

Proposed Constitution clauses for amendments are worded in BLUE.
For easy reference they are as follows:

Article V: 2b) – rewording to facilitate electronic payments

Article VII: 11) – new clause proposed from 2017 AGM

Article VII: 12) – renumbering of clauses due to inclusion of new clause

Article VIII: 4) – new clause to reflect appointment of the Data Protection Officer for LAS

Article XIV: 4) – removal of gambling opium clause due to current irrelevancy

Article XIV:5) – renumbering of clause due to deletion of 4)

LAS Constitution

With effect from: ~~15 May 2019~~ 4 May 2019 (if proposals are passed)

Article I : Name

The name of the Association shall be the Library Association of Singapore
(Persatuan Perpustakaan Singapura)

Article II : Address

Its place of meeting and address shall be as follows, until further notice:

Library Association of Singapore
c/o National Library Board
100 Victoria Street #14-01 Singapore 188064

Article III : Objectives

The objectives of the Association shall be:

- 1) to unite and promote the interests of all persons engaged in library and information work or interested in libraries and information centres;
- 2) to promote the better administration and management of libraries and information centres;
- 3) to encourage the establishment, development and use of libraries and information centres in Singapore;

- 4) to promote professional education of persons engaged in library and information services;
- 5) to work towards the enhancement of the status and role of professionals in library and information services;
- 6) to encourage its members, through its programmes and publications, to increase their own professional capacities and performance;
- 7) to publish and disseminate such information and knowledge as will be of service to members;
- 8) to undertake such activities, including the holding of meetings and conferences, as are appropriate to the attainment of the above objectives.

Article IV : Branches and Sections

Such branches and sections shall be established as the Council may decide to be desirable.

Article V : Membership

1) Categories of membership

There shall be two categories of membership:

a) Personal membership

i) **Professional membership** shall be open to:

All persons with recognised professional degrees/post-graduate diplomas in library and information science or equivalent professional qualifications.

ii) **Associate membership** shall be open to:

- (a) persons with recognized para-professional diplomas/ certificates in library and information science or equivalent qualifications;
- (b) persons engaged in library and information services but do not hold professional degrees / post-graduate diplomas in library and information studies;
- (c) full-time students of library and information science courses.

iii) **Affiliate membership** shall be open to:

Persons interested in the objectives of the LAS and are not engaged in library and information services, and do not hold professional degrees/diplomas in library and information studies/science.

iv) **Professional life membership** shall be open to:

Persons who have been professional members for not less than five consecutive years and having paid up the current subscription have compounded by one payment all future subscriptions.

v) **Professional membership (non-working)** shall be open to:

Professional members who are no longer working.

b) **Institutional membership** shall be open to:

Organizations under the categories of membership listed below. Each institutional member shall nominate one staff member with professional qualifications to represent it at meetings and functions of the Association. Institutions without a professionally qualified librarian shall be represented by an appropriate nominated representative.

- i) Local and overseas libraries and information organizations
- ii) School libraries
- iii) Local and overseas non-libraries and information organizations.

2) Admission of Members

i) **Personal members:** Any person who is eligible under Article V (1)(a) may apply to Council for membership using the prescribed forms.

ii) **Institutional member:** Any library, corporate body, society or other institution eligible under the Article V(1)(b) may apply to Council for membership using the prescribed forms.

iii) **Honorary life membership** may be conferred on persons who have distinguished themselves in the development of libraries and librarianship in Singapore. Members may nominate suitable candidates for the Council to recommend to the AGM for approval.

- b) ~~No application shall be entertained unless accompanied by the prescribed form and fee, and duly signed.~~ No application shall be entertained unless accompanied by the fully completed prescribed form and the corresponding membership fee. (AGM2017)
- c) The Council may by simple majority admit or reject an application provided that no application shall be rejected unreasonably.

3) Registration of Members

- a) The Council shall maintain a Register of Members. Every person or body whose application for membership has under Article V (2) been accepted shall be entitled to be admitted and registered as a member.
- b) A receipt will be issued to each member on joining the Association and on renewal of membership. Voting slips shall be used to identify members eligible to vote at the Annual/Extraordinary General Meeting.

4) Nomination and Election

Only professional, honorary life members and professionally qualified representatives of local institutional members currently residing in the country shall be entitled to nominate candidates for election and vote on all issues at the Annual General Meeting/ Extraordinary General Meeting.

Article VI : Subscriptions

1. The rates of annual subscriptions shall be :-

a) Personal Membership:

i) Honorary	Free
ii) Life	\$3000
iii) Professional	\$100
iv) Professional (non-working)	\$30
v) Associate	\$50
vi) Affiliate	\$150

b) Institutional membership:

i) Libraries and information centre (except school libraries)	\$200
ii) School libraries	\$50
iii) Non-libraries	\$300

- 2) The rate of annual subscription can only be varied by an Annual or Extraordinary General Meeting of the members. Any obligatory subscriptions for particular purposes may only be raised from members with the consent of an Annual or Extraordinary General Meeting of the members.

- 3)
 - a) Annual subscriptions shall be due on 1st January each year and expires on the 31st December.
 - b) Notwithstanding, members who join the Association for the first time between 1 June and 31 October of the same year shall pay only 50% of the subscription fee for the particular category applicable to the member. New members who join between 1 November and 31 December shall pay full subscription fee for membership up to 31 December of the following year. This concession is not valid for subscription renewal or lapsed membership application.
 - c) Payment may be made in cash, cheque, through bank order, GIRO or via secured online payment systems.

- 4) Any member shall be ineligible to nominate and vote or to stand for election if he fails to pay his subscription before the Annual General Meeting.

- 5) If any member shall fail to pay his subscription by the 31st May each year, he shall be deemed to have ceased to be a member.

Article VII : Council

- 1) The Council shall be the governing and executive body of the Association and shall consist of the following members who shall assume office at the Annual General Meeting:

A President

An Immediate Past President

A Vice-President

An Hon Secretary

An Assistant Hon Secretary

An Hon Treasurer

Five Ordinary Council Members

- a) The Council shall have the power to co-opt up to 3 additional members.
 - b) The post of the Immediate Past President shall be left vacant if the President of the preceding Council is re-elected to office.
- 2) Only professional, professional life and honorary life members may stand for election to the Council. All office-bearers shall be Singapore citizens or Permanent Residents of Singapore.
 - 3) The election of Council shall be by postal ballot. Nomination forms shall be sent out to the professional members and local libraries, which are institutional members seven weeks before the date of the Annual General Meeting. Nominations, duly proposed and seconded by fully paid-up professional and institutional members, shall be in the hands of the Hon Secretary not later than five weeks before the date of the Annual General Meeting. All nomination envelopes shall be opened by the Hon Secretary at the Council Meeting following the closing date of the nomination. The Hon Secretary shall distribute ballot papers not later than three weeks before the Annual General Meeting.
 - 4) If no nomination is received for any post before the closing date then the professional and institutional members present at the Annual General Meeting shall nominate and elect any professional member to fill the post in question. Elections shall be by secret ballot.
 - 5) Members of the Council shall hold office for a two-year term. All office-bearers, except the Hon Treasurer, shall be eligible for re-election.
 - 6) In the event of a vacancy in the Council arising, the Council shall be empowered to fill the vacancy.

- 7) A Council meeting shall be held at least four times a year after seven days' notice to Council members. The President may call a Council meeting at any time by giving five days' notice. The quorum during all Council meetings shall be seven.
- 8) The Council shall have the power to draw up by-laws and amend them from time to time provided they do not conflict with the existing Constitution.
- 9) The Council shall have the power to set up Committees, Sections and Groups as and when necessary for any specific purpose.
- 10) The Council has the power to authorize the expenditure of a sum not exceeding \$1,000 per month from the Association's funds for the Association's ordinary expenses. Where necessary, Council may authorise not more than \$20,000 for special expenditures to be itemized in the Treasurer's / Auditors report. For expenditure items above \$10,000 but below \$20,000 Council is to conduct a call for quotation exercise in order to obtain the best value.
- 11) The LAS AGM recognises the need to allow for flexibility in its fund management. As such, it resolves to empower the LAS Council to make decisions in the choice of banks to deposit with as it deems fit up to the amount of money already lodged in existing LAS fixed deposit accounts. (AGM 2017)
- 12) The Council shall have the power to affiliate the Association with outside bodies. [Point 11 to be revised as point 12]

Article VIII : Duties of office-bearers

- 1) The President shall act as Chairman at all general and Council meetings. The President or a Council member nominated by the Council shall represent the Association in its dealings with outside persons or organisations and the Press.
- 2) The Vice-President shall act as chairman in the absence of the President and shall also deputise for the President whenever necessary.
- 3) The Hon Secretary shall keep all records, except financial, of the Council and shall be responsible for their correctness. He shall keep minutes of all

general and Council meetings and conduct the correspondence of the Association, except those pertaining to the financial and membership matters.

- 4) The Assistant Hon Secretary shall keep all membership records and shall be responsible for their correctness. He shall conduct the correspondence pertaining to membership of the Association. He shall assist the Secretary in the preparations for the AGM and cover his duties in his absence. The Assistant Hon Secretary will also serve as LAS' officially appointed Data Protection Officer. [NEW PROPOSED AMENDMENT for AGM 2019]
- 5) The Hon Treasurer shall keep all funds, collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. The Hon Treasurer shall not keep more than \$250.00 in the form of cash, and money in excess of this shall be deposited in a bank, to be named by the Council. He shall transfer sums of credit from the Secured Online Payment System to the stipulated bank account when it has reached the value whereby no further fees would be incurred by the Association for doing so. He shall send a notice of subscriptions due to members within one month of their falling due. He shall submit to the Annual General Meeting, a certified statement of the Association's accounts. Cheques, etc., for withdrawal from the bank in which the Association's funds are deposited shall be signed by the President or Hon Secretary in addition to the Hon Treasurer.

Article IX : General Meetings

- 1) There shall be at least 4 ordinary meetings in each year.
- 2) An Annual General Meeting shall be held not later than the last day of May each year.
- 3) An Extraordinary General Meeting shall be convened at the request, in writing of a quarter or 50 members, whichever is less, of the total membership of the Association.
- 4) The quorum during the Annual General Meeting and the Extraordinary General Meeting shall be a quarter or 50 members, whichever is less, of the total voting membership of the Association. In the event of there being no

quorum during the proceeding, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed and should the members then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.

- 5) At least two weeks' notice shall be given of Annual General Meeting and at least seven days' notice of any other General Meeting.
- 6) The Annual General Meeting shall:
 - a) receive any Annual Report and a certified statement of the previous year's accounts
 - b) elect office-bearers and Council members for the following year
 - c) consider any other item on the agenda of which notice in writing has been given to the Hon Secretary by a member at least three weeks before the meeting is due to be held.

Article X : Appointment of Patron

The Council shall have the power to appoint a Patron who shall hold office for such a period as the Council shall decide.

Article XI : Auditors

A person not being a member of the Council will be appointed as the Hon Internal Auditor at the Annual General Meeting. The Hon Internal Auditor will hold office for a two-year term and may not be re-appointed for a consecutive term. The final account should be audited by a firm of accountants appointed at the Annual General Meeting. He will be required to audit each year's account not later than 31 March and present a report on them to the Annual General Meeting. He may be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Council.

Article XII : Financial Year

The Financial year shall be 1 January to 31 December each year.

Article XIII : Amendments to the Constitution

- 1) Amendments to the Constitution shall be made at the Annual General and the Extraordinary General Meeting and shall not come into force without the prior sanction of the Registrar of Societies.
- 2) The proposed amendments to the Constitution shall be made in writing to the Hon Secretary at least one month before the Annual/Extraordinary General Meeting and shall be circulated to members at least two weeks before the Annual/Extraordinary General Meeting.
- 3) Amendments to the Constitution must be approved by a two-third majority of those present who are eligible to vote at the time of voting.

Article XIV : Prohibitions

- 1) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.
- 2) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, committee, or members.
- 3) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- ~~4) Gambling or any kind such as the playing of "pakow" or "mahjong" whether for stakes or not are forbidden on the Association's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.~~

[Proposed to REMOVE Article XIV; point 4 completely - NEW PROPOSED AMENDMENT for AGM 2019]

- 5) The Association shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in the Trade Union Act, Chapter 129. **[Re-number point 5 to be point 4 after removal of point 4]**

Article XV : Dissolution

- 1) The Association shall not be dissolved, except with the consent of not less than two thirds of the members of the Association expressed, either in person or by proxy at an Extraordinary General Meeting convened for the purpose, or by postal vote.

- 2) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds shall be disposed of as decided by an Extraordinary General Meeting.
- 3) Notice of dissolution shall be given within 14 days to the Registrar of Societies.

Article XVI : Liaison with the Persatuan Perpustakaan Malaysia

- 1) There shall be a Joint Liaison Council of the Library Association of Singapore and Persatuan Perpustakaan Malaysia consisting of all Council members of both Associations.
- 2) This Joint Liaison Council shall hold a meeting as and when required.
- 3) The Chairman and the Secretary for each meeting shall be alternately from each host country.
- 4) The place and date of meeting shall be as agreed by the Joint Liaison Council.
- 5) The Joint Liaison Council may set up Joint Committees as and when necessary for any specific purposes.

LAS BY-LAWS FOR THE COUNCIL

With effect from : 15 Jul 2009

1. The Council shall be the governing and executive body of the Association and shall consist of the following members who shall assume at the Annual General Meeting:

- A President
- Immediate Past President
- A Vice-President
- An Hon Secretary
- An Hon Treasurer
- An Assistant Hon Secretary
- Five ordinary Council Members
- All Chairs of Sections

The Council shall have the power to co-opt up to 3 additional members.

2. The President shall act as Chairman at all Council meetings. In the absence of the President, the Vice-President shall act as Chairman.
3. Council meetings shall be held at least 4 times a year. At least seven days' notice of such meetings shall be given to Council members.
4. Meetings of the Council may be called by the President and special meetings of the Council may be convened at the request of 4 members of the Council. The Hon Secretary shall within 3 days of receiving such a request summon a special meeting, which shall be fixed for not less than 7 days and not more than 14 days after the date of the summons.
5. The quorum at all Council meetings shall be 7. When a vote has to be taken, decisions of the Council shall be by majority vote of those present. The Chairman shall have a right to vote and if on any question those present are equally divided, the Chairman shall also have a casting vote.
6. The Chairman at any meeting of the Council may, with the consent of the meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than business left unfinished at the adjourned meeting. No notice need be given of an adjourned meeting unless it be so directed in the resolution for adjournment.
7. In the event of a vacancy in the Council arising, the Council shall be empowered to fill the vacancy.

8. A member of the Council may at any time give notice in writing to the Council of his wish to resign and on the acceptance of his resignation by the Council, but not before, his office shall be vacant.
9. A member of the Council shall not continue to hold office if
 - a. he ceased to be a member of the Association
 - b. he be absent from the meetings of the Council for 3 consecutive meetings.
10. Non-members of the Council may be invited by the Council to attend for a particular purpose any meeting of the Council, but the invitation must be confirmed by the Council before any other business may be taken.
11. The Hon Secretary shall take minutes of the Council meetings. The Hon Secretary shall circulate the minutes of the Council meetings within one month after each meeting.
12. The Hon Secretary shall keep all records, except financial, of the Council and shall be responsible for their correctness. He shall keep minutes of all general and Council meetings and conduct the correspondence of the Association except those pertaining to financial and membership matters.
13. The Assistant Hon Secretary shall keep all membership records and shall be responsible for their correctness. He shall conduct the correspondence pertaining to membership of the Association. He shall assist the Secretary in the preparations for the AGM and cover his duties in his absence (on leave etc.) The Assistant Hon Secretary shall also serve as the Association's Data Protection Officer, ensuring that the Association is aligned to all manner of matters pertaining to the safeguard of personal data as prescribed under the Personal Data Protection Act (2012).
14. The Hon Treasurer shall keep all funds, collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. The Hon Treasurer shall not keep more than \$250.00 in the form of cash, and money in access of this shall be deposited in a bank to be named by the Council. He shall send a notice of subscriptions due to members within one month of their falling due. He shall submit to the Annual General Meeting, certified statement of the Association's accounts. Cheques, etc for withdrawal from the bank in which the Association's funds are deposited shall be signed by the President or Hon Secretary in addition to the Hon Treasurer.
15. Relevant publications and journals shall be kept at a suitable location as decided by Council.