.
Zone 2	Maharashtra, Gujrat, Rajasthan, Goa, Daman, Diu, Dadra & Nagar Haveli
Zone 3	Madhya Pradesh, Uttar Pradesh, Bihar, Chattisgarh, Uttarakhand, Jharkhand
Zone 4	Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Chandigarh
Zone 5	Assam, Meghalaya, Nagaland, Arunachal Pradesh, Sikkim, Tripura, Manipur, Mizoram, Andaman & Nicobar, Orissa
Zone 6	West Bengal

(b) The Office Bearers of the Association shall be following:

Sl	Post	No. of Post	Zone Restriction	Who can be Candidate	Who can vote
(i)	President	1(One)	No Zone restriction	All valid members of all zones	All valid members of all zones
(ii)	Vice-President	6(Six)	One from each zone	All valid members of the concerned zone	All valid members of all zones
(iii)	General Secretary	1(One)	Zone 6	All valid members of zone 6	All valid members of all zones
(iv)	Joint Secretary	3(Three)	Zone 6	All valid members of zone 6	All valid members of all zones
(v)	Treasurer	1(One)	Zone 6	All valid members of zone 6	All valid members of all zones
(vi)	Librarian	1(One)	Zone 6	All valid members of zone 6	All valid members of all zones
	Total=	13 (Thirteen)			

- (c) All the Office-Bearers shall be elected triennially.
- (d) Election of all Office-Bearers shall be conducted in accordance with the directions laid in the Regulations of the Association and as decided by the Governing Body.
- (e) No member shall hold the same office more than two consecutive terms or six years.

X : Governing Body

X (1) : Composition of Governing Body

The Governing Body of the Association elected triennially, shall consist of :

(a)	All Office Bearers of the Association (13)				
	Post	No. of Posts	Zone Restriction	Who can be candidate	Who can vote
(b)	Individual Governing Body members of Zone 1 to Zone 6	21	6 from Zone- 6 & 3 each from other 5 Zones	All valid members of concerned Zone	All valid members of all Zones
(c)	Individual Governing Body members from all Zones (Open Zone)	20	No Zone restriction	All Valid members of all Zones	All valid members of all Zones
(d)	Institutional Governing Body members of Zone 1 to Zone 6	6	1 each from each Zone	All valid institutional members of concerned Zone	All valid members of all Zones

Total No. of Posts : $13+21+20+6 = 60$ (Sixty)

X (2) : Functions of the Governing Body

The Governing Body shall act as policy making body of the Association. In each meeting of the Governing Body it will review the activities of the Association since the last meeting of the Governing Body and give direction for future programme of works. It will approve the Annual Budget prepared by the Executive Committee. It will also approve the Audited Statement of Accounts and Annual Report to be placed before the Annual General Meeting for final approval. The Governing

Body shall perform such other functions as specified in the Regulations of the Association and as directed by the Annual General Meeting and Special General Meeting of the Association. The Governing Body may constitute Committees for specific purposes. In case of urgency, the opinion of the Governing Body members on an issue may be obtained in writing by circulation of the item to the members.

X (3) : First meeting of the Governing Body

The first meeting of the Governing Body, to be held within sixty days from the date of announcement of results of triennial election, will decide amongst others, on following items of agenda : -

(a) Nomination of Convenors of different Divisions of the Association from amongst the members of the Governing Body.

(b) Nomination of Editors of Indian Association of Special Libraries & Information Centres Bulletin, Indian Association of Special Libraries & Information Centres Newsletter and Indian Library Science Abstracts (ILSA) from amongst the Governing Body members.

(c) Nomination of members for each of the Divisions from amongst the valid members of the Association.

(d) Nomination of Award Committees for different awards of the Association amongst the valid members of the Association.

(e) Appointment of Bankers and Auditors for a term of three years.

XI: Standing Committees and other Committees

XI (1) : Executive Committee

(a) The Executive Committee shall be constituted triennially by the Governing Body with following members: -

- (i) President
- (ii) Vice-President (elected from Zone-6)
- (iii) General Secretary
- (iv) Joint Secretaries
- (v) Treasurer
- (vi) Conveners of different Divisions
- (vii) Editors of regular serials of the Association.
- (viii) Librarian

(b) The Executive Committee shall act on behalf of the Governing Body in an executive capacity and deal with all organisational and financial matters.

(c) It shall implement all decisions of the Governing Body and General and Special Body Meetings of the Association.

(d) It will consider decisions of different Divisional Committees and Sub-Committees constituted by the Executive Committee.

(e) It will supervise the activities of different Zonal, State, Union Territory Chapters of the Association, if such Chapters are constituted.

(f) It will prepare draft budget, annual report and other reports for consideration of the Governing Body and the Annual

General Meeting.

(g) If desired, the Executive Committee may appoint Associate Editor, Assistant Editor, Editorial Board, Editorial Assistants for different serial publications and Editor, Editorial Board for different non-serial publications of the Association.

(h) It will look after day to day administration of the Indian Association of Special Libraries & Information Centres office and activities, control of financial and staff matters.

(i) General Secretary shall act as the Secretary of the Executive Committee. In his absence one of the Joint Secretaries, as specified by the Executive Committee, shall act as Secretary of the Executive Committee.

j) The Executive Committee can constitute Sub-Committees with specific purposes and directions but not in contradiction to any committee constituted by the Governing Body and the Annual General Meeting. Decisions of Sub-Committees shall have to be approved by the Executive Committee.

XI (2) : Divisions of the Association

For smooth and speedy functioning of the Association, different Divisions are to be constituted. Names of such Divisions, their fields of activities and composition shall be laid down by the Governing Body.

XI (3) : Zonal /State/Union Territory Chapter of the Association

To promote the activities of the Association in different Zones, States and Union Territories of India, as decided by the Governing Body, the Executive Committee of the Association may take steps for formation of IASLIC Chapters in different Zones, States and Union Territories, Conditions for formation

of such Chapters, Composition, Functioning and Fund of the Chapter Committee shall be laid down by the Governing Body.

XI (4) Committees and Sub-Committees

(a) The Annual General Meeting, the Special General Meeting and the Governing Body may constitute different Committees and the Executive Committee may constitute different Sub-committees with specific terms of reference. These Committees and Sub-committees will submit their reports to the respective bodies for consideration.

XII: Annual General Meeting and Special General Meeting

XII (1) Annual General Meeting

(a) The Annual General Meeting shall be held at least once in a year according to Sec 16 of the WBSR Act 1961 at such place, on such date and at such time as shall be determined by the Governing Body/Executive Committee.

(b) The Agenda of the Annual General Meeting shall include amongst others: -

- i) Report of the Working of the Association for the period in between the two meetings of the Annual General Meetings.
- ii) The Annual Report & Audited Accounts of the Association for the previous year.
- iii) Announcement of results of triennial election of Officers and Governing Body members.
- iv) Consideration of any item which the President, the Governing Body or the Executive Committee may bring up and which is notified duly, excepting the items mentioned under XII (2) (c).

v) Any resolution of which notice has been given in writing to the General Secretary of the Association at least one month before the date of the meeting, excepting the items mentioned under Clause XII (2) (c).

vi) Appeal by any member against the punishment caused to him/her under Clause VII (B) for which he/she must appeal in writing to the General Secretary at least one month before the date of the meeting.

(c) The President shall preside over the Annual General Meeting. In his absence one of the Vice-Presidents, as proposed by the General Secretary shall preside over the Annual General Meeting. In the absence of the President and all Vice-Presidents, the General Body may elect one of its valid members as its Chairperson.

(d) The Quorum for Annual General Meeting shall be 1/3 of the member and the decisions will be taken by majority vote.

XII (2) : Special General Meeting

(a) The Special General Meeting of the Association can be convened by the Governing Body or the Executive Committee to consider some specified matter or matters of the Association.

(b) The Special General Meeting of the Association can also be requisitioned by 1/4th (one-fourth) of the valid members or 1/3rd (One-third) of the Governing Body Members of the Association.

(c) The Special General Meeting or the Requisitioned Special General Meeting may consider amongst other, following items:

- i) Amendments of the Memorandum and Rules and Regulation

of the Constitution of the Association.

ii) No confidence motion against any of the Office-Bearers and Governing Body members, specifying the charges against him/her and giving him/her right to self-defence.

iii) Motion for dissolution of the Association, however, shall be guided by the Clause, XIX of the Rules and Regulation of the Constitution of the Association.

(d) The General Secretary shall convene Special General Meeting or Requisitioned Special General Meeting within 30 days of the decision of the Governing Body to convene Special General Meeting or on receipt of letter for Requisitioned Special General Meeting. Such meetings shall be convened by giving clear 40 days notice, specifying the agenda for the meeting as raised in the requisition letter or as decided by the Governing Body.

(e) The Quorum for Special General Meeting and Requisitioned Special General Meeting shall be 1/3rd (one-third) of the members. Any resolution in such meetings shall be deemed carried out or shall have effect which has the support of the 2/3rd (two-third) of the valid members of the Association present at the meeting.

(f) The President shall preside over the Special General Meeting and the Requisitioned Special General Meeting. In his absence, one of the Vice Presidents, as proposed by the General Secretary, shall preside over the Special General Meeting. In the absence of President and all Vice-Presidents, the Special General Meeting may elect one of its valid members as its Chairperson.

XIII (1): Meetings

(a) Quorum, Minimum days of Notice for a meeting in a year for different bodies of the Association and Minimum number of meetings in a year shall be as follows: -

Sl	Name of the meeting	Quorum	Minimum days of notice	Minimum number of meetings in a year	Decision to be taken by
(i)	Annual General meeting	1/3rd of the members	40 days	1	Majority
(ii)	Special General Meeting	1/3rd of the members	40 days	As required	2/3rd of the members present voting in favour of the motion.
(iii)	Governing Body Meeting	1/3rd of the members	30 days	2	Majority
(iv)	Executive Committee Meeting	1/3rd of the members	7 days	6	Majority
(v)	Divisional Committees, other Committees and Sub-Committees	1/3rd of the members	(i) 7 days for local members, (ii) 30 days for outstation members	As required	Majority

(b) In case of equal number of members voting in favour and opposition to a motion, the President of the meeting will have a casting vote to decide a motion.

(c) If a quorum is not Present, within 30 minutes of the time of the meeting, members present shall adjourn the meeting, after fixing the date and time of adjourned meeting. Adjourned meeting requires no quorum.

XIII (2) : Tenure of office

The tenure of office for all bodies, such as, Governing Body, Executive Committee, Divisional Committees, Committees and Sub-Committees, Indian Association of Special Libraries & Information Centres Chapters shall be for a term of three years.

XIII (3) : Vacancies

(a) In case of vacancy, whether initial vacancy due to non-submission of nomination form for election or vacancy occurred later on due to any reason, of the post of any elected Office-Bearers the Governing Body may fill the post for the remainder of the term by election from amongst its existing Governing Body members.

(b) In case of any other vacancy in the Governing Body, whether initial or occurred later on, it may fill the vacant place for the remainder of the terms by nominating any valid members of the Association.

(c) If no confidence motion against any Office-bearer or Governing Body member is adopted according to the procedure mentioned under clause XII, a fresh election if necessary, may be held in the same meeting to fill the vacancy caused due to adoption of no-confidence resolution, maintaining the restriction of Zone and Category of the member against whom no-confidence motion has been adopted. Such new Office-Bearer or Governing Body member shall hold the office for the remaining period of the term.

XIV: Bankers, Auditors & Financial Operation

(a) The Bankers, and Auditors shall be appointed for a term of three years in the first meeting of the newly elected Governing Body. The Auditor must be a Chartered Accountant.

(b) The bank cheques and other financial instruments of the Association shall be signed jointly by the following:

i) Treasurer

ii) Either the General Secretary or one of the Joint Secretaries as specified by the Governing Bodies in its first meeting.

XV: Duties of Office-Bearers

(a) **The President:** The powers and duties of the President shall be:

i) to preside at all meetings of the Annual General meeting and the Special General meeting. The Governing Body and the Executive Committee and the Annual Conference/Seminar;

ii) to perform all such functions as are warranted by the Memorandum and Regulations framed thereunder;

iii) to suggest items of agenda for the meetings of the Annual General Meeting, the Special General Meeting, the Governing Body and the Executive Committee;

iv) to take such actions as may be necessary to ensure due-effect being given to the policy enunciated by the Annual General Meeting, the Special General Meeting and the Governing Body and the resolutions passed by the Annual General Meeting, the Special General Meeting, the Governing Body and the Executive Committee;

- v) to have general control over the affairs of the Association;
- vi) to interpret and explain various clauses of Regulations of the Association, if an exigency arises;

(b) The Vice-President

- i) in the absence of the President, one of the Vice-Presidents shall preside over the meetings of the Annual General Meeting, the Special General Meeting, the Governing Body and the Executive Committee;
- ii) to suggest to the President items of agenda for the meetings of the Annual General Meeting, the Special General Meeting, the Governing Body and the Executive Committee;
- iii) to advise and assist the President and the General Secretary in all affairs of the Association.
- iv) to perform other responsibilities as may be felt necessary by the Annual General Meeting, the Special General Meeting, the Governing Body or the Executive Committee.
- v) Vice-President of the Zone-6 shall preside over the meetings of the Executive Committee in absence of the President.

(c) The General Secretary

Subject to the directions of the Governing Body the powers and duties of the General Secretary shall be: -

- i) to act as the executive officer of the Association.
- ii) to administer the business of the Association, including administration of Office and the staff.
- iii) to convene and attend the meetings of the Annual General Meeting, the Special General Meeting, the Governing Body

and the Executive Committee of the Association and maintain the minutes of their proceedings, and take steps to implement the decisions of these meetings.

- iv) to act as custodian of property and assets of the Association;
- v) to prepare the Annual Report and other Reports for consideration of the Annual General Meeting, the Special General Meeting, the Governing Body and the Executive Committee;
- vi) to monitor and supervise the activities of Chapters, Divisions and Committees of the Association.
- vii) to incur expenditure higher limit of which is decided by the Governing Body.
- viii) to perform other responsibilities or duties as may be felt necessary by the Annual General Meeting or Special General Meeting or the Governing Body or the Executive Committee;

(d) The Joint Secretaries

- i) to assist the General Secretary to discharge his duties and powers as mentioned under clause XV (c);
- ii) to perform such other functions as assigned by the Annual General Meeting, the Special General Meeting, the Governing Body and the Executive Committee;
- iii) to act collectively with the General Secretary in all affairs of the Association;
- iv) in the absence of the General Secretary, one of the Joint Secretaries shall act in his place as decided by the Executive Committee.

v) one of the Joint Secretaries, as decided by the Governing Body in its first meeting, shall be the signatory to all financial matters in lieu of the General Secretary, whenever necessary.

(e) The Treasurer

Subject to the directions of the Annual General Meeting, the Governing Body and the Executive Committee, the powers and duties of Treasurer shall be: -

- i) to receive all money due to the Association and to issue properly signed receipt for the same;
- ii) to make payments for the charges incurred under competent authority and as directed by the Executive Committee;
- iii) to keep the accounts of all receipts, payments, assets and liabilities of the Association;
- iv) to be one of the signatories of all bank cheques and other financial instruments;
- v) to prepare the annual statement of accounts and the budget and to present the annual statement of accounts and the budget for consideration by the Executive Committee, the Governing Body and the Annual General Meeting.

XVI : Budget & Finance

The Budget shall be drawn up by the Executive and Finance Committee, and placed before the Council for approval. The annual Audited statement of accounts, after being approved by the Governing Body, should be placed at the General Body Meeting for approval.

XVII: Election

(a) All valid Institutional and Individual members of the Association whose names are in the membership register of the Association before 1st January of the election year and who have paid their annual subscription by 30th June of the election year are eligible to propose, stand and vote in the election to any elective office of the Association as per clause IX and X of the Regulations of the Association.

(b) The Election of all Office-Bearers, namely, President, six Vice-Presidents, General Secretary, three Joint Secretaries, Treasurer, Librarian and the Governing Body members shall be held by Ballot.

(c) For the Purpose of election, the Governing Body/General Secretary shall publish a final list of valid members (as current upto 30th June of the election year), after due scrutiny and authentication by the Election Officer, by 15th July of the election year.

(d) The Governing Body of the Association shall appoint an Election Officer by the month of April of the election year from amongst the valid members of the association. The Election Officer, if he desires, may select one or two valid members to assist him and he may assign some responsibilities to them.

(e) The Election Officer and two persons nominated by him to assist in election work shall not be Office-Bearers of the Association for the current term and must not be contestants to any office in the ensuing election of the Association.

(f) The Indian Association of Special Libraries & Information Centres office shall provide full secretarial and financial assistance to the Election Officer for conducting election.

(g) The details of election procedure, to be followed by the Election Officer, shall in accordance with the recommendations of the Governing Body.

XVIII : Rules and Regulations:

Rules and Regulations of the Association can only be made, revoked or altered at a Special General Body Meeting, convened for the purpose, provided that they conform to the aims and objects of the Associations.

XIX: Dissolution:

- (i) The Association shall not be dissolved unless three fifth of the members shall have expressed a wish for such dissolution by their votes delivered in persons, or by proxy at a Special General Meeting convened for the purpose.
- (ii) If upon the dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatever the same shall not be paid to or distributed among its members or any of them, but shall be made over to or distributed among such other association having objects wholly or partly similar to those of the Association as may be determined by two third majority of members voting at a special meeting of the members to be convened for the purpose.

XX : Legal Matters

The Association may sue or be sued in the name of the General Secretary of the Association.

XXI: Power to make Bye laws

The Governing Body shall have power to make byelaws from time to time and the revoke or alter any byelaw, heretofore made, subject to the approval of the Annual General Meeting of the Association.

Indian Association of Special Libraries and Information Centres (IASLIC)

BYE LAWS OF ASSOCIATION (As amended up to 2009)

BYE LAWS OF ASSOCIATION

1. Bye-laws regarding the rate of subscription of memberships

In accordance with Clause III following rates of subscription are prescribed for different categories of members:

Category of Members	Rate of Subscription
Institutional (all categories)	Rs. 2000.00 annually, at a time
Institutional : Association Members	Rs. 300.00 annually, at a time
Individual: Donor Members	Rs. 5000.00 at a time
Individual: Life Members	Rs. 1200.00 at a time
Individual: Ordinary Members :	Rs. 150.00 annually, at a time
Overseas: Ordinary Members	
For SARC countries	\$ 20 annually, at a time
For Non-SARC countries	\$ 30 annually, at a time
Overseas: Life Members	
For SARC countries	\$ 200 at a time
For Non-SARC countries	\$ 300 at a time
Overseas: Institutional Members	
For SARC countries	\$ 70 annually, at a time
For Non-SARC countries	\$ 100 annually, at a time

Members migrated from India to abroad and wish to receive Official Organs in the changed address will have to pay extra amount in foreign currency to be decided by the Executive Committee.

2. Bye-laws regarding grouping of Institutional and Individual members of the Association in different Zones.

In accordance with Clause IX (a), the following Bye Law is prescribed.

- (a) The address of a member as noted in the records of the Association shall be the basis for determining the Zone to which the member belongs.
- (b) The change of address, if notified by the member, will be recorded in the official record and the grouping of members will be settled accordingly.
- (c) To publish the electoral roll of members, the address as recorded in the Association by the 30th June of the election year, will be taken into consideration.
- (d) If there are any changes in geographical boundary or status of the territory, the Governing Body of IASLIC is empowered to change the placement of the states/ Union territories to the proper zone.

3. Bye-laws regarding election of Office Bearers of the Association

In accordance with the clause IX, the following Bye-laws are prescribed for election of Office Bearers.

- (a) In case of any Institutional member contesting for the post of any office Bearer, he must be Head of the Institution/ Organisation which is a valid member of the Association.
- (b) Election of all Office-Bearers shall be conducted in accordance with the procedure laid in the Regulations and Bye-laws of the Association.

4. Bye-laws regarding different Divisions of the Association

- i) In accordance with clause XI (2) of the Memorandum, Rules & Regulations of the Association the following Divisions are prescribed for smooth functioning of the Association.

(a) **Library Service Division** : The Hony. Librarian shall be the ex-officio Convener of this Division. This Division shall be responsible to develop resources of the Association's Library and to organise different services to the members of the Association. The Division will also organise different resource sharing programmes.

(b) **Education Division** : This Division shall be responsible for all types academic courses, training, workshops etc. to be held on behalf of the IASLIC. The Division will organise these courses in different parts of the country. The Division shall also act as a liason with different academic and training institutions and departments.

(c) **Information Services Division** : This Division shall be responsible for all sorts of information services, such as, documentation delivery service translation service, bibliographic services, reprographic & micrographic services, consultancy services etc. on payment of charges.

(d) **Publication Division** : This Division shall be responsible for production and publication of all documents of the IASLIC other than regular serial of the Association. The Division shall also be responsible for marketing of all publications and serials of IASLIC. The Division shall also undertake publication of machine readable documents and their marketing.

(e) **Serials Division** : This Division shall be responsible for publication of all the serial including official organ of the Association.

(f) **Study-Circle Division** : This Division will organise study circles in different parts of the country on topics related to objectives of the Association, inviting experts and specialists from different fields.

(g) **Special Interest Group (SIG) Division** : This Division shall be responsible for organising different special interest group pertaining to different subject fields and areas. These groups may be organised at local, regional and national levels. These group meet at the time of Annual Conference/Governing Body meeting or at any time suitable to the group to discuss issues of common interests and may forward their suggestions, if any, for consideration of the Governing Body & the Executive Committee.

ii) Each Division will have a Convener and six members. The Vice-President at Zone 6, the General Secretary and the Treasurer shall be Ex-Officio members of the Divisions.

iii) Decisions of the Divisions shall have to be approved by the Executive Committee.

5. Bye Laws regarding S M Ganguly-IASLIC Award for the Librarian of the Year

IASLIC has instituted a national level **S M Ganguly-IASLIC Award for the Librarian of the Year** since 1993, sponsored by Late S M Ganguly. Nominations for **Librarian of the Year** in shall be invited each year. Six copies of nominations can be sent to the **Honorary General Secretary, IASLIC, P 291 CIT**

Scheme No 6M, Kankurgachi, Kolkata –700 054 on or before the stipulated date as decided by the Executive Committee time to time. Modalities for nominating ‘Librarian of the year ’ are given below

- i. The candidate must be a citizen of India and a member of IASLIC continuously for at least six preceding years to the year of the award
- ii. The candidate must possess a degree in Library & Information Science or equivalent qualification obtained from a UGC recognized university, a Deemed University or an Institute recognized by the Government of India.
- iii. The candidate must be employed as Librarian or in an equivalent post in the permanent and regular establishment in a Library or Information Centre or the like of an Academic/ Research Institution /Ministries Government Department/ Corporate Units.
- iv. The candidate must have at least ten years service in the post.
- v. The candidate should be known for his/her ideations and innovations of technical/managerial skills, methods, process, procedures for identifying, locating collecting, organizing, storing and designing information services.
- vi. The candidate must have publications of at least ten articles pertaining to Library & Information Science out of which at least two as the single author, published in the journals, periodicals of the country or abroad.
- vii. The candidate must have contribution to the seminar/ conferences in the form of presentation of at least five papers

and /or editing seminar/conference publications.

viii. The candidate shall be member of at least two professional associations, a state level and a national level, continuously for at least six years preceding to the year.

ix. A member of the Executive Committee of the IASLIC shall not be eligible for filling his/her candidature for the award.

x. Awardees of this category shall not be eligible to file his/her candidature for the same award in any subsequent occasions.

6. Bye Laws regarding Prof A K Mukherjee – IASLIC Lifetime Achievement Award for Retired Librarian

IASLIC has instituted a national level **Prof A K Mukherjee – IASLIC Lifetime Achievement Award for Retired Librarian** since 2008, sponsored by Prof. A K Mukherjee’s family members to commemorate the birth centenary of Prof. A K Mukherjee, one of the founder members of IASLIC.

Nominations for Prof A K Mukherjee - IASLIC Lifetime Achievement Award for Retired Librarian 2008 in the prescribed format shall be invited each year.

Six copies of nominations can be sent to the Honorary General Secretary, IASLIC, P 291 CIT Scheme No 6M, Kankurgachi, Kolkata -700 054 on or before the stipulated date as decided by the Executive Committee. Eligibility criteria for nominating ‘**Prof A K Mukherjee – IASLIC Lifetime Achievement Award for Retired Librarian**’ are given below:

- i. The candidate must be a citizen of India and a member of IASLIC continuously for at least five preceding years to the year of the award.

ii. The candidate must have retired from the post of fulltime Librarian or an equivalent post in the permanent and regular establishment in a Library or Information Centre or the like of an Academic / Research Institution / Ministries / Government Departments / Corporate Units etc.

iii. The candidate must possess a degree in Library & Information Science or equivalent qualification obtained from a UGC recognized university / Deemed University / Institute recognized by the Government of India.

iv. The candidate should be known for his/her ideations and innovations of technical / managerial skills, methods, process, and procedures for identifying, locating collecting, and organizing, storing and designing information services.

v. The candidate shall be a life-member of at least two professional associations - one state level and one national level.

vi. A member of the Executive Committee of the IASLIC shall not be eligible for filling his/her candidature for the award.

vii. Awardees of this category shall not be eligible to file his/her candidature for the same award in any subsequent occasions.

7. Bye Laws regarding 'Prof Prabir Roychoudhury and Mrs Amita Roychoudhury-IASLIC Best LIS Teacher Award'

IASLIC has instituted a national level **Prof Prabir Roychoudhury and Mrs Amita Roychoudhury – IASLIC Best LIS Teacher Award** since 2008, sponsored by Prof Prabir Roychoudhury and Mrs Amita Roychoudhury Memorial Fund Trust.

Nominations for Prof Prabir Roychoudhury and Mrs Amita Roychoudhury – IASLIC Best LIS Teacher Award in prescribed format shall be invited in each. Each six copy of nominations can be sent to the Honorary General Secretary, IASLIC, P 291 CIT Scheme No 6M, Kankurgachi, Kolkata -700 054 on or before the stipulated date as decided by the Executive Committee time to time.

Eligibility criteria for nominating 'Prof Prabir Roychoudhury and Mrs Amita Roychoudhury – IASLIC Best LIS Teacher Award' are given below:

i. The candidate must be a citizen of India and a member of IASLIC continuously for at least six preceding years to the year of the award.

ii. The candidate must be employed in the post of a fulltime teacher of Library and Information Science of a UGC recognized Indian University /Deemed University / Institute on permanent and regular basis.

iii. The candidate must have at least fifteen years of service in the fulltime teaching post.

iv. The candidate must possess a degree in Library & Information Science or equivalent qualification obtained from a UGC recognized university / Deemed University / Institute recognized by the Government of India.

v. The candidate should be known for his/her ideations and innovations of teaching skills, methods, process, and research contributions, procedures for identifying, locating collecting, and organizing, storing and designing information services.

vi. The candidate shall be a life-member of at least two

professional associations - one state level and one national level.

vii. A member of the Executive Committee of the IASLIC shall not be eligible for filling his/her candidature for the award.

viii. Awardees of this category shall not be eligible to file his/her candidature for the same award in any subsequent occasions.

8. Bye Laws regarding Smt A Satyavathi and Prof A A N Raju - IASLIC Best Young LIS Teacher Award

IASLIC has instituted a national level **Smt. A Satyavathi and Prof A A N Raju - IASLIC Best Young LIS Teacher Award** since 2008, sponsored by Prof. A A. N Raju.

Nominations for Smt A Satyavathi and Prof A A N Raju - IASLIC Best Young LIS Teacher Award 2008 in prescribed format shall be invited each year from eligible candidates. Six copies of nominations can be sent to the Honorary General Secretary, IASLIC, P 291 CIT Scheme No 6M, Kankurgachi, Kolkata - 700 054 on or before the stipulated date as decided by the Executive Committee time to time.

Eligibility criteria for nominating 'Smt A Satyavathi and Prof A A N Raju - IASLIC Best Young LIS Teacher Award' are given below:

i. The candidate must be a citizen of India and a member of IASLIC continuously for at least five preceding years to the year of the award.

ii. The candidate must be within 45 years of his/her age.

iii. The candidate must be employed in the post of a fulltime teacher of Library and Information Science of a UGC

recognized Indian University /Deemed University /Institute on permanent and regular basis.

iv. The candidate must have at least eight years service in the fulltime teaching post.

v. The candidate must possess a degree in Library & Information Science or equivalent

qualification obtained from a UGC recognized university / Deemed University / Institute recognized by the Government of India.

vi. The candidate should be known for his/her ideations and innovations of teaching skills, methods, process, and research contributions, procedures for identifying, locating collecting, and organizing, storing and designing information services.

vii. The candidate shall be a life-member of at least two professional associations - one state level and one national level.

viii. A member of the Executive Committee of the IASLIC shall not be eligible for filling his/her candidature for the award.

ix. Awardees of this category shall not be eligible to file his/her candidature for the same award in any subsequent occasions.

9. By Laws regarding Best Article Award

i. A Committee of adjudicators consisting of not more than five members will be formed every year by EC latest by April 30 of that year of selecting "Best Article" of the year.

ii. A member of the committee shall have at least 20 publications in LIS each to his/her credit or have

- experience in editing LIS publications for at least five years.
- iii. The executive committee will nominate one of the members as Convener of this committee.
 - iv. Each member (adjudicator) will be provided with one copy of the conference/seminar papers of the relevant year and one copy each of four issues of IASLIC Bulletin of the relevant year by July 31, of the year.
 - v. The members will be asked to forward their opinion by September of that year.
 - vi. Each adjudicator will select not more than three articles and rank them in order of preference.
 - vii. While evaluating the papers the following points should be kept in view:
 - a. Novelty/Innovative nature of the subject.
 - b. Methodology used in collection and interpretation of data.
 - c. Apparent implications of the findings.
 - d. Quality of language and style
 - e. Structuring of the text
 - f. Quality of referring and documenting
 - viii. Single-author contributions will only be considered for the award during the relevant year.
 - ix. The author can get the award only once.
 - x. Article of any adjudicator will not be considered for the award.

- xi. Reprinted articles or articles published simultaneously in IASLIC Seminar/Conference Volume/IASLIC Bulletin and any other publication cannot be considered for the award.
- xii. On receipt of the report from all the adjudicators, the convener will prepare a combined ranked list (basis: article ranked -1 to be awarded 3 points; article ranked -2 to be awarded 2 points; and article ranked -3 to be awarded 1 point. The points obtained by each article will be re-ranked on the basis of total points secured by each. The combined ranked list will be forwarded to EC for its approval.
- xiii. In case more than one article secured first position by obtaining equal points, one with highest number of first rank will be recommended as "Best Article" award.
- xiv. If, EC does not agree with the selection, it may send the report to a new expert for his/her opinion and his/her opinion will be taken final.
- xv. If an author, whose article is adjudged as "Best Article" declines to accept the award in writing, the article obtaining next rank may be declared as "Best Article".
- xvi. In case majority of the adjudicators think that the articles considered by them are not of good standard and therefore decline to name any article for the award, no article will be declared as Best Article for the relevant year.
- xvii. In case no report is received from one or two or none of the adjudicators within the stipulated time, the reports of other adjudicators will be only considered for deciding the best article. However, in case report from majority of

adjudicators are not received, such adjudicators will be replaced by the Executive Committee.

10. Bye Law regarding Finance Committee :

In accordance with the clause XV(e), clause XVI, the following Bye Law is prescribed regarding the formulation and functions of the Finance Committee.

The Finance Committee shall be formed by the Executive Committee, which shall constitute of Vice President (Zone-6), General Secretary, Joint Secretaries and Treasurer. The Treasurer shall be the convener and the Vice-President (Zone-6) shall be the Chairman of the Committee. The Finance Committee shall advise on any financial matter that may be referred to it for opinion by the Executive Committee; shall prepare Annual Budget for approval of the Executive Committee, Governing Body and the General Body; shall maintain regular watch over the progress of income and expenditure of the Association etc.

11. Bye-law regarding higher limit of expenditure to be incurred by the General Secretary

In accordance with the Clause XV (c) (vii), the following Bye-law is prescribed regarding higher limit of expenditure to be incurred by the General Secretary.

The General Secretary shall be competent to incur expenditure to the extent of Rs. 5,000/- (Rupees Five thousand only) without prior sanction of the Executive Committee. However, he shall have to place such expenditure in the next meeting of the Executive Committee for approval.

12. Bye-laws regarding formation and functions of Zonal/ State/Union Territories Chapter of the Association

In accordance with the Clause XI(3), the following Bye-laws are prescribed regarding composition and functions of the Zonal/ State/Union Territories Chapters of the Association.

(I) Conditions for formation

- a) There must be minimum 100 valid members of the Association in the Zone for formation of Zonal Chapter.
- b) There must be minimum 25 valid members of the Association in the State/Union Territories for formation of State/Union Territories Chapter.
- c) At least fifty percent of the members of the respective zone/state/union territory must express their desire in writing for formation of such chapter, to be addressed to the General Secretary. The General Secretary shall place the letter in the meeting of the Executive Committee for its decision.
- d) If decision is taken in favour of formation of the Chapter, the General Secretary shall take steps to constitute the Chapter. If decision is not taken to constitute the Chapter, members of the respective zone/state/union Territory be informed in writing stating reasons for such decision. Formation of such Chapter must be reported to the next meeting of the Governing Body for its ratification.
- e) If any chapter acts against the objects of the Association or violates the decision of the Governing Body, the Governing Body will have power to supersede the chapter stating the reasons for such decision.

(II) Composition of the Chapter Committee

a) Zonal Chapter Committee - The Zonal Chapter Committee shall be constituted of following members —

- i) The Vice President of the Association elected from the Zones shall be the President of the Zonal Chapter Committee.
- ii) The Governing Body members of the Association elected from the Zone.
- iii) Nine members to be elected in a meeting of the members of the zone, the meeting to be convened by the Vice-President of the Zone giving at least 30 days notice on receiving intimation from the General Secretary regarding formation of such chapter.
- iv) Just after the election of the members in the first meeting, all the members of the Chapter Committee of the Zone shall meet in a meeting to elect one Secretary, one Asst. Secretary and one Treasurer of the Zonal Chapter Committee.

b) State/Union Territory Chapter Committee

The State/Union Territory Chapter Committee Shall be constituted of following members : —

- i) All the members of the Governing Body of the Association from the State/Union Territory, if there be any such member.
- ii) Seven members to be elected in a meeting of the members of the State/Union Territory, the meeting to be convened by the Vice-President of the Zone to which the State/Union Territory belongs, giving at least 15 days notice, on receiving intimation from the General Secretary regarding format in of such chapter.

- iii) Just after the election of the members in the first meeting, all the members of the Chapter Committee of the State/Union Territory shall meet in a meeting to elect One President, One Secretary, One Asst. Secretary and One Treasurer.

(III) Objectives of the Chapter Committee

(a) The Objectives of the Chapter Committee will be as follows:

- (i) To promote the activities of the Association.
- (ii) To organise lectures, seminars, workshops etc.
- (iii) To co-ordinate among the members.
- (iv) To place the views of the Association to the authorities.
- (v) Other programmes as determined by the Governing Body.

(IV) Functioning of the Chapter Committee & Fund of the Chapter Committee.

- a) The President of the Chapter Committee shall preside over the meetings. The Secretary shall convene the meeting of Chapter Committee and he shall keep all records and proceedings of the committee. He shall prepare an annual report of the Chapter and shall forward the same to the General Secretary for consideration of the Executive Committee and the Governing Body. The Secretary shall assist the Secretary and functions as Secretary in his absence.
- b) The Chapter may raise donations for its functioning. The Treasurer shall maintain accounts for income and expenditure. The accounts shall be audited annually. Financial transactions shall be jointly operated by Treasurer

and Secretary/Asst. Secretary. Part of expenditure regarding formation and functioning of the Chapter shall be shared by the Association. The amount Fund to be shared shall be decided by the Executive Committee of the Association.

- c) Tenure, quorum and minimum days of notice for a meeting of the Chapter Committee shall be as follows:
 - i) Tenure - Same as tenure of the Governing Body of the Association.
 - ii) Quorum - One-third of its members.
 - iii) Minimum days notice for a meeting - Zonal Chapter Committee - 15 days; State/Union Territory Chapter Committee -7 days.

13. Bye-laws regarding Election Procedures and Results

In accordance with the Clause XVII(g) following Bye-laws are prescribed for Election Procedures and Results :—

I. Election Procedures

(a) The Election Officer, as appointed by the Governing Body for every term of office, shall be responsible for conducting the election in matters such as :

- (i) Authenticating the valid list of members who are eligible to participate in the election.
- (ii) Announcing the number and names of post to be filled up through election.
- (iii) Inviting nominations to various posts to which election is to be held.

- (iv) Scrutiny of nominations received, declaring preliminary valid nominations, announcing invalid nominations, accepting withdrawal of nominations, if any, and announcing final valid nominations for ensuring election.

- (v) Despatching ballot papers by post to eligible voters under Certificate of Posting.

- (b) The time table for election process shall ordinarily be as follows:

- (i) Publication of valid Membership list (as current upto 30th June of the election year) after due scrutiny by the IASLIC Office and authentication by the Election Officer- by 15th July of the election year.

- (ii) Despatching letters inviting nomination to various posts latest by 31st July of the election year.

- (iii) Receiving nomination papers latest by 31st August of the election year.

- (iv) Scrutiny of nominations, declaring preliminary valid nominations, withdrawal of nominations if any and declaring final valid nominations by 7th September of the election year.

- (v) Ballot paper for election should be printed by 15th September of the election year. The names of the contesting candidates should be arranged alphabetically according to the surname.

- (a) The Ballot papers should contain a serial number but the attached perforated part of the Ballot paper and the covers (marked x and y) should not contain any serial number.

- (b) The perforated part attached to the Ballot paper should contain the signature of the member his/her membership number and name of the organization/institution.
- (c) The Ballot paper should be duly signed by the Election Officer or his nominee with date.
- (vi) Despatching ballot papers to valid members latest by 30th September of the election year.
- (vii) Receiving ballot papers from valid members latest by 7th November of the election year.
- (a) The exact date for scrutiny, last date of withdrawal etc. shall be notified by the Election Officer.
- (b) If warranted by exigencies of circumstance, the Executive Committee, IASLIC is empowered to alter suitably and marginally the above time table.
- (c) Nomination for election to offices shall be in prescribed form provided by the Election Officer. Each nomination shall be proposed by a valid member of the Association. The nomination shall carry written consent of the candidate whose name has been proposed for seeking election. The written consent may be in the prescribed nomination form or in a written application to the Election Officer. Both the nomination form and the written consent must reach to the Office of Election Officer on or before the last date of submitting the nomination paper.
- (d) Withdrawal of nomination, if any, has to be made in writing by the candidate whose name has been proposed for seeking election and must be received by the Election Officer on or before the specified date for withdrawal.

(e) The Election Officer shall scrutinize the nominations and after taking into consideration of withdrawals announce the final valid nominations. The candidate or his representative with written consent can remain present at the time of scrutiny.

(f) If on scrutiny it is found that there is no election to any elective post of the Association, the Election Officer shall prepare a note stating the situation and shall keep it in a sealed cover for announcement along with announcement of election results.

II. Election Results

- (a) The Election Officer shall receive ballot papers from valid voters at his address. The voters shall send by post the marked ballot papers in a closed cover to the Election Officer at his address on or before the specified date for receiving the ballot papers. Ballot papers may also be handed over personally to the election officer. The election officer shall notify the place, date and time when he shall receive ballot papers personally.
- (b) The Election Officer on receiving the ballot papers shall verify it with the membership list and put his signature and date on the cover of the ballot paper.
- (c) He shall keep all ballot papers in tight security either inside a sealed cover or inside a sealed box. He shall also prepare a report on the election which shall be submitted in a sealed cover. All these sealed covers and boxes be put in a big gunny bag and sealed again in proper manner by the Election Officer and handed over to the General Secretary

in presence of at least two more members of the Executive Committee.

- (d) The counting of votes shall ordinarily coincide with the Annual General Meeting to be held during the Annual Conference/Seminar held in the months of November-December. The President of the Association or in his absence the Vice-President (Zone-6) of the Association shall meet on the occasion to nominate one Counting Officer with two Counting Agents to assist the Election Officer from amongst the valid members, provided they are not candidates in the election. The candidates standing for election or their representatives (any one) may be present to watch for themselves the counting operations. The counting may take place a day before such Annual General Meeting to facilitate announcement of results at the Annual General Meeting.
- (e) The Election Officer or in his absence Counting Officer shall submit a written report to the Chairperson of the Annual General Meeting about the election, mentioning the names of candidates with votes scored; names of candidates elected unanimously and the posts remaining vacant due to non-submission of nominations. In the event of any tie, decision will be taken by toss of coin by the Election Officer. The President of the Annual General Meeting either himself may announce the results or he may request the Election Officer or in his absence Counting Officer to announce the result.
- (f) If, for any unforeseen circumstance, the election process is delayed and the results could not be announced at the Annual General Meeting, an ordinary Governing Body

Meeting may be convened later for the special purpose of announcing the result at a date and venue decided by the President.

- (g) Decision taken by the Election Officer in all complaints and representations in regard to receipt of ballot papers, counting votes, invalidation of votes and compiling of election results shall be final and binding on all concerned.

Sd/ Dr. J. N. Satpathi
President

Sd/ Dr. Arun Kr. Chakraborty
General Secretary