



Assam College Librarians' Association

Estd. 1973

Regd. No. 164 (1977-78)

CONSTITUTION

1. Name: The name of this organisation shall be Assam College Librarians' Association, and henceforth It will be known as "Assam College Librarians' Association" and abbreviated as "ACLA"

2. Address of the main office of the society: The working place of the General Secretary of ACLA will be the address of the Association.

3. Area of operation: Area of operation of the Association shall be the State of Assam.

4. Objective: The aims and objectives of the Association shall be

a) To strive for and contribute towards the all-round development of the Library Services for the spread of education within the state of Assam;

b) To adopt such means as may be necessary for the development of healthy academic, social and cultural life in the state of Assam;

c) To promote national integration;

d) To safeguard the interest of the members of the Association and improve the service condition and status;

e) To render necessary help to the distressed members of the Association and their families;

f) To promote the study and formulate principles for the expansion of education through library service in the state by holding seminars, publishing bulletins and journals for the purpose;

g) To enhance ideas and information among the readers with the book world;

h) To take such steps as may be necessary for the furtherance of the objectives of the Association;

i) To maintain and keep the Association away from the political interference

5. (i) Members:

a. Librarians of provincialised Colleges of Assam with requisite UGC qualification and enjoying UGC scale of pay shall be the member of ACLA.

b. Each member is required to apply for members in a prescribed form with an enrolment fee of Rs 500/- (one time) and an annual subscription of Rs 2000/-. (Every financial year) to the association. (Enrolment fee and annual Subscription are subject to change from time to time)

ii. A member ceases to be a member of the Association unless he/she pays the annual subscription within the period as prescribed by the executive committee. Such defaulting members shall be eligible to renew his/ her membership by paying a fine of Rs. 50.00 and the annual subscription along with the arrears.

Section 5(i)a & 5(i)b & 5(ii) were amended after the resolutions of the executive meeting duly placed and passed in the General Body Meeting held at Tinsukia Commerce College.

5 A. Associate Members:

i. Library professional staff holding professional qualifications working in any institution/ organization/ association (including colleges of different categories) may opt for Associate membership of ACLA. Their membership will be granted on receipt of individual requests in the prescribed form with the necessary fee.

ii. Associate members are entitled to avail all privileges/ facilities as of Members except (a) holding the post of office bearers in the Executive Committee; and (b) casting of vote for the election to the Executive Committee.

Section 5A (i) & 5A(ii) were duly placed and included after the resolutions of the executive meeting and later passed in the General Body Meeting held at Tinsukia Commerce College, 2018.

6. Fund of the Association shall be generated from

- a. Enrolment fee;
- b. Annual subscription
- c. Donation and grant;
- d. By selling ACLA publications etc.

7. General Body Meeting:

i. The General Body Meeting of the Association shall be held once in every calendar year preferably at the Annual Meet and Biennial Conference of the Association. However, the date and venue shall be fixed by the Executive Committee. The calendar year means 1st January to 31st December.

ii. The General Body shall be the only body with the power to discuss, decide and take action on any matter relating to the interest of the Association, duly placed before it by the executive committee or by any member delegated with due permission of the President.

iii. The Executive Committee is empowered to hold the Emergent General Body Meeting with a minimum of 15 days notification prior to the date of such meeting.

iv. Emergent General Body Meeting may be requisitioned by a minimum of one-third valid members. Executive Committee will fix a date of convening such Emergent General Body meeting with a minimum of 15 days notification prior to the date of such a meeting.

8. Quorum of the General Body Meeting: Quorum of the General Body Meeting shall be formed with the presence of one-third of valid members of the Association.

Section 8 was amended after the resolutions taken in the executive meeting duly placed & passed in the General Body Meeting held at JDSG College, Bokakhat. October 27 – 29, 2022.



9. Election procedure of the Executive Committee: Members present in the General Body Meeting will elect the Office Bearers and other members of the Executive Committee of ACLA in the delegate session (Subject Committee Meeting) in every alternate year.

10. Short description of the executive committee

A) There shall be an executive committee consisting of the following Office Bearers and Members.

i. President – 1 (one)

ii. Working President-1 (one)

iii. Vice Presidents – 4 (four)

one each from affiliating universities of the state

iv. General Secretary – 1 (one)

v. Assistant General Secretary – 4 (four)

one each from affiliating universities of the state

vi. Organizing Secretary – 1 (one)

vii. Publicity secretary – 1 (one)

viii. Treasurer – 1 (one)

ix. Members – 9 (7 elected 2 co-opted)

x. Advisor -1 (one)

The outgoing President shall be the advisor

xi. Outgoing General secretary will remain as an ex-officio member of the Executive Committee

B) The President shall be elected/selected from the senior members of the Association.

Section 10A(ii),10A(x), 10A(xi) & 10(B) were amended after the resolutions taken in the executive Committee meeting and duly placed & passed in the General Body Meeting held at Tinsukia Commerce College, 2018.

C) The Executive Committee shall execute the decision of the General Body Meeting.

D) The Executive Committee shall sanction expenditures for the Association.

E) The General Secretary is allowed to keep cash in hand of Rs 5000/ or as may be fixed by the Executive Committee from time to time for meeting day-to-day expenditure or in consultation with the President.

E) The Executive Committee shall take such other means and steps for the furtherance of the aims, objects, general policy and discipline of the association.

G) When the Executive Committee feels that any emergent decision is to be taken on any issue which otherwise falls within the powers of General Body, the meeting of which is not due immediately, the Executive Committee shall call an Emergent General Body Meeting and decision of such meeting shall be deemed to be the decision of General Body Meeting.

H) The Executive Committee shall fill-up the vacancy of the Office Bearers in the Executive Committee; if occurs; by nominating members from the General Body.

11) **Term of the executive body:** The term of the Executive Committee will be for two years. So, the conference and General Body meeting shall be held before the expiry of the two-year term. In exceptional cases, the term may be extended by 3 months (Maximum two times) by a resolution of the general body meeting. In extraordinary conditions the term of Executive Committee can be extended up to one year by the General Body but, not beyond that. At the end of all the provisions of extension, if General Body meeting is not called by the General Secretary, the Executive Committee will get dissolved by itself. At this juncture prior to the expiry of the Executive Committee, the President as the constitutional head, will **form a convenors committee to hold the General Body Meeting**. In this situation, the Secretary and Treasurer must surrender all the records and accounts of ACLA to the convener's committee for completion of the undone works of the General Meeting and to form a new Executive Committee

12) **Constitution of the Executive Committee:** At the Delegate Session of every alternate year of General Body Meeting; the Executive Body shall tender their resignation and a new Executive Committee will be formed. Although **There shall be no bar to any Office Bearers or Executive Committee members of being re-elected** the same General Secretary may be elected for second consecutive term only. However, he/she may be elected later barring being elected for a third consecutive term.

Section 12 amended in General Body Meeting Tinsukia, 2018

13) **Procedure of the meeting of the executive Body:**

- i. The General Secretary shall convene the meeting of the Executive Body at least once in three months.
- ii. The President shall have the power to convene a meeting of the Executive Body; if the General Secretary fails to do so as desired by the President under extra-ordinary circumstances.
- iii. The President, or one of the Vice-President or in their absence; one senior member duly proposed shall preside over the Executive Committee meeting.

14). **Quorum of the executive body: One-third members shall form the quorum of the Executive Committee.**

Section 14 was amended in the General Body Meeting, JDSG College, Bokakhat, held during October 27-29, 2022.

15) **Expulsion of the Undesirable members:** A member who goes against the Rules and Regulations of the organization shall be duly notified about the consequence of such deeds, after thorough discussion in the Executive Committee meeting and if the member is found guilty, necessary proceedings may be drawn to expel the person from the organization by a resolution of the General Body Meeting.

Section 15 was amended in the General Body Meeting, JDSG College, Bokakhat, held during October 27-29, 2022.

16) i). **Auditors:** It is necessary to appoint two internal auditors by the executive Committee who are general members of ACLA but, not an executive member to Conduct the internal audit and generate the internal audit report at the end of every financial year. The audit report produced by the internal auditors would be placed in the next executive meeting for its approval. On approval of the audit report in Executive Committee meeting it would be placed for CA audit which is necessary for all official purposes.

Section 16(i) was amended in the General Body Meeting, JDSG College, Bokakhat, held during October 27-29, 2022.

ii. Accounts: The fund of the Association shall be deposited to a scheduled bank and be jointly operated by the Treasurer and the General Secretary. Expenditure shall be made in accordance with the rules framed by the Executive Committee.

Rule 1. Treasurer is the custodian of the fund and all accounts and he/she will personally be responsible for any misuse of the ACLA fund. He/she will maintain all accounts i.e. Ledger book, receipts and payments register, cashbook etc.

Rule 2. The general secretary will have the power to spend maximum of Rs. 5,000 (Rs. Five thousand) only without prior written permission of the president at a time and must maintain a petty cash account in a petty cash book. On approval of petty expenditure in the Executive Committee meeting, he/she can draw another 5000/.

Rule 3. The President will have the power to approve/ Sanction a Maximum of Rs. 20,000 (Rs. Twenty thousand) only without approval of the executive body. But, he/she has to report the same in the immediate next Executive Committee meeting to get it approved.

Rule 4. Beyond Rs. 20,000/= (Rs. Twenty thousand) all expenditures must be made with prior permission of the Executive Committee.

Rule 5. The treasurer and general secretary will ask the executive committee for the appointment of an internal auditor on or before the end of every financial year. Internal audit should be completed within one month of every financial year.

Rule 6. All audit reports must be complete with Receipt and Payment accounts, Audit reports, and Balance sheets including assets and liability reports.

The Treasurer shall maintain accounts of the Association including receipts and expenditures and shall be jointly responsible with the General Secretary for accounts.

The General Secretary shall submit a report of the achievement, audited accounts and statements of assets and liabilities at the next General Body Meeting after approval of the same by the Executive Committee. The Assistant General Secretary in all matters as entrusted by the Executive Committee will assist the General Secretary.

Section 16(ii) Rule 1 to Rule 6 included in the General Body Meeting held at JDSG College, Bokakhat during October 27-29, 2023.

17) Legal Procedure: According to the provision laid down in section 6 of the Societies Registration Act, 1860; the Association may sue or may be sued in the name of the President or the General Secretary of the Association.

18) Dissolution: If necessary; the Association may be dissolved and properties remain after dissolution may be handed over according to the provisions laid down in the sections 13 and 14 of the Societies, Registration Act XXI of 1960.



19) Biennial Conference: ACLA Biennial Conference will be held in every alternate year. The proposal from the willing college may be considered for the venue of the conference. Otherwise, the GB/EC may fix the venue and date of the conference.

20). Annual Meet: ACLA Annual Meet will be held every year. The proposal from the willing college may be considered for the venue of the Annual Meet. Otherwise, the GB/EC may fix the venue and date of the conference.

21). There shall be the provision of amendments in the rules and regulations of the Constitution as may be deemed necessary from time to time.

N.B.: Necessary amendments of the ACLA constitution have been carried by a sub-committee formed by the Executive Committee consisting of i) Dr. Sadananda Nath, Librarian, Tinsukia Commerce College, ii) Mr. Anujay Saikia, Librarian, Guwahati College and iii) Dr. Kishore Sarma, Librarian, D.K.Girls' College, Mirza. The sub-committee accumulated different resolutions of the Executive Committee relating to the amendments of the ACLA constitution and presented them in the form of a report in the General Body Meeting held at JDSG College, Bokakhat during October 27 – 29, 2022. The amendments of rules of the ACLA constitution placed by the committee were duly approved by the General Body at JDSG College, Bokakhat.



(Dr. Dhrubajit Das)

President,

Assam College Librarians' Association (ACLA)