

**Local Government Librarians' Association of Western Australia (LocLib)**  
**CONSTITUTION**

**1. Definitions**

1.1 The Local Government Librarians' Association of Western Australia (Inc) shall be an association of eligible persons employed in public libraries in Western Australia, eligible tertiary students, and such other persons as may be elected to membership.

1.2 A 'librarian' shall be a person eligible to be an associate member of the Australian Library and Information Association.

1.3 A 'library officer' shall be a person not eligible to be an associate member of the Australian Library and Information Association, but who has overall charge of a public library.

1.4 A 'chief librarian' shall be a person who has immediate overall charge of a public library service.

**2. Objects**

2.1 To provide a forum for discussion and exchange of information, with the aims of ensuring effective public library service for the people of Western Australia.

2.2 To promote public libraries with local government or other controlling bodies.

2.3 To contribute to the setting and maintenance of standards for public library service in Western Australia.

2.4 To facilitate the provision of professional development activities related to employment in public libraries in Western Australia.

2.5 To advocate legislative or policy measures with local, state and federal government, semi-government or non-government bodies, which contribute positively to the interests of public libraries and public library staff in Western Australia

2.6 To co-operate with other associations or like bodies throughout Australia which have similar objects.

2.7 To take such action as the Association considers conducive to the attainment of any of the above objects.

### **3. Membership**

3.1 The membership of the Association shall consist of:

3.1.1 Members, who shall be eligible to vote at Association meetings:

- a) librarians employed in public libraries in Western Australia
- b) library officers employed in public libraries in Western Australia
- c) chief librarians employed in public libraries in Western Australia

3.1.2 Associate Members who shall not be eligible to vote at Association meetings:

- a) students enrolled in a tertiary course of study which is accredited by the Australian Library and Information Association
- b) such other persons as may from time to time be elected to membership of the Association at a general meeting of members

3.2 Application for membership shall be made in writing to the Secretary and shall be accompanied by an amount equal to the appropriate annual subscription.

3.3 A register of Members and Associate Members shall be maintained by the Secretary with the name and address of each person, the date upon which each person was entered as a member, and the date upon which any person ceased to be a member.

3.4 Membership of the Association shall be maintained by payment of the appropriate annual subscription, payable on, or immediately after, the date of the Annual General Meeting each year.

3.4.1 Notice requiring payment of annual subscription shall be served by the Secretary one (1) month after the Annual General Meeting.

3.5 Membership shall cease if payment of the appropriate annual subscription is not made within two (2) months after the service of a notice by the Secretary requiring payment.

3.6 The Executive may, where it considers that circumstances warrant, remit or excuse payment of all or part of the annual subscription for any member in any year.

#### **4. Executive**

4.1 The affairs of the Association shall be managed by the Executive of the Association.

4.2 The Executive shall consist of a President (who shall be a chief librarian), a Vice-President, a Secretary, a Treasurer, and at least four (4) Committee members. A majority of the Executive shall be chief librarians.

4.3 Only Members shall be eligible to be elected to the Executive.

4.4 All members of the Executive shall be elected annually by Members of the Association, at the Annual General Meeting, and shall hold office until the conclusion of the Annual General Meeting following their election.

4.5 Should the number of persons nominated for the Executive exceed the number of vacancies then there must be an election by ballot.

4.6 In the event that the number of persons nominated for election does not exceed the number of vacancies then those persons should be duly elected.

4.7 In the event that the vacancies are not filled then nominations may be accepted from the floor at the Annual General Meeting.

4.8 A ballot for the election of the Executive is to be conducted at the Annual General Meeting in such usual and proper processes and as the Executive may direct.

4.9 An email ballot for the election of the Executive is to be conducted for those Members of the Association unable to attend the Annual General Meeting. The Executive will arrange the vote for positions by an independent person who is not a Member of the Association, with the results to be announced together with the outcome of the ballot conducted at the Annual General Meeting.

4.10 Any casual vacancy occurring on the Executive shall be filled by appointment by the Executive. Such appointees shall hold office until the next Annual General Meeting, and shall be eligible for election to the Executive.

4.11 Any member of the Executive absent from three (3) consecutive meetings of the Executive without leave of absence shall be declared to have forfeited office. The vacancy thus created shall be filled by appointment by the Executive.

## **5. Subcommittees**

5.1 A subcommittee may be appointed by the Executive, or by a general meeting of members, to perform a defined task.

5.2 A subcommittee shall consist of such members as are deemed appropriate to the performance of the task.

5.3 Upon completion of the task the subcommittee shall be dissolved.

## **6. Meetings**

### **6.1 General meetings**

6.1.1 The Association shall hold an Annual General Meeting before 31 March each year, and shall hold at least one (1) general meeting in addition to the Annual General Meeting in each calendar year. The President shall determine the dates for such meeting(s).

6.1.2 An extraordinary general meeting shall be convened by the President, or in the President's absence, the Vice-President, on receipt of a written request signed by not less than twenty five percent (25%) of Members, stating the objects of the proposed meeting. At such extraordinary meeting no other business shall be transacted.

6.1.3 At least fourteen (14) days notice of all general meetings shall be given to all Members and Associate Members by the Secretary.

6.1.4 The President, or in the President's absence, the Vice-President, shall chair all general meetings.

6.1.5 Decisions at any general meeting shall be decided by a simple majority of votes, unless specified otherwise elsewhere in this Constitution. Each Member shall have one (1) vote. In the case of a tied vote the Chairperson shall have a second or casting vote. Voting shall be by a show of hands, except if at least one (1) person requests a secret ballot, when voting shall be by secret ballot.

6.1.6 The quorum at any general meeting of the Association shall be ten (10) Members, one (1) of whom shall be either the President or the Vice-President.

## **6.2 Executive meetings**

6.2.1 The Executive shall meet as it deems appropriate.

6.2.2 Any non-Executive Member may attend Executive meetings as an observer.

6.2.3 At least fourteen (14) days notice of all Executive meetings shall be given to all Members by the Secretary.

6.2.4 The President, or in the President's absence, the Vice-President, shall chair all Executive meetings.

6.2.5 Decisions at any Executive meeting shall be decided by a simple majority of votes. Each Executive member shall have one (1) vote. In the case of a tied vote the Chairperson shall have a second or casting vote. Voting shall be by a show of hands, except if at least one (1) person requests a secret ballot, when voting shall be by secret ballot.

6.2.6 The quorum at any Executive meeting shall be five (5) Members, one (1) of whom shall be the President or the Vice-President.

## **6.3 Subcommittee meetings**

6.3.1 A subcommittee shall meet as it deems appropriate.

6.3.2 A chairperson shall be elected at the time of the subcommittee's formation, and shall chair all meetings of the subcommittee.

6.3.3 Decisions at any subcommittee meeting shall be by consensus. If consensus cannot be reached, the issue under debate shall be referred back to the body (either Executive or general meeting) under whose auspices the subcommittee was formed, for determination by vote.

6.3.4 The quorum at any subcommittee meeting shall be three (3), one (1) of whom shall be the subcommittee chairperson.

## **7. Records**

7.1 The Secretary shall co-ordinate the correspondence of the Association.

7.2 The Secretary shall keep full and correct minutes of all general and Executive meetings. Minutes of all general meetings shall be circulated to all members.

7.3 Subcommittees shall keep sufficient meeting records to ensure that performance can be reported appropriately.

7.4 The Secretary shall have custody of all books, records and registers of the Association, excepting only those required by this Constitution to be kept and maintained by the Treasurer.

7.5 Any Member may at any reasonable time inspect without charge the books, records and registers of the Association.

## **8. Annual Report**

8.1 The President shall submit to the Annual General Meeting a written report of the activities of the Association, including the activities of the Executive and any subcommittees appointed during the preceding year.

8.2 The Treasurer shall submit to the Annual General Meeting a written report of financial transactions during the preceding year, such report to be duly certified by an accredited auditor

## **9. Finance**

9.1 The financial year of the Association shall be from 1 January to 31 December of each year.

9.2 The annual subscription rates for Members and Associate Members shall be as determined at the Annual General Meeting.

9.3 The Treasurer shall manage, in the Association's name, a bank account, the signatories to which shall be the President, the Vice-President and the Treasurer. All withdrawals and cheques must be signed by any one of the signatories.

9.4 The Treasurer shall receive all payments and issue receipts for these, shall arrange payment for all accounts which have been approved for payment by the Executive, and shall keep proper records of all such receipts and payments.

9.5 Any member who incurs out of pocket expenses in carrying out an authorized task on behalf of the Association shall, upon presentation to the Executive of receipts or other documentation acceptable to the Executive, be re-imbursed

9.6 An auditor for the ensuing financial year shall be appointed at the Annual General Meeting, to audit the books of the Association.

9.7 The books shall be audited by the appointed auditor at least once in the financial year, before the Annual General Meeting.

9.8 If the appointed auditor is unavailable to complete the audit an alternative auditor shall be appointed by the Executive.

9.9 The assets and income of the Association shall be applied solely towards achieving the objects of the Association. No part of those assets or income may be paid or otherwise distributed, directly or indirectly, to members of the Association, except where such payment accords with the objects of the Association.

## **10. Agreements**

The Association may, by resolution at a general meeting , enter into any arrangement or agreement which may seem conducive to the achievement of the objects of the Association.

## **11. Common Seal**

The Association shall have a Common Seal which shall be in the custody of the Secretary. The Common Seal shall be affixed to any document only pursuant to a resolution of a general meeting, and then only in the presence of the Secretary and either the President, or the Vice-President, who shall countersign the document.

## **12. Amendment to the Constitution**

This Constitution may be amended, by alteration, deletion or addition, by a resolution of not less than three quarters of the Members present at a general meeting, provided that the notice convening the meeting shall specify the proposed amendments, and shall be provided to Members not less than fourteen (14) days prior to the date of the meeting.

### **13. Dissolution**

13.1 The Association may be dissolved at any time by resolution of not less than three quarters of the Members present at a general meeting called for that purpose, provided that not less than twenty eight (28) days notice of such meeting is provided to Members .

13.2 If upon dissolution of the Association there shall remain, after the satisfaction of all debts and liabilities, any assets whatsoever, the same shall not be paid to, nor distributed among, members of the Association, but shall be given or transferred to some other association, incorporated under the Associations Incorporation Act 1987, having objects similar, wholly or in part, to the objects of the Association, or to some charitable purpose or purposes.

13.3 Such incorporated association or charitable purpose or purposes shall be as determined by a resolution of the Members of the Association when authorizing and directing the Executive, under Section 33(3) of the Associations Incorporation Act 1987, to prepare a distribution plan for the surplus assets of the Association.

13.4 In the event of the dissolution of the Association, the Commissioner of Taxation shall be advised of the date of dissolution within 30 days of the dissolution.

**As endorsed by LocLib membership 24/11/2006**