

இ ஒன் පුත්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகர் சங்கம் SRI LANKA LIBRARY ASSOCIATION

Rules of the Sri Lanka Library Association (SLLA)

These Rules were adopted at the 54th Annual General Meeting of the Sri Lanka Library Association (SLLA), held on 20th June 2014 at Sri Lanka Foundation, as amended at the Extraordinary General Meeting of the SLLA on 12th October 2013 at Information Technology Institute 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.

- **1.0 Mission:** The Association is an independent, national, non-governmental, not-for-profit organization.
 - 1.1 The purposes of the Association shall be: to organize, develop and regularize the study and teaching of Library Science, Documentation and Information Science, 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.
 - 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.

2.0 Membership:

- **2.1** The Association shall be made up of corporate members and non corporate members.
 - **2.1.1** Librarians and information professionals concerned with the delivery of information services and whose purposes are in accordance with those of the Association, may be accepted as non corporate Members. 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 Diploma of the Sri Lanka Library Association; an equivalent examination accepted by the SLLA or a higher qualification.
 - **2.1.3** The non-corporate members (persons not eligible to be corporate members) shall have no voting rights.



ශී ලංකා පුත්තකාල ගංගමය ලුලි භූණයා ලුලභූණ හයිසර් SRI LANKA LIBRARY ASSOCIATION

- **2.2** The Corporate members shall consist of Associates and Fellows who shall have voting rights;
 - 2.2.1 Associates: Associate membership may be awarded to any person who has passed the Diploma in Library and Information Science of the Sri Lanka Library Association; an equivalent examination accepted by the SLLA or a higher qualification and who is a non corporate member of the SLLA and who has completed five years of full time service in the field of library and information services, of which at least two years of service should be of supervised service after completing the above mentioned examinations.
 - **2.2.2 Fellows:** 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 criteria adopted by the Council. The applicant should provide documentary evidence of the professional achievements mentioned in the selection criteria.
 - 2.2.3 Application Procedure: A person who has the requisite qualifications to become an Associate or Fellow shall make an application on the prescribed form together with photocopies and certificates in proof of qualifications to the General Secretary of the Association. On receipt of such application, the General Secretary shall verify the qualifications stated therein and shall submit such application to the ExCo and the ExCo may forward them to the Fellowship Board/ the Associateship Committee as the case may be. The ExCo shall, after consideration of the recommendations of the Fellowship Board/ the Associateship Committee, as the case may be, have the power to recommend to the Council either to grant or reject or postpone such award and the decision of the Council shall be final and conclusive.

2.2.4 Life Membership

2.2.4.1 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 year period of the required period, will be given the opportunity to pay the arrears.



இ ஒன் පුත්තකාල ගංගමය ஸ்ரீ ஸ்ங்கா நூல்கர் சங்கம் SRI LANKA LIBRARY ASSOCIATION

Membership Fee: Rs. 10,000.00. (This could be paid in two equal installments within six months. But Life Membership will be granted only after the completion of the payment).

- **2.2.5 Membership Fees:** Council may decide from time to time the membership fees and inform the members on time.
- 2.2.6 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.
- **2.3 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:** Any Member may resign at any time by giving written notice to the General Secretary. A Member shall forfeit all rights to any part of the assets of the Association in the event of their resignation
- 2.6 Disqualification of membership: The Council may decide to disqualify a Member, according to the section 10 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.



இ ஒன் පුත්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகச் சங்கம் SRI LANKA LIBRARY ASSOCIATION

- 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 has voting rights will elect the Officers 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, every member who is eligible to vote, 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.



இ ஒ-ை පුත්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகர் சங்கம் SRI LANKA LIBRARY ASSOCIATION

- **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.



இ ஒன் පුත්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகர் சங்கம் SRI LANKA LIBRARY ASSOCIATION

- **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



ශී ලංකා පුන්තකාල ගංගමය ලුලි භූජාත සුළහසර ජන්සර් SRI LANKA LIBRARY ASSOCIATION

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.
- 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 meeting 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.



இ ஒன் ஜன்னை வூலை ஸ்ரீ ஸ்ங்கா நூல்கர் சங்கம் SRI LANKA LIBRARY ASSOCIATION

- **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 Other Committees/ Groups/ Regional Sections:** The Council shall establish other Committees/ Groups/ Regional Sections whose purpose shall be to promote and coordinate the professional work in broad categories representing aspects of the interests of the Association.
 - 6.1 The Council shall decide the number, names and terms of reference of these Committees/ Groups/ Regional Sections.
 - **6.1.1** Each Committee shall have a Coordinater 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.



இ ஒன் පුත්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகர் சங்கம் SRI LANKA LIBRARY ASSOCIATION

- **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.
 - Viless 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



இ ஒ-ை පුත්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகச் சங்கம் SRI LANKA LIBRARY ASSOCIATION

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.
- **8.2**. Upon receiving a written request, 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 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.



ශී ලංකා පුත්තකාල ගංගමය ලබ් භාවිතා ලබාගුණේ පවසර SRI LANKA LIBRARY ASSOCIATION

- **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 Executive Committee 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 Executive Committee quarterly and annual statements of accounts of all receipts and payments of money and other assets and liabilities.

9.3. Payments

- **9.3.1.** All cash payments exceeding rupees two thousand and five hundred (Rs.2500/-) shall be approved by the Executive Committee.
- **9.3.2.** All cheques of the Association shall be signed by the President and the Treasurer or by the President Elect/Vice President and the Ttreasurer subject to conditions and limitations as the Council may determine.
- **9.3.3.** The Treasurer shall not retain any sum in excess of Rupees two thousand and five hundred (Rs 2500/=) in cash at any time.
- **9.3.4.** 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.



இ ஒன் පුත්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகச் சங்கம் SRI LANKA LIBRARY ASSOCIATION

- **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.
 - **9.4.4.3.** 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.** That the procedure laid down regarding the writing and mailing of cheques is followed.

9.5 Accounts of the Association

- **9.5.1.** The accounts of the association shall be audited annually by an Auditor or Auditors 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



இ ஒன் පුන්තකාල ගංගමය ஸ்ரீ ஸங்கா நூலகர் சங்கம் SRI LANKA LIBRARY ASSOCIATION

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.

9.5.4. 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 or any of the Committees for attending meetings of the Council or of Committees provided, however, such members reside outside a radius of ten miles 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 if 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



ශී ලංකා පුන්තකාල ගංගමය ලුලි භූජාත සුළහසර සේසර් SRI LANKA LIBRARY ASSOCIATION

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.

Rules of the Sri Lanka Library Association (SLLA)	