

# LISSASPAC STATUTES



**CONSTITUTION AND BYE-LAWS  
OF  
LIBRARY AND INFORMATION SCIENCE SOCIETY FOR ASIA AND THE  
PACIFIC (LISSASPAC)**

**ARTICLE - 1: NAME AND DOMICILE**

- 1.1 The name of the Society is “**Library and Information Science Society for Asia and the Pacific**” (LISSASPAC).
- 1.2 The acronym by which the Society is known as “**LISSASPAC**”.
- 1.3 The registered office of the Society shall be situated at, Central Library, SRM University, Kattankulathur, Kancheepuram District, Tamil Nadu-603203, India.

**ARTICLE 2: OBJECTIVES OF THE SOCIETY**

The objectives are those stated in the Memorandum of the Association and any other objectives that may be added to them from time to time.

**ARTICLE 3: NAME OF THE PERSON OR OFFICER, IF ANY, AUTHORISED TO SUE OR TO BE SUED ON BEHALF OF THE SOCIETY**

The Secretary General of the Society for the time being in office and where there is a vacancy in the office, any other office bearer of the Society nominated to perform the duties of the Secretary General.

**ARTICLE – 4: FINANCIAL YEAR**

The financial year of the Society is 1<sup>st</sup> April to 31 March in each year.

**ARTICLE – 5: MEMBERSHIPS**

- 5.1 The minimum eligibility to be become a member of LISSASPAC shall be Doctoral degree in Library and Information Science or its equivalent [Except Nepal, Cambodia and other countries where doctoral courses are not available. However, in such cases, the member should be a faculty in Library and Information Sciences.]
- 5.2 Only the existing members including the founding and initiating members shall recommend the new members.
- 5.3 International / National Society or Association of Librarians and Library and Information centers, whose purposes are in accordance with those of the Society, may be admitted as Society Members.
- 5.4 The members have to pay the prescribed fees to the Society as fixed from time to time and Membership is not transferable.

## **ARTICLE – 6: MEMBERSHIP FEES AND FINANCES**

- 6.1 Every Member must pay life / annual membership fee in accordance with a schedule of fees determined by the Executive Committee from time to time.
- 6.2 A Member who has been suspended shall not be allowed to exercise any rights or to receive any of the Society's services, unless the Executive Committee makes an exception.
- 6.3 The Society may accept donations in monetary or other form for aims that do not conflict with the purposes and values of the Society.
- 6.4 The income or assets of the Society shall not be distributed to, or applied to the benefit of, any private person or non-charitable organization other than:
  - 6.4.1 As payment of reasonable compensation for services rendered, including reimbursement of costs incurred;
  - 6.4.2 As payment of the fair market value of property or goods purchased by the Society.

## **ARTICLE – 7: TERMINATION OF MEMBERSHIP; SUSPENSION OF RIGHTS**

- 7.1 Membership to the Society may be terminated by decease, dissolution, resignation, termination, exclusion or expulsion.
- 7.2 A Member may resign at any time by giving written notice to the Secretary – General. However, the resignation shall be taken into effect at the end of the financial year, unless or otherwise determined by the Executive Committee.
- 7.3 Membership may however be terminated with immediate effect, if the Member in question can no longer reasonably be required to remain in membership.
- 7.4 The Executive Committee may exclude a Member with reasonable grounds such as:
  - 7.4.1 If the Member in question fails to meet and comply with its obligations in respect of the Society; or
  - 7.4.2 If the Society cannot reasonably be required to allow the membership in question to continue.
- 7.5 A Member who has been expelled by decision of the Executive Committee shall receive a notice in writing from the Secretary -General, specifying the grounds upon which the decision was made.

- 7.6 The Member may appeal against the expulsion. Any such appeal shall be made to the Secretary-General within 30 days of receiving the notice of expulsion. The Secretary-General shall convey the appeal to the Disciplinary Committee. The decision by the Disciplinary committee shall be the final.
- 7.7 At intervals of no less than three years, the Executive Committee shall appoint a Disciplinary Committee from among the Members of the Society who are not by themselves members of the Executive Committee, to hear appeals against expulsion of Members. The Executive Committee shall determine Rules of Procedure for the composition and functioning of the Disciplinary Committee.
- 7.8 A Member who has resigned or been excluded or expelled shall be liable to pay any dues in which resignation, exclusion or expulsion takes place, unless the Executive Committee determines otherwise.

#### **ARTICLE–8: EXECUTIVE COMMITTEE**

- 8.1 The Executive Committee shall consist of 7 members including the President, Co President, Secretary-General, Treasurer and 3 Executive Committee members.
- 8.2 The President must have served as President-elect of the previous term of the Executive Committee. The President shall serve **Three** years.
- 8.3 The President-elect shall be elected by the Members by postal and/or electronic ballot in accordance with the rules and regulations of the Society. The candidate that receives the highest number of votes shall be elected as President-elect.
- 8.4 In the event of a casual vacancy for the office of President-elect, the Treasurer shall temporarily assume the duties of the President-elect. A vacancy shall be declared by the Executive Committee for the post of President-elect and a postal or electronic ballot shall be held.
- 8.5 The President-elect shall succeed the President at the expiry of the President's term, or in the case of a casual vacancy for the office of President.
- 8.6 The term of the Executive Committee shall be **three** years, commencing at the conclusion of the General Body that follows the election of the President-elect and ending at the conclusion of the General Body that follows the next elections.

- 8.7 The members of the Executive Committee shall observe the code of ethics determined by the Executive Committee and in particular, declare any conflicts of interest and abstain from consideration of any matters in which they have an interest.
- 8.8 The Executive Committee is allowed to suspend or dismiss any member of the Executive Committee if that member has acted in contrary to the rules and regulations of the Society.

## **ARTICLE –9: POWERS OF THE EXECUTIVE COMMITTEE**

- 9.1 The Executive Committee is responsible for the governance of the Society. The Executive Committee represents the Society in legal and other formal proceedings.
- 9.2 The Executive Committee shall undertake the activities and enterprises that are necessary to pursue the purposes of the Society. It has authority to resolve to enter into agreements to purchase, dispose of or encumber registered property or to enter into agreements.
- 9.3 The Executive Committee shall:
- 9.3.1 Approve the Rules of Procedure, to provide for the detailed operation of the Society which shall not contradict the by-laws
  - 9.3.2 Designate the categories of officers of the Society;
  - 9.3.3 Determine strategic priorities for the Society;
  - 9.3.4 Adopt an annual budget for the Society and appoint the auditor for the Society's financial report;
  - 9.3.5 Admit, exclude and expel Members of the Society;
  - 9.3.6 Appoint the Secretary General.
  - 9.3.7 The authority to represent the Society in other formal proceedings, except legal proceedings shall also belong to the President and the Treasurer acting jointly.
  - 9.3.8 The President and the Treasurer acting jointly may authorize the Secretary-General to initiate pursue or conclude legal or other formal proceedings. Such authorization shall be in writing and shall be revoked in writing.
- 9.4 In matters other than legal and other formal proceedings the President shall act as the chief representative of the Society and provide it with professional leadership.

- 9.5 In matters other than legal and other formal proceedings, the Society can additionally be represented by the President-elect, the Secretary General and, as appropriate, any other member of the Executive Committee ; or by any other Member who has received due authorization to represent the Society.
- 9.6 The Executive Committee members shall not accept liability, personal or on behalf of the Society, incur costs, nor enter into a settlement in relation to the Action without prior consent of the Executive Committee.
- 9.7 The Executive Committee will determine the manner of conducting a defence to a claim or action in consultation with the Executive Committee member.
- 9.8 The Executive Committee shall be authorized to enter into contracts and execute the same on behalf of the Society.
- 9.9 The Executive Committee may delegate the negotiation and signing of such contracts to the Secretary- General.
- 9.10 The Executive Committee may delegate some of its powers to one or several of its members or to the Secretary - General. Such persons shall report to the Executive Committee. The powers delegated remain vested in the Executive Committee and the delegation may be revoked by it at any time.
- 9.11 All powers and functions that are not assigned to others by these Bye-Laws remain with the General Body.

## **ARTICLE – 10: GENERAL BODY MEEETING**

- 10.1 The General body meeting of the Society shall be convened annually within six months from the end of the financial year.
- 10.2 The following matters shall be decided only in General Body meeting, among others:
- 10.2.1 To determine the purposes and values of the Society;
  - 10.2.2 To approve and amend the rules and regulations of the Society;
  - 10.2.3 To determine the conditions of membership;
  - 10.2.4 To receive and approve the annual financial report and accounts.
  - 10.2.5 To perform any other function within the guidelines /framework of the Society

10.3 The Executive Committee may convene an Extraordinary General Body meeting with 14 days notice to decide upon matters of urgent and extreme importance, on which decisions can't be delayed until the next ordinary General Body.

#### **ARTICLE – 11: CONVENING OF GENERAL BODY MEETINGS**

- 11.1 The date and place of any General Body shall be determined by the Executive Committee.
- 11.2 Notices, together with the agenda, shall be sent by the Secretary-General at least one month prior to the date of the meeting to all Members.
- 11.3 The Executive Committee shall submit for approval to the annual General Body the accounts for the previous financial year, which shall have been audited by a Certified Chartered Accountant.
- 11.4 The Executive Committee shall submit the annual report of the Society of the previous financial year.
- 11.5 If the Members wish to propose any professional issue for inclusion in the agenda must send it to Secretary-General at least 14 days before the date of the meeting.
- 11.6 The business of the meeting shall normally be limited to those items listed in the agenda. Additional items may be included at the discretion of the President or other person who is acting as the Chair of the meeting.

#### **ARTICLE–12: PROCEDURES FOR CONDUCTING THE GENERAL BODY MEETING**

- 12.1 The President of the Society shall Chair the General Body meeting. In the absence of the President, the President-elect shall chair the General Body meeting.
- 12.2 One third of members shall be present or be represented at the General Body to constitute a quorum. If a quorum is not present at a General Body, the announced business maybe transacted subject to gaining a two-thirds majority of those present.
- 12.3 The Chair's determination of the result of a vote is binding.
- 12.4 The Secretary General shall ensure that a record of the business and decisions will be taken at the meeting and presented for approval to the next General Body.

### **ARTICLE–13: VOTING IN THE GENERAL BODY MEETING**

- 13.1 Each Member shall exercise only one vote either in the General Body meeting or through postal or electronic ballots.
- 13.2 Votes in General Body shall be cast in accordance with the provisions in the rules and regulations.
- 13.3 The Executive Committee may hold postal or electronic ballots in accordance with the provisions as per the rules and regulations of the society.
- 13.4 The outcome of such ballot shall be reported to the Members by post or electronic means not later than at the next General Body. The General Body will take the outcome of such ballot in consideration, when voting on the subject of the ballot.
- 13.5 If a motion receives an equality of votes for or against the motion, the chair of the General Body shall have the deciding vote.

### **ARTICLE – 14: AMENDMENTS OF BYE-LAWS**

- 14.1 The Bye-Laws may be amended by the Association in a duly constituted meeting of the General Body or Special Meeting. No amendment shall take effect unless approved by majority of the members present and voting in the meeting. It shall also be notified to the Registrar of Societies immediately.
- 14.2 Any other matter, not specifically stated herein, the provisions of the various sections of the Tamil Nadu Societies Registration Act, 1975 and the rules framed there under shall apply.

### **ARTICLE – 15: INCONSISTENCIES & INVALIDITY**

- 15.1 In the event of any inconsistencies or conflict between the Bye-Laws and Tamil Nadu Societies Registration Act, 1975 and the rules framed there under and the Bye-Laws be so amended as to remove such inconsistencies or conflicts.
- 15.2 In the event any one or more of the Clauses of the Bye-Laws shall, for any reason, be held to be invalid, illegal or unenforceable, the remaining Clauses of the Bye-Laws shall be unaffected and the invalid,



illegal or unenforceable Clause(s) shall be replaced by a valid, legal and enforceable clause as per the Tamil Nadu Societies Registration Act, 1975 and rules framed there under.

#### **ARTICLE – 16: DISSOLUTION AND SETTLEMENT**

16.1 The Association may, by special resolution, determine that it shall be dissolved and there upon it shall stand dissolved forthwith. The Association shall stand dissolved as per the procedures laid down in under applicable law.

16.2 If upon dissolution and after satisfaction of all the debts and liabilities of the Association, assets, if any, remaining in its name shall not be distributed to the members but shall be passed on to another registered body, having the same or similar objectives, as may be determined by the Association.

#### **CERTIFICATION**

These bylaws were approved through the ratification process of the members by a two thirds majority vote on 15 March, 2017.

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Dr P. Rajendran  
Secretary General

Date 16 March, 2017