

Rules of the Sri Lanka Library Association (SLLA)

These Rules were adopted at the 61st Annual General Meeting of the Sri Lanka Library Association (SLLA), held on 15th October 2021 via ZOOM, in accordance to the Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004 and Sri Lanka Library Association (Incorporation) Law No.20 of 1974.

ZOOM Link: https://tiikm.zoom.us/j/81271270954?tk=9d5j9Oz0WuZhHzGwa8o0KSeUpWLOM-_4hGSaukbdKKU.DQMAAAS7CUuKhZub2s2Q3BFZFNVU21hcEpabkNNTkd3AA

1.0 Mission: The Association is an independent, national, non-governmental, not-for-profit organization.

1.1 Purpose: The purposes of the Association shall be: to support, protect and maintain the status, interests, and welfare of the profession of Librarianship and Information Science for the advancement of the study and practice of Library, Documentation and Information Services and related subjects; to organize, develop and regularize the study and teaching of Library Science, Documentation and Information Science.

1.2 In order to fulfill these purposes, the Association shall undertake such activities and enterprises and establish such units, which its governing body (Council) shall determine.

1.3 Goals: Goals are specified in the Strategic Plan of the SLLA (See Annexure 1.)

1.4 By Laws/Regulations/ Procedures: By Laws, regulations and Procedures should be adopted by the Council.

2.0 Membership:

2.1 The Association shall be made up of corporate members and non-corporate members.

2.1.1. “A person desiring to become a member shall submit duly filled application for membership that can be obtained from the SLLA Head Office, to the General Secretary. The General Secretary shall verify the particulars stated therein and if satisfied as to the eligibility of the applicant to be enrolled and admitted as a member of the SLLA shall place such application together with his/her report before the SLLA Executive Committee (ExCo). The Executive Committee by the vote of a majority of those members present at such meeting shall have power to recommend or reject such application for membership. Applicants who have been recommended by the ExCo and approved by the Council can become non-corporate members of the SLLA by remitting the membership fee on receipt of a letter from the General Secretary. The Council shall decide the qualifications necessary to become a non-corporate member.”

2.1.2 The non-corporate membership may be awarded to any person who has passed the 'Higher Diploma in Library and Information Science' of the Sri Lanka Library Association; an equivalent examination accepted by the SLLA or a higher qualification from a recognized Institution

2.1.3 The non-corporate members shall have no voting rights.

2.2 The Corporate members shall consist of Associates and Fellows who shall have voting rights;

2.2.1. Associate Membership: Associate membership may be awarded to non-corporate members of the SLLA and who have completed five years of full-time service in the field of library and information services.

2.2.2 Fellowship: any person who is an Associate Member of the SLLA can apply for a Fellowship after completing five (5) years of professional practice approved by the Council and by having fulfilled the Fellowship criteria adopted by the SLLA. The applicant should provide documentary evidence of the professional achievements mentioned in the selection criteria.

2.2.3 Life Membership

2.2.3.1 Life membership Criterion

Category 1. SLLA Senior members who have been active participants of the Association, prior to the SLLA Act No. 20 of 1974 was enacted, irrespective of their qualifications and the membership category will be eligible for Life Membership without a Membership Fee.

Category 2. SLLA Senior Members with 20 years of continuous membership after obtaining the SLLA Associateship will be eligible for Life Membership without a Membership Fee.

Category 3. SLLA members having 10 years of continuous Corporate Membership could apply for Life Membership.

Those who failed to pay the membership for the final two years period of the required period, will be given the opportunity to pay the arrears.

Membership Fee: The membership fee will be defined by the Council (This could be paid in two equal installments within six months. But Life Membership will be granted only after the completion of the payment).

2.2.4 Membership Fees: Council may decide from time to time the membership fees and inform the members on time.

2.2.5 Arrears: A Member whose membership fees are in arrears as specified by the Council shall not be entitled to exercise any of its rights or to receive any of the Association's services, unless the Council decides otherwise.

2.2.6. New membership categories: Student membership and Institutional membership to be added, which are in the non-corporate category. These are non-upgradable to corporate membership (See Annexure 2)

2.3 Titles: Every active corporate member of the Association shall be entitled to use the title "Chartered Librarian". A Fellow shall also be entitled to use the initials "FLA (Sri Lanka)" and an Associate the initials "ALA (Sri Lanka)"

2.3.1 The General Secretary shall announce the list of Chartered Librarians before the second Friday of May in each year.

2.3.2 Those members who have paid the annual membership fee and the Associateship/ Fellowship fee determined by the Council, before the 31st March in each year will be eligible to use the title Chartered Librarian/FLA (Sri Lanka)/ALA (Sri Lanka). (Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004- section 14)

2.4 Rights and Obligations:

2.4.1 Privileges of Members: shall include the right to participate in and benefit from the activities of the Association, subject to the provisions of these Rules and the SLLA Act

2.4.2 Membership of the Association shall constitute an agreement to:

- (a) be bound by the terms of the Act and the Rules of the Association,
- (b) pay such membership and other fees as determined in accordance with these Rules, and decided by the Council,
- (c) actively contribute to the objectives of the Association.

2.5 Resignation/Withdrawal of Membership: Any Member may resign/withdraw membership at any time by giving written notice to the General Secretary. A Member shall forfeit all privileges to any part of the assets of the Association in the event of such a resignation/withdrawal.

2.6 Disqualification of membership: The Council may decide to disqualify a Member, according to the section 12 of the Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004 or if the member fails to pay the annual fees. Council will adopt the criteria for disqualification by failing to pay the membership fees. A Member whose membership fees are in arrears as specified by the Council shall not be entitled to exercise any of its rights or to receive any of the Association's services, unless the Council decides otherwise.

2.6.1. The Council may decide to disqualify a member, if found violating the Code of Professional Conduct and Ethics of the SLLA, after a disciplinary inquiry.

3.0 Council: The Members with voting rights shall elect the Council as accorded by the Section 5 of Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004 and Sri Lanka Library Association (Incorporation) Law No.20 of 1974. These members elected at the AGM or Special General Meeting and two members of the Association elected by the Council at the first meeting- of the Council immediately following the Annual General Meeting shall constitute the Council, which is the governing body of the Association.

3.1. “Election of Officers to the Council: The corporate members of Association who have voting rights will elect the Officers who are corporate members of the SLLA to the Council. (Section 3 of Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004)”.

3.1.1. The General Secretary shall prepare a register of corporate members by the 10th April each year.

3.1.2. Nominations: The Council shall appoint an Election Committee consisting of any three corporate members of the Association. In the event of any member thereof seeking election, the Council shall nominate another member in his/her place.

3.1.2.1 Within one week of the announcement of the Annual General Meeting, the Secretary of the Election Committee shall request, in writing, to Corporate members of the SLLA, to send in nominations for the following posts:

- The President-Elect;
- The Vice President;
- The General Secretary;
- The Assistant General Secretary;
- The Treasurer;
- The Education officer;
- The Assistant Education Officer
- The publication Officer;
- The Information and Public Relations Officer.

3.1.2.2. Nominations for the President-Elect shall be called once in two years or annually if circumstances make it necessary.

3.1.2.3. One person can hold the same post only for two consecutive years.

3.1.2.4. Nominations must be submitted using the form “N” issued by the SLLA Secretariat. Nominations shall be submitted by the announced closing date. No nominations shall be accepted after the closing date.

3.1.2.5. Only nominations signed by two corporate members shall be accepted. Nominators shall ensure that their candidate is willing to accept the nomination.

3.1.2.6. The Election Committee shall carefully scrutinize all nomination papers and if satisfied to the eligibility of the candidates to stand for election and the eligibility of the proposer and seconder to vote, shall cause a list of candidates to be made for each post.

3.1.3 Voting: Voting for the election of Officers and members of the Council shall be by secret ballot. The SLLA Secretariat shall prepare ballot papers under the supervision of the election committee by listing the names of the candidates in alphabetical order of family name, or preferred name, of the candidate in each category.

3.1.3.1 A Presiding Officer shall be elected by the corporate members present at the AGM for the purpose of conducting the elections and he/she may obtain the assistance of any member or corporate members of the meeting; except, the candidates, to conduct the elections.

3.1.3.2 The Presiding Officer shall distribute or cause to be distributed the ballot papers among the corporate members present and eligible to vote and whose names appear on the list of voters.

3.1.3.3 Before each ballot paper is issued the Officer issuing it shall cause the stamp or the seal of the Association to be placed on it.

3.1.3.4 Every voter shall clearly mark a cross against the name of the candidate of his/her choice out of the names appearing on the ballot paper relating to the particular office and shall cast such ballot paper in the ballot box especially provided for the purpose.

3.1.3.5 The Presiding Officer shall after all the votes have been cast, sort out the ballot papers according to the names of the candidates indicated by the crosses and shall count the votes received by each candidate in the presence of the candidate/s or their agents. The candidate who has received the highest number of votes shall then be declared elected by the Presiding Officer. The Presiding Officer shall grant a recount of the votes if demanded by a candidate or his/her or their agents.

3.1.3.6 In the event of two candidates receiving an equal number of votes, the Presiding Officer shall repeat the election procedure as given above.

3.1.3.7 The declaration of the result of the election or elections by the Presiding Officer shall be final.

3.2 Vacation of membership of the Council: The membership of the Council or any of the Committees shall be terminated on any one of the following grounds:

3.2.1. if the member is expelled from membership of the Association under the Section 10.2 of the Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004,

3.2.2. if he/she absents himself/herself from meetings of the Council for more than three consecutive meetings without prior notice/consent of the Council or without a valid reason,

3.2.3. if he/she resigns from membership of the Council provided however that such resignation becomes effective only after it has been accepted by the Council.

3.3 Suspension Of Members Of The Council:

3.3.1. The Council may by a resolution passed by a simple majority of those members present and voting, suspend a member from membership of the Council according to Section 10.2 of the Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004. A member so suspended shall be informed in writing of such suspension within two weeks from the date that such resolution was adopted,

3.3.2. A member so suspended may appeal against such suspension to a General Meeting and it shall be lawful for a General Meeting by resolution of a two-third majority of those present and voting to affirm or reverse the decision of the Council or to expel such member from membership of the Association.

3.4 Filling Of Vacancies In The Council

3.4.1. If any member, except the President of the Council vacates, the Council will nominate any corporate member of the Association to fill such vacancy.

3.5. Frequency of meetings: The Council shall meet within two months after the AGM and shall hold not less than 6 meetings every year. The meetings of the Council shall be held at any place as determined by the Council. Meetings of the Council shall be called by the General Secretary in consultation with the President or on a written requisition by any five members of the Council.

3.5.1 The quorum for a meeting of the Council shall be nine.

3.6 Chair: The President who shall act as the chief representative of the Association and provide it with professional leadership of the Association shall chair meetings of Council. In the absence of the President, the President-elect shall take the chair. In the absence of both the President and the President-elect, the Vice President or another member of the Council shall take the chair.

3.6.1 Term of office: The President shall serve for a term consisting of 2 years as President-elect, followed by 2 years as President. The President shall serve for only one term as President.

3.6.2 In the event of a casual vacancy in the office of President, the serving President-elect shall immediately act as President and shall complete the current term of office of President, and then continue to complete the term of office for which he or she was elected. In the event of a casual vacancy for the office of President-elect, the Vice President shall temporarily assume the duties of the President-elect and complete the term of the President- Elect.

3.6.3 In the event of the President not continuing for a second year, President-Elect shall automatically assume the post of President for the next two years.

3.7 General Secretary

3.7.1. The General secretary of the Association shall be the Secretary of the Council, and the Executive Committee and of the General Meetings of the Association.

3.7.2. The General Secretary shall keep a record of all proceedings of the Council, Executive Committee and of General Meetings and shall draft reports and conduct correspondence under the direction of the President and shall have the custody of the Common Seal and of all books, papers and other property belonging to the Association and shall act under the general direction of the Council and of the Executive Committee.

3.7.3. The office of the SLLA shall be under the purview of the General Secretary and the general administration and management of the office will be under the General Secretary.

3.8. Decisions of the Council shall be carried by a simple majority of the votes cast. In the event of an equality of votes for and against a proposal, the Chair of the meeting shall have a deciding vote.

3.9 . Plan of Action of President: A Plan of Action should be presented at the induction in accordance with the Strategic Plan of the SLLA. Details to be stated in procedures

4.0 Executive Committee (ExCo): The Members with voting rights accorded by the Section 7 of Sri Lanka Library Association (Incorporation) (Amendment) Act, No. 7 of 2004 and Sri Lanka Library Association (Incorporation) Law No.20 of 1974 and two corporate members of the Association elected by the Council at the first meeting⁷ of the Council immediately following the Annual General Meeting shall constitute the Executive Committee

4.1 The Executive Committee shall meet not less than 6 times every year. The meetings of the Executive Committee shall be held at any place as determined by the Council.

4.1.1 Meetings of the Executive Committee shall be called by the General Secretary in consultation with the President or on a written requisition by any five members of the Executive Committee,

4.1.2 A simple majority of the members of the Executive Committee shall constitute a quorum,

4.1.3 Decisions of the ExCo shall be carried by a simple majority of the votes cast. In the event of an equality of votes for and against a proposal, the Chair of the meeting shall have a deciding vote.

4.1.4 All minutes of the Executive Committee shall be circulated among the members of the Council.

5.0 Education Committee: There shall be an Education Committee to ensure coordination of the work of all the units responsible for education and training programmes within the Association.

5.1 Membership: The Education Committee shall consist of the Education Officer, elected at the AGM who will act as the Chair, the Assistant Education Officer, who will act as the Secretary, the co-coordinators of each education programme, the President-elect, and two members of the Council, elected by the Council from among SLLA corporate members. The Committee should not have more than 9 members.

5.1.1 The members elected by the Council shall hold office until the next Annual General Meeting.

5.1.2 A simple majority of the members of the Education Committee shall constitute a quorum.

5.1.3 Decisions of the Education Committee shall be carried by a simple majority of the votes cast. In the event of an equality of votes for and against a proposal, the Chair of the meeting shall have a deciding vote.

6.0: Professional Groups/Other Committees/ Regional Sections.: In addition to the regular Committees, the Council shall establish Professional Groups/Other Committees/ Regional Sections whose purpose shall be to promote and coordinate the professional work in broad categories representing aspects of the interests of the Association. Selection of convenors will be completed at the 1st Council meeting with the majority decision of Council members.

6.1 The Council shall decide the number, names and terms of reference of these Professional Groups/Other Committees/ Regional Sections.

The membership is given an opportunity to submit nominations for the posts of Convenors of Committees, Groups, and Regional Sections. These nominations should be proposed and seconded and forward to the General Secretary of the year of concern, on the day of the AGM. A mechanism should be devised to collect such nominations.

The term of the Office Bearers of the SLLA to be two years.

The whole Council after being elected, will operate for 2 consecutive years.

6.1.1 Each Committee shall have a Coordinator who will be responsible to develop the programme of the Committee and to ensure its execution.

6.1.2 The Committees may recommend to the Council for approval of programmes for activities of the Association. The management of these activities shall be in accordance with the provisions of the SLLA Act.

6.1.3 The Council may discontinue a Committee if deemed necessary.

6.1.4. Special Interest Groups: Create Special Interest Groups (See Annexure 3)

6.2. Letters bearing the SLLA Logo to be signed by either the President or the General Secretary of the SLLA for Professional Groups/Other Committees/ Regional Sections.

6.2.1. Education Officer and Assistant Education Officer can sign the letters regarding any Educational Activity on SLLA Logo, counter signed by the President or General Secretary.

6.3. Strategic Plan Directions: The Strategic Plan of the SLLA is a continuous process and its new phases should be implemented in planned time frames.

7.0 Annual General Meeting: The Annual General Meeting shall be held on the last week of the month of June each year.

7.1 The Annual General Meeting shall be announced at least six weeks in advance by publication of a notice in the press.

7.2 Every member entitled to attend and vote at the Annual General Meeting shall be given notice in writing of such meeting at least three weeks prior to the date of the meeting.

7.3 Every such member shall be sent a copy of the Annual Statement of Accounts, the Auditor's Report, the Annual Report of the Association and the minutes of the last Annual General Meeting, at least one week prior to the meeting.

7.4 Unless one third of the total members are present at the Annual General Meeting within fifteen minutes after the time appointed for the meeting, the meeting shall stand adjourned for a fortnight to be held at the hour, place and date the Council may determine. On the date to which the meeting was adjourned, the meeting shall proceed with business notwithstanding that there may be less than one third members present.

7.5 The Annual General Meeting shall receive and consider:

- The Annual Report of the Association
- Annual Statement of Accounts and Balance Sheet The Auditor's Report
- By a vote of the majority of members present pass, with or without amendments or reject, resolutions, proposals or suggestions by members. The Council shall examine on the resolutions that should be placed at the AGM. Members who wish

to place any resolutions, proposals or suggestions before the Annual General Meeting shall give notice to the General Secretary at least two weeks prior to the date of the meeting and shall submit the full text of such resolutions, proposals or suggestions. Only resolutions signed by two corporate members shall be accepted.

- Amend or adopt with amendments the minutes of the last Annual General Meeting,
- Accept, amend or reject by a vote of two-third majority of the members present and voting amendments to the Act of Incorporation recommended by the Council. If accepted it shall authorize the Council to proceed with getting such amendments approved by Parliament.

7.6. General Meetings

7.6.1. Every General Meeting will be held at any place as the Council shall determine.

7.6.2. The quorum for General Meeting shall be not less than one third of the total Number of members.

7.6.3. (a) At every General Meeting all questions except the election of office bearers shall be determined by a majority vote of the personal members present and voting and such voting shall be by a show of hands.

(b) In case of equality of votes either on a show of hands or on a count, the President shall have a casting vote in addition to his/her own vote as a member, except in the election of the Office- bearers.

7.6.4. (a) At any General Meeting, unless a count on any resolution thereof be asked by the President or be demanded by at least ten members present, immediately on the declaration by the President that a resolution is carried or lost, irrespective of whether the number of votes for and against the resolution is announced or not, shall be conclusive and an entry to the effect in the minutes of the proceedings of the meeting shall be sufficient evidence of the fact so declared.

(b) If a count is demanded, it shall be taken in such a manner as the President of the meeting directs and such count shall be deemed final.

(c) No objection shall be made to the validity of any vote at a meeting except at the meeting at which such a vote is tendered and every vote not disallowed at such meeting shall be deemed valid. The President of the meeting shall be the sole and absolute judge of the validity of every vote tendered at the meeting.

8.0. Extraordinary General meeting:

8.1 The Council shall have the power to convene an extraordinary general meeting of the membership to decide upon matters of urgent and extreme importance and on which decision should not be delayed until the next Annual General Meeting.

or

8.2. Upon receiving a written request, from the members, signed on behalf of at least one-fourth of the Members, the Council shall convene an extraordinary general meeting of membership. Such a meeting shall be held not later than 3 months after the date on which the request is received by the Secretariat.

8.3. The General Secretary shall send convening notices to all active Members entitled to attend, together with the agenda and the purpose/s of the meeting at least 14 days prior to the meeting.

8.4. No decision at such a meeting shall be adopted unless it is approved by a two-thirds majority vote of the corporate members of the Association, present at the meeting.

9.0 Financial Matters

9.1. Financial Provisions

9.1.1. The financial year of the association shall commence on the 1st day of April and end on the 31st day or last day of March of the following year.

9.1.2. The funds of the Association shall be deposited and maintained in a bank as determined by the Council in the name of the Association.

9.1.3. No funds of the Association shall be invested in any private institution or undertaking.

9.2. Treasurer: The Treasurer shall be the Chief Financial Officer of the Association and shall discharge the following functions under the direction of the Council and the Executive Committee.

9.2.1. Keep and maintain proper accounts of the Association in such a manner and form as the Executive Committee may direct.

9.2.2. Receive all monies paid to the Association and deposit such monies in the bank to the credit of the Association within 07 working days of receipt of such money.

9.2.3. Make all payments authorized by the Executive Committee.

9.2.4. Prepare for the consideration of the Council the annual financial estimate for the current year, on the advice of the Executive Committee within two months from the date of the last Annual General Meeting.

9.2.5. Prepare and submit to the Council and Executive Committee monthly, quarterly and annual statements of accounts of all receipts and payments of money and other assets and liabilities.

9.2.6. The Treasurer should inform the Council of the SLLA in advance of his/her leave of absence for a longer duration for it to take the necessary steps in planning finances / funds for any required operations of the SLLA.

9.3. Payments

9.3.1. All payments shall be recommended by the Executive Committee for the approval by the Council. The amount should be decided by the Council

9.3.2. All cheques of the Association shall be signed by the Treasurer as first signatory and President or by the Treasurer as first signatory and President – Elect/Vice President subject to conditions and limitations as the Council may determine.

9.3.3. All payments shall be made according to the procedure approved by the Executive Committee.

9.4. Payment Procedure

9.4.1. The Officer-in –Charge of the preparation vouchers will be personally held responsible for his/her actions and for making any loss by his/her negligence, fault or fraud. He/she will be responsible to the certifying officer.

9.4.2. The voucher should be prepared with care and clarity and the necessary certificates, reports, statements, orders, Goods Received Notes, etc., obtained and attached to the voucher or filled for record.

9.4.3. The voucher should be prepared with due authority, with accuracy and completeness in every aspect.

9.4.4. The officers authorized to check vouchers shall exercise a real and effective check of all aspects of the payments and be responsible to the certifying officer for the accuracy and the legality of the payment and ensure:

9.4.4.1. that supply, work or service and the payment thereon has been duly authorized and approved by the proper authorities that the supply, work or services has been actually made, executed or rendered and brought on charge in the appropriate books of accounts. That the necessary certificates, statements, reports, orders etc., are attached to the vouchers or reference thereto is quoted in the face of the voucher.

9.4.4.2. that the expenditure is correctly and properly charged to the appropriate account.

9.4.4.3. that the rates, scales, amount arithmetical accuracy in calculation of payment.

9.4.4.4. that the officers duly authorized to make payments on certified vouchers will be responsible to the certifying officer in the following respects and ensure

that every voucher accepted for payment has been duly certified by the certifying officer.

9.4.4.4.1. That any facts within his/her special knowledge are duly taken into account before payment is made.

9.4.4.4.2. That a proper receipt is obtained for every payment made that the identity of the Payee established.

9.4.4.4.3. That only the net amount paid in the face of the voucher is paid and the fact of payment noted on voucher by means of paid stamp.

9.4.4.4.4. That the procedure laid down regarding the writing and mailing of cheques is followed.

9.4.4.5. Petty Cash: The total petty cash imprest will be decided by the Council. When the cash in hand reach to Rs.10,000/-, it should be top up.

9.5 Accounts of the Association

9.5.1. The accounts of the association shall be audited annually by an Audit firm appointed by the membership at the Annual General Meeting.

9.5.2. No person shall be appointed Auditor who:

- (a) is an Officer of the Association
- (b) who is not qualified for appointment as Auditor under the provision of subsection 7 of Section 130 of the Companies Act.

9.5.3. The Auditor/s of the Association shall have the right of access to all records, books, ledgers, registers, accounts, vouchers of the Association, and shall be entitled to require from the Council and officers of the Association, such information and explanations as may be necessary for the performance of the duties of the Auditor and he shall certify every balance sheet signing and placing the seal of the Company on such balance sheet and shall make a full report on the finances and accounting for tabling at the Annual General Meeting.

9.5.3.1. Auditors, should be appointed for 3 consecutive years. However same Auditors can be appointed after the lapse of another three years under the following conditions

- Their term to be limited to 3 years.
- Auditing company should be a member of the Institute of Chartered Accountants of Sri Lanka holding a certificate to practice issued by the Institute.

9.5.4. The account books, minutes and the reports of the Association except those declared confidential by the Council, shall be open for inspection by any member at any reasonable time at the office of the Association by prior appointment.

9.6 Reserve Fund

9.6.1. The Council may out of the funds of the Association set apart such sums from time to time as in the opinion of the Council are necessary or expedient to be expended at the discretion of the Council to meet claims or liabilities of the Association or to be used for any other purpose, as a Reserve Fund and such funds shall be maintained as a separate account with the bankers of the Association.

9.6.2. Any payment out of such a fund must have the prior approval of the Council.

9.7 Travelling Expenses, Subsistence etc.

9.7.1. The Council may determine the quantum and the mode of payment for travelling, lodging and subsistence expenses to members of the Council, Lecturers, Center Coordinators, or any of the Committees, or for the Education Programme for attending meetings provided, however, such members reside outside a radius of ten 16 kilo meters from the venue of such meetings

9.7.2. The Council may also determine the quantum and the mode of payment of expenses to any member of the Association, any employee or any member of the public in connection with traveling, undertaken or done for purpose of or in connection with the work of the Association.

9.7.3. The rate of such payment or reimbursement shall however, not exceed that of the Government of Sri Lanka.

9.8 Management of Property

9.8.1 All the immovable property purchased, donated bequeathed or derived in any other way shall vest in the Association and no such property shall be leased, mortgaged, sold or disposed of in any other way without the approval of the Council.

9.8.2 Every transaction under Rule 26 (1) shall be reported to the Annual General Meeting to its information.

10.0 Liability of Officers and Members

10.1 No officer or member of the Association shall be personally liable for any action or loss or damage to person or property as a result of such action taken under the provisions of the Act and Rules and Regulations for the time being in force and in the name of and on behalf of the Association in the discharge of his/her lawful duties and functions provided, however, there was no fraud, gross negligence or malice involved.

11.0 Common Seal

11.1 The seal of the Association shall be affixed to deeds and documents by the Secretary (with the authority of the Executive Committee previously obtained) in the presence of the President and President – Elect or Vice President or such other Officer or member authorized by the Council and such officers shall attest of affixing thereof in their presence.

12.0 Amendments to the Rules:

12.1 Proposals for amendment: Council shall make proposals to amend these Rules, either on its own initiative or on the Proposal of corporate members, or

12.1.1 By a resolution decided by a simple majority of the votes cast at the AGM.

Annexures

Annexure -1

Goals of SLLA based on the goals specified in the Strategic Plan

1. Strive for Organizational Excellence
 - i. To improve the structure and functional effectiveness of SLLA
 - ii. To improve office facilities while adhering to quality management practices
 - iii. To improve financial stability of SLLA
 - iv. To improve communication with members and get them continuously involved
2. Improve access to information and facilitate knowledge creation
 - i. To understand the fast changing scenario of ICT and its impact on the information storage, information searching, information dissemination and guide the country, library authorities and librarians to meet the new situation
 - ii. To identify and remove the barriers and obstructions for access to information
 - iii. To promote, expand and modernize all libraries and library services
 - iv. To empower the users through information literacy and digital literacy programmes
3. Organize well planned advocacy programme
 - i. To raise the awareness of problems, difficulties and challenges of the LIS field among legislators, officials and other influential sectors of the society
 - ii. To identify challenges, problems and weaknesses of different LIS sectors and possible solutions for the problems
 - iii. To develop a quality advocacy mechanism at national , provincial and LIS sector levels
 - iv. To improve links with relevant institutes, politicians, officials and other influential sectors
4. Assist LIS sector to achieve their strategic directions and to overcome challenges
 - i. To identify the strategic directions of all LIS sectors in Sri Lanka
 - ii. To assist the respective library authorities to achieve the targets
 - iii. To improve all LIS sectors and develop strong links with all stakeholders
 - iv. To improve prestige, image and status of SLLA through the projects
5. Improve the CPD and other educational programmes
 - i. To take an informed decisions on the future of the DIPLIS programme
 - ii. To improve the quality of DIPLIS programme
 - iii. To develop a high quality, dynamic CPD programme and assist the other LIS Educational organizations
 - iv. To promote local LIS publications and launch an effective programme to translate KEY LIS literature into Sinhala and Tamil
6. Expand membership
 - i. To identify the reasons for the poor demand for SLLA membership among those eligible and rectify the problems
 - ii. To launch a programme to enroll the eligible members
 - iii. To explore the possibility of expand the categories of membership
 - iv. To increase the value and attraction of SLLA membership

7. Strengthen the mechanism to address grievances of members and their career development
 - i. To establish a special mechanism or strengthen the present mechanism to effectively deal with the grievances of members
 - ii. To establish a special mechanism for career development of the SLLA members
 - iii. To improve SLLA office practices and encourage SLLA professional groups to be more sensitive towards members grievances
 - iv. To make SLLA more member friendly organization
8. Forge cooperation among major national & international stakeholders
 - i. To develop close rapport with all institutions, organizations of the LIS field and related disciplines
 - ii. To strengthen links with government ministries, provincial councils and other authorities who deals with libraries and related matters
 - iii. To assist the major LIS organizations to develop common agendas in critical areas such as digitization, library automation, Information Literacy, Human resource development, Advocacy, legislation
9. To forge close link s with UNESCO, IFLA, IASL and other international and regional library and related forums

Annexure 2

Introduction of new membership categories to SLLA

1. Student Membership

Some Library Associations with Student Membership

- Canadian LA
- Ireland LA
- Jamaican LA
- Kenya LA
- Malta LA
- Slovenian LA
- Swedish LA

Advantages of having student members

- Provide opportunity for students to familiarize with SLLA and its activities
- Young energy and their enthusiasm can be harnessed for the benefit of the SLLA
- Improve the interaction with the students community which will be beneficial for both parties
- The membership fee of the students will be an additional income for SLLA
- This can be a training ground for future leadership of SLLA which is a benefit for the SLLA
- Positive effects to the SLLA DIPLIS programme

The responsibilities come with the Student Membership

- Provide attractive benefit for student members – Free Newsletter, Free SLLR, Special rates to attend NACLIS, Encourage to have their own e-newsletter, Free seminar per year, provide opportunities for volunteer work - etc.
- Introduce special provision to the SLLA Rules to limit their role in the SLLA – Cannot hold any offices of the SLLA, only 2 representatives can attend the AGM etc.

2. Institutional Membership

Some Library Associations with Institutional Membership

- Canadian LA
- Fiji LA
- Ireland LA
- Jamaican LA
- Norwegian LA
- Swedish LA

Advantages of having Institutional Members

- Provide opportunities to develop a close relationship with the institutions closely associated to the LIS field
- SLLA will be benefitted from the expertise of the related fields; e.g. Publishing, Bookselling, ICT, Science & Technology, Archival Administration, National and Provincial Library administration, Education and Higher Education, Vocational Training
- SLLA will have the opportunity to become a much more stronger forum with the extended institutional membership from the above influential sectors
- Other benefits to the SLLA and LIS field through the liaison with these institutions including training, fund raising, launching joint projects, stronger advocacy, special benefits (discounts etc.) for SLLA members etc.
- The membership fee will help the improve the financial stability of SLLA

The responsibilities come with the Institutional Membership

- Provide attractive benefit for institution members – Free Newsletter, promote the services of the institution among the librarians, encourage the SLLA members to patronize the institutions, Free SLLR, Special rates to attend NACLIS, - etc.
- Introduce special provision to the SLLA Rules to limit their role in the SLLA – Cannot hold any offices of the SLLA, only 1 representative from each institution can attend the AGM etc.

Annexure 3

Creating Special Interest Groups for SLLA

In the SLLA Strategic Plan, under the 6.1 Organization Excellence, there is a recommendation to form Special Interest Groups. The rationale for the recommendation is that under the Professional Group system of the SLLA, the entire spectrum of the library and information field in the country has not been covered. At present the Professional Groups cover Academic, School, National, Public, Provincial, Special and Government libraries only.

As a result a number of important areas and subjects such as Cataloguing, Bibliography, Knowledge Management, Indigenous Knowledge, Library Buildings, Library Architecture, Information Literacy, Library services for special groups (elderly, house bound, Institutionalize, differently able people etc.), Rare books, CPD programmes, Using new technologies, Disaster management plus a large number of other fields have not received adequate or any attention from the SLLA.

Therefore in order to rectify the situation to certain extent, it is advisable to create Special Interest Groups at SLLA, as recommended by the Strategic Plan. The Strategic Plan recommended that SLLA Council should issue basic guidelines on Special Interest Groups. The Guidelines usually identify the basic criteria for the project with adequate safety measures. There are Special Interest Groups in IFLA and also in a number of Library Associations in other countries.