



PLA Pakistan
Library
Association

CONSTITUTION OF PAKISTAN LIBRARY ASSOCIATION

AS APPROVED BY THE GENERAL BODY AT ITS MEETING HELD ON 30TH NOVEMBER 1982 AT PROVINCIAL ASSEMBLY HALL PAKISTAN ACADEMY FOR RURAL DEVELOPMENT, PESHAWAR DURING THE 12TH ALL PAKISTAN LIBRARY CONFERENCE INAUGURATED BY LT. GEN. FAZAL-E-HAQ S-1 (M) S-BT GOVERNOR OF N.W.F.P. AND

LAST AMENDED 2009 GENERAL BODY AT ITS MEETING HELD ON 12TH MAY, 2009 IN INTERNATIONAL ISLAMIC UNIVERSITY (IIU) AUDITORIUM, FAISAL MOSQUE, ISLAMABAD

Whereas the members of the library profession desire that they should have a National Library Association which should work for establishment of a comprehensive library service in the country, promotion of better organization of libraries and of study and research in library science, improvement of the status and professional standing of librarians, and for such other ends as will further the cause of libraries and librarians in Pakistan, it was decided to organize national association known as the Pakistan Library Association.

This Association was established in Pakistan under the Societies Registration Act XXI of 1860 vide Joint Stock Companies Registration No. KAR No. 3143. It concern all types of libraries: State, National, Public, School, College, University and special library serving persons in Govt. Commerce and Industry, the Arts, the Armed Services, Hospitals and other institutions. The Associations is the chief spokesman for the people of Pakistan in their search for highest quality of library and information services and librarianship.

It was decided at the Genera! Body meeting of the Pakistan Library Association to amend the Constitution of the Association to meet the changing needs of the profession.

The General Body meeting held on the occasion of the 12th All-Pakistan Library Conference at Peshawar on 27 November to 30 November decided this day, the 30th of November, 1982 to adopt the revised constitution of the Association as follows:-

Article 1: NAME AND COMPOSITION

- 1.1 The Association shall be called the Pakistan Library Association and here-in-after called the association.
- 1.2 The Association shall have branch associations in the provinces and the federally administered areas of Pakistan, i.e., Baluchistan, KPK, Sind, Punjab and Federal Region. Federal Region shall include Islamabad and Rawalpindi cities, Tribal areas, Gilgit, Azad Kashmir. The branch associations shall be called the Pakistan Library Association Branch. The branch association may permit formation of sub-branches of the Association at divisional/district headquarters to be known as Pakistan Library Association sub-branch.

Article 2: HEADQUARTERS

- 2.1 Headquarters of the Association shall rotate automatically to Islamabad, Peshawar, Quetta, Karachi and Lahore, in that order, for a term of two years at each station, provided.
- a) That the region having turn for shifting of the Headquarters shall have a minimum of 50 members falling in category 4.1.
 - b) That a branch council may be a 2/3 majority vote decline to take its turn, provided that this decision shall be communicated in writing to the secretary-general before or with in a fortnight from the date announcement of the day of election.
- 2.2 If for reasons mentioned in section 2.1 the Headquarters do not shift to a certain region, these shall automatically shift to the next region.
- 2.3 The old records of the Association shall be maintained by the Islamabad Branch,. At the time of the shifting of the Headquarters the branch from which the Headquarters shift shall hand over to the next branch, the records for the last two years and send all earlier records to the Islamabad Branch.

Article 3: AIMS & OBJECTS

- 3.1 The Association shall work for:-
- i. The establishment of a comprehensive library service throughout Pakistan.
 - ii. The promotion .of better organization of libraries by arranging technical advice and assistance to library authorities,
 - iii. The promotion of study and research in library science and dissemination of information about current trends, theories and practices in the field of librarianship.
 - iv. The improvement of the status and professional standing of library workers and for safeguarding their interests, and
 - v. for such other ends as will further the cause of libraries and librarians of Pakistan.
- 3.2 The Association shall act as a Liaison between Pakistani organizations of similar aims and objects and those outside Pakistan and shall arrange for mutual co-operation.

Article 4: MEMBERSHIP

- 4.1 Regular membership shall be granted, on receipt of an application and the fee prescribed:
- i. Persons having professional qualifications in library science and holding professional positions in Pakistan.

- ii. Persons having no professional qualifications in library science but holding on the day of coming into effect of this constitution.
 - iii. Qualified persons not presently engaged in professional work.
 - iv. Pakistanis having professional qualifications in library science holding professional position outside Pakistan.
- 4.2 Student membership may be granted for a period of one year to library science students in the universities of Pakistan, on receipt of an application and the prescribed fee.
- 4.3 Life membership and donor life membership may be granted by the executive council to any person, on receipt of an application and the prescribed fee.
- 4.4 Honorary life membership may be conferred by the council of the Association on any person of academic or other distinction for his significant service to the cause of libraries and librarianship in Pakistan.
- 4.5 Institutional membership may be granted to Pakistani libraries, educational organizations, corporate bodies, societies and firms, with approval of the Executive Council on payment of the prescribed fee. A member institutions shall accredit a person through whom it desires to exercise its rights and fulfill its obligations,

4.6 VOTING RIGHTS AND ELIGIBILITY FOR OFFICES

- i. All categories of members shall have the right to vote at meetings of the general bodies.
 - ii. Members of all categories except student members and honorary life members who are not eligible otherwise to be enrolled as regular members shall have the right to vote in the elections for the various councils.
 - iii. Only members falling under article 4.1 (I and ii) and life members, donor life members and honorary life members falling under article 4,3 & 4.4 eligible otherwise to be enrolled as regular members under article 4.1 (I & ii) shall be eligible for election, to the various councils. Members of other categories may, however, be co-opted against seats reserved for the purpose.
- 4.7 Membership of the Association shall be co-extensive with the membership of the branch and sub-branch associations.

*4.8 MEMBERSHIP FEE

Minimum fee for different categories of membership, payable annually, except in the case of life membership and donor life membership, shall be as follows:-

- | | | |
|------|--------------------------|------------|
| i. | Regular membership | Rs.250/- |
| ii. | Student membership | Rs.100/- |
| iii. | Life membership | Rs.3000/- |
| iv. | Donor Life membership | Rs.15000/- |
| v. | Institutional membership | Rs.10000/- |
| vi. | Retired librarians | Rs.100/- |

4.9 ENROLLMENT AND RENEWAL OF MEMBERSHIP

The membership fee shall fall due on 1st January of each year. Fee for renewal of membership may be paid within three months of its falling due, failing which the rights and privileges of the members concerned shall stand suspended until payment. New members may be enrolled at any time of year. Those re-enrolling as members within two years of the lapse of their membership shall have to pay their dues for the preceding year/years, Otherwise they shall not be entitled to vote or to hold any office during their first year of re-enrollment.

4.10 TERMINATION OF MEMBERSHIP ON INDULGENCE IN PREJUDICIAL ACTIVITIES

If the Executive Council or a Branch Council finds, or is apprised, that a member has been indulging in activities prejudicial to the interests of the Association or the Profession, it may ask him to show cause why his membership may not be canceled. The member concerned shall send his reply within a fortnight of the date of issue of the notice. On the receipt of explanation of a member or if he fails to reply within the specified time. The Executive Council or the Branch Council concerned shall consider the matter and may issue censure to the member or suspend his membership till the next meeting of the General Body of the Association, which shall have full power to exterminate a member by votes of three-fifth of the members attending,

- a) If he be absent from the meeting of the Executive / Branch Council for more than three consecutive meetings without the consent of the Association.
- b) If he has not paid the membership.

Article 5: AFFILIATION

The Association, with the approval of the council, may affiliate a specialized library association operating on national level. Regional and local specialized associations may be affiliated by the respective branches of the Association the approval of the Branch Council. No library association of a general character shall be recognized or granted affiliation by the Association or its branches.

Fee for affiliation shall be Rs.300/- annually,

Article 6: GENERAL BODIES. BRANCH COUNCILS EXECUTIVE COUNCIL & THE COUNCIL OF THE ASSOCIATION

6.1 GENERAL BODIES

- i. Members of all categories as enumerated in Article 4 shall form the General Body of the Association.
- ii. Members from the provinces and the Federal Area shall form the General Body of their respective branch associations.
- iii. Members from divisions / districts shall form the General Body of their respective sub-branches.

6.2 EXECUTIVE COUNCIL •

The Executive Council shall consist of the following :-

- i. Chief Patron One
(Chief Patron shall not be elected one, Instead some prominent persons shall be requested by the Executive Council to accept this Office)
- ii. President One
- iii. Vice Presidents Two
 - 1) An elected vice president
 - 2) A co-opted vice president will be selected by PLA Head Quarter to any professional person. However the co-opted member should have service at Islamabad/Rawalpindi;
- iv. Secretary General One
- v. Assistant Secretary Generals Two
 - 1) An elected Assistant Secretary General
 - 2) A co-opted Assistant Secretary General will be selected by PLA Head Quarter to any professional person. However the co-opted member should have service at Islamabad/Rawalpindi
- vi. Finance Secretary One
- vii. Members Ten

(Out of these two shall be co-opted members. Only members belonging to the head quarter can contest election for the executive council)

6.3 BRANCH COUNCIL

The Branch Council shall consist of the following:-

PRESIDENT	1
VICE-PRESIDENT	1
SECRETARY	1
ASSTT.SECRETARY	1
TREASURER	1
MEMBERS	10 (Out of these two shall be co-opted members)

6.4 The Council shall comprise the following :-

- i. All members of the Executive Council.
- ii. Presidents, Vice-Presidents, Secretaries, Assistant Secretaries and treasurers of the Five Branch Association, as members.

Article 7: RELATION AMONG COUNCILS

- 7.1 The Executive Council shall have the exclusive authority to make day-to-day decisions in the light of the policy approved by the Council. In matters outside this policy, opinion of the branch councils shall be sought and decisions taken in the light of the majority view. The Executive Council shall apprise each Branch Council of the agenda of the meetings and the resolutions adopted. Conversely, the Branch Council shall inform the Executive Council of the decisions with in 15 days of the date on which they are taken.
- 7.2 Whenever Executive Council seeks opinion of the Branch Councils, the Branch Councils shall send their replies with in a period of one month from the date of issue of the letter, failing which the Executive Council shall be free to take such decisions as it may deem fit.
- 7.3 Enrollment of members and collection of membership fee shall be the responsibility of the Branch Associations. The Branch Associations may retain up to one half of the amount of the membership fee received by them. They shall also have authority to raise funds locally. The accounts of all funds received by the Branch Councils shall be maintained by them.
- 7.4 The Executive Council may earmark for the Branch Councils part of the grants received from government or other sources.
- 7.5 In case of disagreement between a Branch Council and the Executive Council, the view of the Executive Council shall prevail.
- 7.6 The President and Secretary of the Branch Council responsible to check the account and relevant records maintained by the Finance Secretary twice a year and get assured that 50% of the amount has been sent to the Executive Council along with alphabetical list of members.

Article 8: QUORUM

The quorum shall be:-

- i. 20% of the membership on roll, in the case of the General Bodies.
- ii. 50% of the number of councilors, in the case of the Council, Executive Council and Branch Councils.

Article 9 PROCEDURE OF ELECTIONS

- 9.1 Election to the various Councils, including Branch Councils but not divisions/ districts Councils, shall be conducted every alternate year by an election Officer to be nominated by the Executive Council.

- 9.2 Branch Councils shall be elected by the members of the Association belonging to the respective areas of the branches.
- 9.3 The last date for receipt of ballots by hand or registered post shall be notified through the newsletter of the Association at least three months in advance.
- 9.4 One who fails to pay his membership fee ten weeks before the date of election shall not have the right to vote or to contest the election.
- 9.5 The Secretaries of the Branch Councils shall send to the Secretary General of the Association categorized lists of the members registered by them at least 8 weeks before the date of election.
- 9.6 A categorized list of members shall then be prepared by the Secretary General with the assistance of the Finance Secretary. This shall be done at least six weeks before the date of election and shall be sent to all the members under postal certificate.
- 9.7 Election shall be by secret postal ballot. The result of the election shall be circulated to the members through the newsletter of the Association.
- 9.8 Casual vacancies in their respective bodies shall be filled in by the councils themselves, by selection from amongst themselves, in the case of office holders, and by co-option in the case of members.
- 9.9 i) PLA Head Quarter would make the announcement of the election for the next two years strictly three months in advance of the termination of sealing period.
- ii) In case PLA Headquarter failed to make the announcement three months advanced before the completion of its 02 years in the office, the power of the PLA Headquarter automatically shift to Director General, Department of Libraries, Islamabad and to all the five Councils President i.e. Balochistan, KPK, Punjab, Sindh and Federal Branch and it would be incumbent upon them who make the announcement of the fresh election within 90 days of holding the powers.

Article 10: FUNCTIONS AND POWERS OF THE GENERAL BODIES

- 10.1 The General Body of the Association shall have plenary powers in respect of all matters within the objects of the Association and in addition to its functions and powers incidentally mentioned elsewhere in this constitution shall have the following specific powers and objectives :-
- i. It shall have power to amend the constitution either by a referendum or in a general meeting, by the votes of three-fifths of the members present provided that no non-official motion for amendment of the constitution shall be entertained by the General Body unless notice of it along with the text of the motion was given to the council at least six weeks before the date of the meeting of the General Body.
 - ii. It shall have the power to dissolve the Council or the Executive Council to order fresh elections of these bodies, and to issue mandates to the Executive Council in this behalf,
 - iii. It shall have the power to appoint committee for specific purpose,

- 10.2 In so far as applicable, the functions and powers of the General Bodies of the branches in respect of their branches shall be the same as those of the General Body of the Association.

Article 11: FUNCTIONS AND POWERS OF THE VARIOUS COUNCILS

11.1 COUNCIL

Without prejudice to its functions and powers mentioned elsewhere in this constitution, the Council shall have the following specific powers:-

- i. It shall be responsible for laying down principles of policy.
- ii. It shall have the power to provide guidelines in regard to raising of funds and management of funds and other assets of the Association. It shall also have the powers to acquire, invest and dispose of property inconsistent with the aims and objects of the Association.
- iii. It shall have the power to frame by-law of the Association and rules of procedure for approval of the General Body.
- iv. It shall have the power to appoint committees for specific purpose.

11.2 EXECUTIVE COUNCIL

The Executive Council shall be exclusively responsible for making day-to-day decisions for management of the affairs of the Association in the light of the policies approved by the Council. Without prejudice to this generality and powers mentioned elsewhere in this constitution, the Executive Council shall also perform the following functions and exercise the following powers:-

- i. To meet as often as necessary, at the discretion of the President or the Secretary General or on a written request of one third of its members,
- ii. To appoint committees for specific purpose, whenever necessary.
- iii. To setup an editorial board for the Journal (s) of the Association.
- iv. To appoint editors of the Newsletter of the Association.
- v. To approve expenditure by the Association to any limit.

11.3 BRANCH COUNCILS

Within the framework of principles of policy laid down by the council, the Branch Councils shall have the same functions and powers as applicable in respect of the affairs of the Branch, as those of the Council and the Executive Council.

Article 12: RESPONSIBILITIES OF OFFICE BEARERS

- 12.1 Without prejudice to the duties and responsibilities commonly associated with their office or to those mentioned elsewhere in this constitution, the responsibilities of the office bearers enumerated below shall be as follows; -

a) **THE PRESIDENT OF THE ASSOCIATION**

The president shall preside over meetings of the Executive Council, the Council and the General Body and to call meetings of any of these bodies if the functionaries concerned fail to do so.

- b) **VICE-PRESIDENT OF THE ASSOCIATION**
The preside over meetings of the Executive Council, the Council and the General Body in the absence of the President.
- c) **SECRETARY-GENERAL**
- i. To act as the chief executive officer of the Association.
 - ii. To call meetings of the Council, the Executive Council and the General Body and keep a record a record of their preceding.
 - iii. To assist the Election Officer in the conduct of the election (Art. 10)
 - iv. To operate, jointly with the Finance Secretary, the accounts of the Association (Art. 16)
 - v. To submit at general body of meeting a report of the activities of the Association.
- d) **ASSISTANT SECRETARY**
- To assist the Secretary General in the performance of his duties and to act as Secretary-General in his absence.
- e) **FINANCE SECRETARY**
- To ensure that all receipts are duly acknowledged, timely funded in the public accounts of the Association and all drawls of money and all disbursements are on proper authority in accordance with rules of procedure to be framed under this constitution.

Article 13: OFFICE BEARERS OF THE BRANCH AND SUB-BRANCH ASSOCIATION

- a) In regard to their branches and sub-branches, the office bearers of the respective branches and sub-branches shall perform the same functions as enumerated in section.

13.1 Above, in so for as applicable.

- b) The treasurers of the Branches shall be responsible for depositing, with the Finance Secretary, not less than half the amount received by their branches as membership fee every two months,

Article 14: MEETINGS

Minimum notice required for calling the meetings shall be :-

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| i. | All Pakistan Conference | 2 months |
| ii. | General Body | 1 month |
| iii. | Council | 1 month |
| iv. | Executive or Branch Council | 7 days |
| v. | Emergency meeting of Executive or Branch Council | 1 day |

Article 15: REQUISITION MEETING

- 15.1 Functionaries concerned shall be bound to call meeting of the General Body or any of the councils on the requisition of such number of members as is prescribed for quorum of the respective bodies under this constitution. Notice of requisitioned meeting shall be issued within 15 days of the receipt of the requisition, which must carry with it a full statement of purpose of their requisition and proposed agenda.
- 15.2 Should the functionaries fail to call the requisitioned meeting the requisitioning members shall have the right to convene the meeting, and subject to fulfillment of the requirement of prescribed notice and quorum, the transaction of such meeting shall be valid and binding.

Article 16: FINANCES.

- 16.1 Cash balances of the Association shall be funded in accounts with any of the nationalized bank of Pakistan.
- 16.2 The accounts of the Association shall be operated by the Secretary General and the Finance Secretary jointly.
- 16.3 The Secretary General and the Finance Secretary shall be responsible Jointly and severally for records and proper accounting of the assets and funds of the Association, for placing the audited accounts before the Executive Council for a calendar year by June 30 of the following year and for submitting the accounts at the meetings of the Council and the General Body. All cash balances with outgoing Executive Councils shall be transferred to the in-coming Executive Council within a month of its assumption of office. The accounts and other records shall be transferred within three months at the most. Those failing to do so may be debarred from holding any office in the Association or its branches.
- 16.4 It shall be the duty of the Executive Council to nominate an auditor or auditors for periodical examination of the accounts of the Association. The Executive Council shall also nominate one of the members of the Association to exercise internal audit at regular intervals.
- 16.5 **SANCTION OF EXPENDITURE**
 - i. The Secretary-General may incur expenditure up to a limit of Rs.5000/- in emergency, he may incur expenditure not exceeding Rs.10000/- in both cases, the expenditure incurred shall invariably be reported to the Executive Council for approval at its next meeting
 - ii. The expenditure incurred on conferences and special programs over and above the expenditure estimated shall be reported to the Executive Council for its approval.
- 16.6 The Finance Secretary may keep cash in hand up to a 5000/-

- 16.7 The Finance Secretary shall deposit income receipt with the bank as early as possible, but in no case later than one week.
- 16.8 In the case of Branch Councils the powers of sanction and expenditure of the corresponding functionaries shall be limited to half the amounts mentioned in the above sections, subject to the approval of the Branch Council. Their responsibilities in respect of receipts and expenditure shall also be similar.
- 16.9 At the end of each financial year, the Treasurer of each Branch shall, with in a period of one month send a statement of receipts and expenditure to the Finance Secretary of the Association for incorporation in over-all statement of the funds of the Association.

Article 17: MANAGEMENT OF BRANCHES AND SUB-BRANCHES

With out prejudice to any of the foregoing provisions, the affairs of the branches and sub-branches shall be managed, as far as possible, on the. pattern of the Association, but where the constitution is found to be of on help, the General Body of the region or the division / district concerned may frame rules for management of its affairs,

Article 18: AMENDMENT OF THE CONSTITUTION

Amendment of the constitution may be made in accordance with the provisions of the Societies Registration Act, 1960.

Article 19:

The Constitution shall come in to force at once, except in respect of the clauses which will become operative after the conduct of the next election

Amendment of 2007

Of the constitution that is relating to membership fee, was revised in 2007 General Body Meeting in National Library Islamabad, the new membership rates are as under:-

4.8 MEMBERSHIP FEES

i. Regular Membership	Rs.250
ii. Student Membership	Rs.100
iii. Life Membership	Rs.5,000
iv. Retired Librarians	Rs.100
v. Donor Life Membership	Rs.15,000
vi. Institutional Membership	Rs.10,000

6.2 EXECUTIVE COUNCIL VICE PRESIDENT

- 1) An elected vice president
- 2) A co-opted vice president will be selected by PLA Head Quarter to any professional person, However the co-opted member should have service at Islamabad/Rawalpindi.

ASSISTANT SECRETARY GENERAL

- 1) An elected Assistant Secretary General
- 2) A co-opted Assistant Secretary General will be selected by PLA Head Quarter to any professional person, However the co-opted member should have service at Islamabad/Rawalpindi.

16.5 SANCTION OF EXPENDITURE

- iii) The Secretary General may incur expenditure up to limit of Rs.5,000/- in emergency, he may incur expenditure not exceeding Rs.10,000/- in both cases, the expenditure incurred shall invariably be reported to the Executive Council for approval at its next meeting.

16.6 The Finance Secretary may keep cash in hand up to a Rs.5,000/-

Amendments of 2009 dated 12 may 2009 made at Islamic University Auditorium, Faisal Mosque, Islamabad

(Life membership fee was reduced to 3000 from 5000 section 4.8 will be intact as under)

4.8 Minimum fee for different categories of membership, payable annually, except if the case of life membership and donor life membership, shall be as follows:-

i.	Regular Membership	Rs.250
ii.	Student Membership	Rs.100
iii.	Life Membership	Rs.5,000
iv.	Retired Librarians	Rs.100
v.	Donor Life Membership	Rs.15,000
vi.	Institutional Membership	Rs.10,000

(Following subsection 9.9 was added to section 9 namely Procedure of Election)

- 9.9 i) PLA Head Quarter would make the announcement of the election for the next two years strictly three months in advance of the termination of sealing period.
- ii) In case PLA Headquarter failed to make the announcement three months advanced before the completion of its 02 years in the office, the power of the PLA Headquarter automatically shift to Director General, Department of Libraries, Islamabad and to all the five Councils President i.e. Balochistan, NWFP (KPK), Punjab, Sindh and Federal Branch and it would be incumbent upon them who make the announcement of the fresh election within 90 days of holding the powers.