

**TANZANIA LIBRARY
AND INFORMATION
ASSOCIATION**



CONSTITUTION

2005

CONTENTS

Article 1:	Name and Interpretation	4
Article II:	Objectives	6
Article III:	Functions	7
Article IV:	Membership	8
Article V:	Organisation and Management	13
Article VI:	Duties of the Governing Council	19
Article VII:	Committees	20
Article VIII:	Elections	22
Article IX:	Funds and Properties	23
Article X:	Publications, Research and Development	25
Article XI:	Code of Ethics	26
Article XII:	Rules Regulations	26
Article XIII:	Amendment to the Constitution	28

Article 1: NAME AND INTERPRETATION

1. Name

The Association shall be known as the Tanzania Library and Information Association, designated by the acronym “TLA”

2. Interpretation

In this constitution, unless the context requires so:

“Association” means the Tanzania Library and Information Association mentioned under article 1.

“Constitution” means this constitution of the Tanzania Library and Information Association.

“Governing Council” means the duly elected Council of the Association for the time being, to manage the affairs of the Association.

“Member” means individuals or corporations stipulated under article IV of this constitution.

Executive Committee: means the body formed under article VC of this constitution.

“Regulations” means regulations of the constitution made under article XII of this constitution.

“Code of Ethics” means the code made under article XI of this constitution.

In this constitution words importing the masculine gender only shall include the feminine; words importing the singular number shall include the plural number’ and words importing persons shall include corporations.

This constitution is applicable in Tanzania.

Article II - OBJECTIVES

The main objectives of the Association shall be:

1. To unite all persons working in libraries or interested in library development in Tanzania
2. To enhance cooperation in the provision of library services among member institutions.
3. To represent and act as the professional body for persons working in or interested in library and information services.
4. To scrutinize any legislation affecting the provision of library and information services and to promote such further legislation as may be considered necessary to this end.
5. To promote and encourage the maintenance of adequate and appropriate provision of library and information services of various kinds throughout Mainland Tanzania.

6. To improve the standards of library services and enhance the conduct and status of library personnel.
7. To promote the establishment and development of libraries in Tanzania.
8. To encourage and facilitate the study and research in library and information management.

Article III: FUNCTIONS

In pursuance of the objectives mentioned under article II Objectives, TLA shall have the following functions:

1. To play an advisory role to the Government and private organisations in matters affecting quality in establishing and managing libraries and information services.
2. To organise meetings, seminars, workshops, conferences and run courses so as to impart new knowledge and skills.
3. To collect, collate and publish journal, bulletins, newsletter, etc to inform

members and promote the objectives of the Association.

4. To compile, keep and regularly update information pertaining to each member.
5. To collaborate with national and international associations and institutions interested in the development of libraries and the information industry.
6. To devise means to raise funds either through fees, subscriptions, soliciting grants and donations or economic ventures.
7. To perform and/or do anything lawful of interest to members and the association.
8. To develop, maintain and enforce a code of conduct for its members.

Article IV: MEMBERSHIP

All persons dealing or engaged in the art of library and information work or any related field thereof shall be eligible for membership.

The membership of the Association shall be classified as follows:

1. Chartered Member

Chartered members shall comprise trained library personnel qualified to practice as librarians as defined by the United Nations Education, Scientific and Cultural Organization:

(a) Librarian

A librarian shall have a minimum qualification of a Bachelors Degree in library and information studies/science or its equivalent

(b) Professional Librarian

A professional librarian shall have a minimum of a bachelors degree in/with library and information studies and more than three years library work experience.

(c) Fellow

A Fellow of the Association shall be professional librarian with a minimum of a Masters degree and more than seven years library work experience. Fellowship shall be offered upon passing an interview conducted by a panel of five fellows appointed by the Association.

2. Ordinary Member

This category shall comprise library assistants, other library personnel and any interested party.

Non-Tanzanians (individual and corporate bodies) can only apply for Ordinary Membership status, and are not allowed to stand for leadership positions

3. Institutional Member

This category shall comprise libraries of Government Departments, private and public bodies, corporate organisations and other institutions interested in the

development of libraries and information services.

B. Rights and Obligations

1. Members of the Association shall be bound by the terms of this constitution.
2. Members shall be obliged to actively contribute towards the success of the functions laid down.
3. Members shall be obliged to actively contribute toward the success of the functions laid down in this constitution.
4. Privileges of membership shall include the right and equal opportunities to benefit from the activities of the Association.
5. Members shall enjoy equally the right to speak and vote at all meetings.
6. Chartered members only shall be eligible to become office bearers and members of any committee established under this constitution.

C. Loss of Membership

Membership to the Association shall cease upon occurrence of the following:

1. Failure to pay subscription by the end of February of the year it is due.
2. Resignation from the Association.
3. Permanent mental infirmity.
4. Loss of corporate personality.
5. Dismissal arising from activities considered prejudicial to the interest of the Association and upon the approval of the General Meeting.

Article V: ORGANISATION AND MANAGEMENT

The Association shall be managed by the following principal officers and organs:-

A. Patron

1. There shall be a Patron of the Association who shall be appointed by the Annual General Meeting.
2. The Patron shall act as the Guardian of the Association and shall provide a backing and surety in procuring pecuniary and other forms of assistance.

B. Chairperson

1. There should be a Chairperson of the Association who shall be appointed by the Annual General Meeting.
2. The Chairperson shall act as Chief Executive Officer and the Spokesperson of the Association

3. The Chairperson shall be chairing the Executive Committee, Governing Council, Special and Extra - ordinary and Annual General Meetings. In the Chairperson's absence, the above mentioned meetings shall be chaired by the Deputy Chairperson.

C. Governing Council

1. There shall be a Governing Council of the Association.
2. The Governing Council of the Association shall be elected in the Annual General Meeting from among its members.
3. The Council shall consist of not more than 10 (ten) elected members and not more than 3 (three) co-opted members
4. Members of the Council shall serve for a term of three years. They shall be eligible

for re-election but in any case cannot hold office for more than 2 (two) consecutive terms.

5. The Council shall meet at least four times a year. One third ($\frac{1}{3}$) of the Council members shall form a quorum for the Council meetings.

D. Executive Committee

1. There shall be an Executive Committee of the Association
2. The Executive Committee shall consist of:
 - (i) Chairperson
 - (ii) Deputy Chairperson
 - (iii) Secretary General
 - (iv) Deputy Secretary General
 - (v) Secretary of Education, Professionalism and Ethics Department
 - (vi) Secretary of Publications, Research and Development Department

- (vii) Secretary of Sectoral Libraries Department
- (viii) Secretary of Planning, Administration and Finance Department
- (ix) Secretary of Regional Branches Department

3. Members of the Executive Committee shall be elected after **every three years** and shall be eligible for re-election.
4. The Governing Council shall have power to co-opt other members, appoint sub-committees, establish programmes and fill any vacancy in the committee.
5. A simple majority of the Executive Committee members present at a meeting shall form a quorum to enable the meeting to proceed.
6. The Executive Committee shall meet every month.

E. Annual General Meeting

1. The final authority of the Association shall vest in the Annual General Meeting.
2. The Annual General Meeting shall be held during the month of February each year. The Secretary General shall give a one-month notice of the meeting.
3. The business of the Annual General Meeting shall be conducted in the following order:
 - i) Adopting minutes of the previous Annual General Meeting
 - ii) Matters arising from the minutes
 - iii) Chairperson Annual Report
 - iv) Financial Annual Report
 - v) Matters raised by Committees
 - vi) Any other business
4. If the Annual General Meeting is taking place at the time of the general elections, office-bearers shall be elected soon after the presentation of the financial report. The out-going office-bearers shall vacate

office soon after the declaration of election results.

5. At the Annual General Meeting only paid up chartered members shall have the right to vote and eligible to become office-bearers.

F. Special General Meetings

1. The Secretary General, in consultation with the Chairperson, shall have the discretion to call Special General Meetings whenever deemed necessary. They shall have to give a two weeks notice before holding the meeting.
2. Any member of the Association has the right to call for a Special General Meeting through the Executive Committee provided that the member attains 5 signatories of paid up members of the Association

3. The purpose of the Special General Meeting shall be stated on the Agenda and no other matters shall be discussed.

G. Branches of the Association

1. The Association may open branches whenever and wherever desired and the branches shall be required to perform any functions conferred upon them, or to act as agents of the Association in respect of any functions conferred on the Association under the constitution.
2. Except for the performance of the day-to-day activities or when authorized by the Headquarters, no branch shall issue any statement either verbally or in writing on behalf of the Association.
3. Branches shall have powers to:
 - (a) Conduct their own meetings according to the constitution and regulations.
 - (b) Collect their own funds.

- (c) Carryout any other activities that shall help further the aims and objectives of the Association.
4. Branches shall help finance the activities of the Association and shall submit a certain agreed proportion of each member's subscription to the Headquarters.

Article VI: DUTIES OF THE GOVERNING COUNCIL

A. Governing Council

The Governing Council shall be charged with the following functions:

1. Carryout faithfully the objectives and functions of the Association.
2. Act as an advisory organ of the Council and the Annual General Meeting.
3. Advising on proper management of funds and properties of the Association

4. Prepare or cause to be prepared annual accounts for presentation before the Annual General Meeting.
5. Carryout the decisions/deliberations of the Annual General Meeting.
6. Establish programmes appropriate to further the aims and objectives of the Association.
7. Hire/recruit any member or other personnel for the purpose of giving effect the functions of the Association.
8. Liaise/Consult with members and committees of the Association on all important matters due for presentation at the Annual General Meeting.

Article VII: COMMITTEES

1. The Association shall have the following Committees on:
 - a) Education, Professionalism and Ethics
 - b) Publication, Research and Development

- c) Sectoral Libraries and Information Units
 - d) Planning, Administration and Finance
 - e) Regional Branches
2. The powers of these Committees shall be described by the Rulers and Regulations of the Association.
 3. Members of a Committee shall not exceed five, including the Chairperson who shall come from among the Executive Committee members.
 4. The Annual General Meeting, acting on the advice of its junior bodies, shall appoint members of the Committees for a term of three years.

Article VIII: ELECTIONS

1. General Elections shall take place after every **three years**, during the Annual General Meeting.
2. Four weeks before the date fixed for the Annual General Meeting, to which elections are due, the Secretary General shall invite nominations for office bearers.
3. Nominations must be countersigned by the nominees and signed by proposers all of whom must be paid up members. Form shall be returned to the Secretary General within two weeks of the issue of notice inviting nominations. Nominations can be sent to the Secretary General by hand or through postal services and emails.
4. The Annual General Meeting, with advice from the Governing Council, may

nominate office bearers, so long as the prospective nominees consent.

5. Names of persons nominated for the posts of the office bearers shall be circulated before or at the Annual General meeting.
6. The elections shall be conducted by secret ballot on the General Election day.
7. The Association's Secretariat shall assist the Annual General Meeting Committee in matters relating to the General Elections.

Article IX: FUNDS AND PROPERTIES

1. The funds and properties of the Association shall comprise the following:
 - i) Membership registration fees
 - ii) Annual subscriptions
 - iii) Grants and Donations
 - iv) Proceeds from sales of publications and other items

- v) Income derived from economic ventures
 - vi) Assets and monies acquired in the course of business
 - vii) Any other lawful fund raising activities
2. The Secretary of Planning, Finance and Administration Department shall be the custodian of the Association funds and properties.
 3. The Governing Council shall determine membership registration and subscription rates and seek approval of the Annual General Meeting.
 4. Membership subscription shall be paid by the end of February during the year it is due.

Article X: PUBLICATIONS, RESEARCH AND DEVELOPMENT

1. The Committee on Publications, Research and Development shall publish journals, and newsletters and conduct research on library and information science as a means of generating knowledge, exchange ideas and communicating with members.
2. The Committee on Publications, Research and Development shall publish any information relevant to the cause of the Association and distribute to members and other interested parties.
3. The Committee on Publications, Research and Development shall have powers to charge and determine a price on any publication as deemed appropriate.

Article XI: CODE OF ETHICS

1. The Association shall have a Code of Ethics that shall provide guidance on the acceptable professional conduct of members.
2. Members shall abide by the terms and conditions provided in the Code of Ethics.

Article XII: RULES REGULATIONS

1. The Annual General Meeting shall have power to draw up and enforce rules and regulations regarding the conduct of the Association and its members.
2. These rules and regulations shall become binding to all members
3. The Annual General Meeting shall have power to expand, revise or amend the

rules and regulations whenever necessary.

4. In order to become operative, the rules and regulations drawn, expanded or amended shall require the approval of two-thirds majority of the Annual General Meeting.
5. The final decision shall be communicated to all members at the Annual General Meeting.
6. The same decision shall be communicated to the Registrar of Societies.
7. The Annual General Meeting shall be sole authority for the interpretation of these rules, regulations and by-laws made there-under; and the decision of the Annual General Meeting, upon any question of interpretation or upon any matter affecting the Association and not

provided for by these rules, regulations and bye-laws made there-under shall be final and binding on the members.

Article XIII: AMENDMENT TO THE CONSTITUTION

1. The Annual General Meeting shall have the power to amend the constitution of the Association upon recommendations from the Council and the Executive Committee.
2. Any member wishing to have some sections of the constitution amended shall communicate such information to the Annual General Meeting through the Secretary General.
3. Any question of interpretation of any clause in this constitution shall be determined by the Annual General Meeting and its decision shall be binding upon members.

4. All such decisions made under this article shall require a two third majority of paid up members present at the meeting.
5. All amendments made to the constitution shall be communicated to the Registrar of Societies.

-The End-

Passed by the Annual General Meeting in Arusha, on 25 February 2005