

**CONSTITUTION OF THE LIBRARY ASSOCIATION  
OF TRINIDAD AND TOBAGO**

Printed in 2014

## Table of Contents

### Constitution

Article I	Membership .....	1
Article II	Meetings.....	2
Article III	Officers .....	2
Article IV	Executive Board.....	2
Article V	Finance.....	3
Article VI	Amendments .....	3
Article VII	Dissolution .....	4
Article VIII	Interpretation.....	4
Article IX	Commencement .....	4

### Regulations

Section 1.0	Membership .....	4
1.1	Categories.....	4
1.1.1	Personal .....	4
1.1.2	Institutional.....	5
1.1.3	Associate.....	5
1.1.4	Student.....	5
1.1.5	Honorary.....	6
1.1.6	Corresponding .....	6
1.1.7	Retired.....	7
1.2	Procedure for Membership.....	7
1.3	Membership Saving Clause.....	7
1.4	Renewals .....	8
1.5	Subscriptions .....	8
1.5.1	Payment .....	8
1.5.2	Proration .....	8
1.5.3	Student.....	8
Section 2.0	Finance.....	8
2.1	Financial Year .....	8
Section 3.0	Meetings.....	9
3.1	Executive Board .....	9
3.2	Annual General.....	9
3.3	Ordinary General.....	10
3.4	Special .....	10
3.5	Procedure at Meetings .....	10
3.5.1	Quorum.....	10
3.5.2	Conduct.....	10
3.5.3	Authority.....	10
3.6	Notice .....	10

Section 4.0	Executive Board.....	11
4.1	The President.....	11
4.2	The Vice-President.....	11
4.3	The Secretary.....	11
4.4	The Treasurer.....	12
4.5	The Programme Director.....	12
4.6	The Public Relations Officer.....	13
4.7	Liaison Officers.....	13
4.8	The Immediate Past President.....	13
Section 5.0	Standing Orders.....	13
Section 6.0	Standing Committees.....	13
Section 7.0	Special Interest Groups.....	14
Section 8.0	Election of Officers.....	14
8.1	Conduct.....	14
8.2	Nomination-Prescribed Procedures.....	14
Section 9.0	Vacancies.....	15
9.1	Executive Board.....	15
9.2	Standing Committees.....	15
Section 10.0	Termination of Membership.....	15
10.1	Executive Board.....	15
10.2	Association.....	16
Section 11.0	Disciplinary Procedure.....	16
11.1	Complaints.....	16
Section 12.0	Non-Executive Officers.....	16
12.1	The Editor.....	17
12.2	The Assistant Secretary.....	17

**Standing Orders**

Standing Order 1

Standing Committees ..... 17  
    Constitution and Legal Standing Committee ..... 17  
    Editorial Standing Committee ..... 18  
    Education and Research Standing Committee ..... 18  
    Finance and Management Standing Committee..... 18  
    Membership and Public Relations Standing Committee..... 19  
    Nomination Standing Committee ..... 19

Standing Order 2

Special Interest Groups ..... 20

**Schedules**

Schedule A Guidelines for the Nomination Standing Committee ..... 21  
Schedule B Guidelines for Eligibility to the Various Categories  
of Membership..... 22  
Schedule C Guidelines for the Library Association's  
Meritorious Service Award ..... 23

**CONSTITUTION OF THE LIBRARY ASSOCIATION  
OF TRINIDAD AND TOBAGO**

**TITLE:**        **The Name of this Organisation is the Library Association of Trinidad and Tobago Inc. 1985. This may be abbreviated to LATT.**

**OBJECTS:**    **Act 11/1985 Sec. 3 para. (a) - (h) refers**

**ARTICLE I MEMBERSHIP**

1. Any person or institution may apply for membership of the Association, subject to the provisions of this Constitution and its Regulations. All applications must be approved by the Executive Board, which will decide on any question or dispute regarding eligibility for any category of membership.
  
2. Membership will be in the following categories:
  - (i) **Personal** - This category of membership is open to any qualified library and information professional engaged in the promotion and practice of Library and Information Science and its related fields in Trinidad and Tobago.
  
  - (ii) **Institutional** - This category of membership is open to any library, archive, information and documentation centre or related organisation in Trinidad and Tobago.
  
  - (iii) **Associate** - This category of membership is open to library assistants, library technicians and any other person in Trinidad and Tobago not eligible for personal membership but connected with and/or interested in the promotion of library and information science and services and its related fields.
  
  - (iv) **Student** - This category of membership is open to any student in Trinidad and Tobago enrolled in a programme of Librarianship, Library or Information Science or Information-related programme.
  
  - (v) **Honorary** - This category of membership may be conferred on any personal member of the Association who has made a substantial and recognisable long-standing contribution to the Association, the library and information profession or libraries and library services.
  
  - (vi) **Corresponding** - This category of membership is open to any person, institution, organisation or association described in paras. (i), (ii), (iii) (iv) or (vii) and not being resident or situate in Trinidad and Tobago.

(vii) **Retired** - This category of membership is open to:

- i) Retired (Personal): any retired, qualified library and information professional who engaged in the promotion and practice of Library and Information Science and its related fields who resides in Trinidad and Tobago
- ii) Retired (Associate): any retired library assistants, library technicians and any other retired person who resides in Trinidad and Tobago not eligible for personal membership but connected with and/or interested in the promotion of library and information science and services and its related fields.

3. Subject to this Constitution all persons who immediately before the third day of December 1998 were members of the Association in any category shall, as from that date, continue to be members of the Association.

## **ARTICLE II MEETINGS**

1. The Association shall in each year hold an Annual General Meeting in addition to any other General Meetings in that year. The Annual General Meeting shall be held not later than March 31st of each year.

## **ARTICLE III OFFICERS**

1. There shall be the following Executive officers of the Association:

- The President
- The Vice President
- The Secretary
- The Treasurer
- The Programme Director
- The Public Relations Officer
- Two (2) Liaison Officers
- The Immediate Past President

2. All Executive officers of the Association shall be elected subject to the Regulations, and Standing Orders, to perform such duties as are set out in the Constitution and Regulations.

## **ARTICLE IV EXECUTIVE BOARD**

1. The affairs of the Association shall be conducted by an Executive Board consisting of the Executive officers of the Association.
2. The Executive Board shall have the power to appoint Standing, Sub, Ad Hoc and other Committees to achieve the aims and objects of the Association.

3. Meetings of the Executive Board shall be held and conducted as provided in the Regulations.
4. All Committees appointed by the Executive Board shall be subject to this Constitution and its Regulations and Standing Orders.

#### **ARTICLE V FINANCE**

1. The funds of the Association shall be vested in the Executive Board. The Treasurer shall at all times be responsible for the administration of the funds of the Association and so accountable to the Executive Board and the Annual General Meeting at which the Treasurer shall be required to present an audited financial report.
2. Qualified accountants shall be appointed as the Association's accountants or auditors at each Annual General Meeting and shall be required to report to the next following Annual General Meeting on the state of the Association's funds.
3. Membership subscriptions shall be payable annually *by* or *on* the day of the Annual General Meeting each year and are decided as laid down in the Regulations and Standing Orders.

#### **ARTICLE VI AMENDMENTS**

##### **1. Constitution**

The Constitution may be amended only by a vote of the members of the Association. A motion to amend may be moved by the Executive Board or any ordinary member of the Association but must be carried by ten percent of the financial membership at an Annual General Meeting. Should the members present at the Annual General Meeting vote in favour of the amendment, the Secretary shall within the next four (4) weeks put the proposed change to a postal ballot of all the financial members of the Association. The amendment shall be adopted if two thirds of all the votes cast in this ballot are in favour of it.

##### **2. Regulations**

A motion to amend the Regulations may be moved and seconded by a financial member of the Association at an Annual General Meeting and shall be carried if two thirds of all votes cast are in favour of it. An amendment gaining a simple majority but not two thirds shall be referred to the Board for consideration and reported upon at the next following Annual General Meeting.

## **ARTICLE VII DISSOLUTION**

1. A resolution to dissolve the Association may be moved only at an Annual General Meeting; to be accepted as a resolution it must be supported by three quarters or more of the financial members there present. Thereafter the Secretary shall within the next four (4) weeks put the Resolution to a postal ballot of all the financial members of the Association. The Resolution shall be carried if two thirds of all the votes cast in this ballot are in favour of it. If carried it shall be the responsibility of the Executive Board to implement this Resolution. Any property remaining after the discharge of debts and liabilities of the Association shall be given to a charity or charities nominated by the previous Executive Board.

## **ARTICLE VIII INTERPRETATION**

1. All questions of doubt and dispute in the interpretation of this Constitution except as otherwise provided herein, shall be decided by the Executive Board whose decision shall be final.

## **ARTICLE IX COMMENCEMENT**

1. This Constitution and the Regulations made under it shall come into force on December 3, 1998.

## **REGULATIONS**

### **1.0 MEMBERSHIP**

#### **1.1 MEMBERSHIP CATEGORIES**

Membership will be in the following categories:

- (i) Personal
- (ii) Institutional
- (iii) Associate
- (iv) Student
- (v) Honorary
- (vi) Corresponding
- (vii) Retired

#### **1.1.1 PERSONAL MEMBERSHIP**

Membership will be open to any qualified library and information professional engaged in the promotion and practice of Library and Information Science and its related fields in Trinidad and Tobago.



- 1.1.1.1 RIGHTS AND PRIVILEGES Personal members will have the right to
- attend meetings
  - vote
  - hold Executive office
  - serve on Committees
  - belong to Special Interest Groups
  - receive the journal and newsletter of the Association
- 1.1.1.2 Such membership cannot be transferred or assigned.
- 1.1.2 INSTITUTIONAL MEMBERSHIP Membership will be open to any library, archive, information and documentation centre or related organisation in Trinidad and Tobago.
- 1.1.2.1. RIGHTS AND PRIVILEGES Institutional members may nominate a maximum of two (2) representatives, one of whom will be their designated representative. Institutional members will have the right to:
- attend meetings
  - vote (one (1) vote exercised by their designated representative)
  - hold Executive office (provided that the designated representative is eligible for Personal Membership)
  - serve on Committees
  - belong to Special Interest Groups
  - receive the journal and newsletter of the Association.
- 1.1.2.2 Such membership cannot be transferred or assigned.
- 1.1.3 ASSOCIATE MEMBERSHIP Membership will be open to library assistants, library technicians and any other person in Trinidad and Tobago not eligible for personal membership but connected with and/or interested in the promotion of library and information science and services and its related fields.
- 1.1.3.1 RIGHTS AND PRIVILEGES Associate members will have the right to
- attend meetings
  - vote
  - serve on Committees
  - belong to Special Interest Groups
  - receive the journal and newsletter of the Association.
- 1.1.3.2 Such membership cannot be transferred or assigned.
- 1.1.4 STUDENT MEMBERSHIP Membership will be open to any student in Trinidad and Tobago enrolled fulltime in a programme of Librarianship, Library or Information Science or information-related programme.

- 1.1.4.1 Membership in this category is limited to four (4) consecutive years. The Executive Board is empowered to adopt procedures for verifying student status.
- 1.1.4.2 **RIGHTS AND PRIVILEGES** Student members will have the right to
- attend meetings
  - vote
  - serve on Committees
  - belong to Special Interest Groups
  - receive the journal and newsletter of the Association.
- 1.1.4.3 Such membership cannot be transferred or assigned.
- 1.1.5 **HONORARY MEMBERSHIP** Membership may be conferred on any member of the Association who has made a substantial and recognisable long-standing contribution to the Association, the library and information profession or libraries and library services.
- 1.1.5.1 One or more members of the Association may nominate to the Executive Board, for its endorsement, persons suitable for election as Honorary members. The Executive Board shall endorse by a two thirds majority suitable nominations and present these to an Annual General Meeting or Ordinary General Meeting for election. By a simple majority vote of those financial members present, persons so nominated may be elected to Honorary membership.
- 1.1.5.2 **RIGHTS AND PRIVILEGES** Honorary members will have the right to
- attend meetings
  - vote
  - hold Executive office
  - serve on Committees
  - belong to Special Interest Groups
  - receive the journal and newsletter of the Association
- 1.1.5.3 Such membership cannot be transferred or assigned.
- 1.1.6 **CORRESPONDING MEMBERSHIP** Membership will be open to any person, institution, organisation or association described in the Constitution at Article I, paras. (i), (ii), (iii), (iv) or (vii) and not being resident or situate in Trinidad and Tobago.
- 1.1.6.1 **RIGHTS AND PRIVILEGES** Corresponding members will have the right to
- attend meetings
  - vote
  - receive the journal and newsletter of the Association
- 1.1.6.2 Such membership cannot be transferred or assigned.

1.1.7 RETIRED  
MEMBERSHIP

- i) Retired (Personal): Membership will be open to any retired, qualified library and information professional who engaged in the promotion and practice of Library and Information Science and its related fields who resides in Trinidad and Tobago
- ii) Retired (Associate): Membership will be open to any retired library assistants, library technicians and any other retired person who resides in Trinidad and Tobago not eligible for retired personal membership but connected with and/or interested in the promotion of library and information science and services and its related fields.

1.1.7.1

RIGHTS AND PRIVILEGES

- i) Retired (Personal) members will have the right to:
  - attend meetings
  - vote
  - hold Executive office
  - serve on Committees
  - belong to Special Interest Groups
  - receive the journal and newsletter of the Association
- ii) Retired (Associate) members will have the right to:
  - attend meetings
  - vote
  - serve on Committees
  - belong to Special Interest Groups
  - receive the journal and newsletter of the Association

1.1.7.2

Such membership cannot be transferred or assigned.

1.2 PROCEDURE FOR  
MEMBERSHIP

Application for membership of the Association (other than Honorary) must be in writing addressed to the Secretary of the Association and will be determined by the Executive Board whose decision will be final and binding on members.

1.2.1

The names and addresses of new members will be published in the next issue of the Association's journal following admission.

1.3 MEMBERSHIP  
SAVING CLAUSE

Any question or dispute as to eligibility for membership shall be decided by the Executive Board whose decision shall be final and binding on members.

- 1.4 RENEWALS Membership will be deemed to have lapsed if subscriptions have not been paid by the date of the Annual General Meeting each year, provided always that a formal notice of reminder has been sent. A member seeking reinstatement will be required to pay such dues as are determined by the Treasurer.
- 1.5 SUBSCRIPTIONS Annual Subscriptions for the various categories of membership (except Honorary) shall be payable, the amount to be determined by the Executive Board and presented to the Association's membership as a Standing Order for approval.
- 1.5.1 PAYMENT OF SUBSCRIPTION Annual Subscriptions in respect of any year shall be payable to the Treasurer *by* or *on* the day of the Annual General Meeting.
- 1.5.2 PRORATION OF SUBSCRIPTION New members joining the Association between January and June of any year will be required to pay the full annual subscription. New members joining the Association between July and September of any year will be required to pay a membership fee equivalent to one half of the annual subscription. New members joining between October and December of any year will have their membership subscription waived for that year.
- 1.5.3 STUDENT SUBSCRIPTION The annual subscription for Student members will be one quarter of that for personal members.
- 2.0 FINANCE
- 2.1 FINANCIAL YEAR The financial year of the Association shall begin on January 1 and end on December 31.
- 2.2 All monies due and owing to the Association shall be payable to the Treasurer of the Association.
- 2.3 Save as hereinafter provided, all monies, securities and other valuable effects will be deposited in the name and to the credit of the Association in such bank, trust company, finance institution, or in the case of securities, with such registered dealer in securities as may be designated by the Executive Board.
- 2.4 The Executive Board may from time to time authorise the Treasurer to retain in hand such sum not exceeding

TT\$500.00 as may be considered necessary for use as petty cash.

2.4.1 There will be three (3) designated signatories to the Association's accounts: the President, the Treasurer and any other member of the Executive Board chosen by a simple majority of the Board. No monies may be withdrawn from the Association's accounts except on the authority of the Executive Board. Any two (2) of the designated signatures will be sufficient evidence of such authority for the signing of cheques.

2.5 No officer or committee of the Association may incur any financial liability without the approval of the Executive Board.

2.6 The accounts of the Association shall be audited by an Auditor to be appointed each year at the Annual General Meeting.

2.7 For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit.

2.8 The Executive Board may accept on behalf of LATT any contributions, gifts, bequests, grants or other funds that support its purposes.

2.9 The Executive Board shall have the authority to solicit and raise funds for the Association and to invest such funds in fixed deposits, Treasury Bills, mutual funds and other conservative financial instruments.

### 3.0 MEETINGS

3.1 EXECUTIVE BOARD Meetings of the Executive Board shall be held as often as is necessary for the transaction of business, provided that there shall be a minimum of twelve (12) meetings per annum, with a quorum of five (5) members.

3.2 ANNUAL GENERAL There shall be an Annual General Meeting of the Association. The Annual General Meetings shall  
- be held not later than March 31st of each year, except in cases of emergency when a date following may be set

- consider the Report of the Executive Board, the Treasurer's and the Auditor's Reports and any other matters on the agenda

3.3 ORDINARY GENERAL Ordinary General Meetings shall be convened during the calendar year on such dates as the Executive Board may decide provided that no such meeting shall be held within fourteen (14) days of the Annual General Meeting.

3.4 SPECIAL Special meetings shall be convened by the Secretary at the request of the Executive Board, or on the receipt by the Executive Board of a request from any six (6) financial members of the Association. Such request shall state the purpose of the meeting.

3.5 PROCEDURE AT MEETINGS

3.5.1 QUORUM 10% of financial members with voting rights, or twenty (20) financial members with voting rights, in addition to officers of the Executive Board which ever is less, shall constitute a quorum for Annual General Meetings.

3.5.1.1 Seven (7) financial members with voting rights in addition to officers of the Executive Board shall constitute a quorum for Ordinary General Meetings

3.5.1.2 Seven (7) financial members with voting rights in addition to officers of the Executive Board shall constitute a quorum at Special Meetings

3.5.2 CONDUCT At any meeting of the Association or the Executive Board, the Chairman thereof shall have conduct of the meeting. Resolutions must be moved and seconded before a vote is taken at any meeting. The manner of voting shall be determined by the Executive Board at the meeting and a simple majority shall determine any resolution. The Chairman of any meeting shall have the right of voting and in the event of a tie in the voting, shall also have a casting vote.

3.5.2.1 AUTHORITY The conduct of the meetings shall follow the latest edition of Roberts's Rules of Order.

3.6 NOTICE OF MEETINGS Members shall be given not less than twenty-one (21) days notice of the Annual General Meeting, fourteen (14) days notice of the Ordinary General Meeting and seven (7) days notice of any Special Meeting.

#### 4.0 EXECUTIVE BOARD

There shall be the following Executive Officers of the Association who shall constitute the Board:

The President  
The Vice-President  
The Secretary  
The Treasurer  
The Programme Director  
The Public Relations Officer  
Two Liaison Officers  
The Immediate Past President

#### 4.1 THE PRESIDENT

The President shall

- hold office for a term of two (2) years but shall not be eligible for re-election for more than two (2) terms
- preside at meetings of the Executive Board, Annual General Meetings and other meetings. In the absence of the President and the Vice President, the Executive Board shall nominate and agree upon one of its members as Chair of the meeting.
- prepare an Annual Report on the activities of the Association for submission to the Annual General Meeting
- be an ex-officio member of all committees

#### 4.2 VICE-PRESIDENT

The Vice-President shall

- at the request of the President or in his absence or during his inability to act, perform the duties and exercise the functions of the President and when so acting shall have the powers of the President
- liaise between the Executive Board and the Special Interest Groups
- have other powers and duties, which may be assigned by the President or the Executive Board

#### 4.3 SECRETARY

The Secretary shall

- conduct, on behalf of the President, official correspondence of the Association
- draft Reports as required
- be responsible for the publication of all Committee, Sub-Committee and Standing Committee Reports
- issue all necessary notices
- have charge of all files, papers, seal and other property belonging to the Association
- maintain the membership records of the Association
- prepare an annual membership list for submission to the Annual General Meeting

- maintain a Minute Book, in which shall be recorded the transactions of meetings of the Executive Board and of General and Special Meetings of the Association. The Minute Book shall be made available for inspection by any member upon the giving of seven (7) days notice in writing.

#### 4.4 TREASURER

The Treasurer shall

- be responsible for collecting all monies due to the Association
- receive donations
- pay all bills approved by the Executive Board
- be responsible for disbursing funds approved by the Executive Board, in accordance with the budget
- have the authority to solicit and raise funds for the Association
- on the advice and with the Authority of the Executive Board, invest the Association's funds in fixed deposits, Treasury Bills, mutual funds and other conservative financial instruments
- maintain proper account books
- submit such books and financial documents as may be required to the appointed auditor within twenty-eight (28) days of the close of the financial year
- present an audited financial report at the Association's Annual General Meeting.

The general account books of the Association shall be made available for inspection by any member upon the giving of seven (7) days notice in writing

#### 4.5 PROGRAMME DIRECTOR

The Programme Director shall

- be responsible for identifying the professional needs of the membership
- formulate and organise appropriate training/development programmes for members
- identify the research interests of members and provide fora for the dissemination of research and the sharing of expertise
- co-ordinate all other related activities
- assume primary responsibility for directing and overseeing LATT's continuing education and training activities
- conduct a special educational programme in conjunction with the Annual General Meeting



- 4.6 **PUBLIC RELATIONS OFFICER** The Public Relations Officer shall
- be responsible for publicity and promotion of the Association
  - seek to increase the membership of the Association
  - assist the Treasurer in identifying fund raising/funding opportunities/activities
- 4.7 **LIAISON OFFICERS** The Liaison Officers shall
- act as liaison between the Executive Board and the general membership
  - establish a system for communicating with members on a regular basis
  - communicate to new members information about the Association and the benefits of membership
  - communicate with members providing up-to-date information about the Association's activities and members' benefits
  - establish a register of all libraries and library and information professionals in Trinidad and Tobago
- 4.8 **THE IMMEDIATE PAST PRESIDENT** The Immediate Past President shall
- provide a link to the previous Executive Board by briefing Executive Board members on the background to all matters dealt with by the previous Board
  - assist the President in carrying forward on-going matters
- 5.0 **STANDING ORDERS** Standing Orders are to be drafted by the Executive Board and are effective upon approval by the Association's membership. Such approval to be granted by resolution passed at any meeting of the Association. Copies of all current Standing Orders are to be made available to members.
- 6.0 **STANDING COMMITTEES** The following Standing Committees shall be established by Executive Board
- Constitution and Legal Standing Committee
  - Editorial Standing Committee
  - Education and Research Standing Committee
  - Finance and Management Standing Committee
  - Membership and Public Relations Standing Committee
  - Nomination Standing Committee
- 6.1 A standing committee may establish, with the approval of the Executive Board, sub-committees, ad hoc committees and any other committees as may be required to conduct its business.

- 6.2 The President or his nominee shall be an ex-officio member of all committees. Such committees shall report to the Executive Board at least once per year.
- 6.3 Standing Order 1 lists the Standing Committees and their responsibilities.
- 7.0 **SPECIAL INTEREST GROUPS** The establishment of Special Interest Groups may be approved by the Executive Board upon request by ten (10) or more members who share an interest in a specific theme or subject area related to the library and information profession who wish to organise meetings for informal discussion of topics of mutual interest and for sharing of experience.
- 7.1 Membership of Special Interest Groups will be open to all members of the Association.
- 7.2 A Special Interest Group wishing to change any aspect of its composition should submit a request through the Vice-President to the Executive Board.
- 7.3 In the instance of failure to organise the minimum number of meetings each year, the viability of the group shall be reviewed by the Executive Board.
- 7.4 Standing Order 2 defines a Special Interest Group and its responsibilities.
- 8.0 **ELECTION OF OFFICERS** The election of officers to the Executive Board of the Library Association shall be held every two (2) years.
- 8.1 **CONDUCT** The electoral process in the Association shall be conducted by the Nomination Standing Committee. See Schedule A for Guidelines for the Nomination Standing Committee.
- 8.1.2 Elections will be held by secret ballot at the Annual General Meeting. Those members not attending the Annual General Meeting may submit their vote in a sealed envelope to the Returning Officer prior to the election at a time to be fixed by the Nomination Standing Committee.
- 8.2 **NOMINATION - PRESCRIBED PROCEDURES** Nomination forms must be circulated to members at least one (1) month prior to the date of the elections.

- 8.2.1 Each nominee must provide curriculum vitae for inclusion with the nomination form.
- 8.2.3 The Proposer and the Secunder must be financial members of the Association.
- 8.2.4 Nomination forms should be returned to the Chairman of the Nomination Standing Committee at least two (2) weeks prior to the election.
- 8.2.5 The Chairman of the Nomination Standing Committee must upon receipt of such information, immediately advise the Executive Board of the withdrawal of any candidate.
- 8.2.6 Circulation of a preliminary list of candidates does not preclude the membership from nominating individuals on the day of the election.

## 9.0 VACANCIES

- 9.1 EXECUTIVE BOARD Any vacancy occurring on the Executive Board may be filled by appointment by the Executive Board until the next election.
- 9.2 STANDING COMMITTEES Any vacancy occurring on a Standing Committee may be filled by appointment by the Executive Board.

## 10.0 TERMINATION OF MEMBERSHIP

- 10.1 EXECUTIVE BOARD Membership of the Executive Board will be terminated if a member
- tenders his resignation by written notice to the Executive Board, such resignations must be submitted two (2) months in advance of the effective date
  - becomes incapable by reason of mental disorder, illness or injury of managing and administering the property and affairs of the Association
  - is absent from three (3) consecutive regular meetings of the Executive Board without special leave of absence from the Executive Board, provided always that after two (2) consecutive absences the Secretary requests from the member an explanation in writing, at which time a Special Leave of absence should be requested if necessary

- is indirectly or directly interested in any contract in competition with the Association and fails to declare the nature of that interest
- is expelled from membership of the Association

10.2 ASSOCIATION

Membership of the Association will be terminated if a member

- tenders his resignation by written notice to the Executive Board, such resignation to have immediate effect
- is expelled by resolution passed at a Special Meeting of the Association provided that the resolution is carried by a majority of at least two thirds of the financial members present at the meeting

11.0 **DISCIPLINARY PROCEDURE**

11.1 COMPLAINTS

The Executive Board shall investigate any complaint made of any action taken by a member, which in the opinion of the Board is likely to bring the Association or the profession into disrepute. If after such investigation the complaint is upheld the Board may take action to expel that member from the Association as provided for in 10.2 above.

11.1.1

The Secretary shall notify a member of any complaint made and the time and place at which the Board is to consider it. The Secretary shall write to the member at least one month prior to the investigation and present to the Board any explanation made in writing by the member. Whether or not any explanation has been made in writing, a member has the right to be heard by the Board and/or to be represented by any other person.

11.1.2

The decision of the Board is final and binding on all members.

12.0 **NON-EXECUTIVE OFFICERS OF THE ASSOCIATION**

There shall be the following non-executive officers of the Association:

- The Editor
- The Assistant Secretary

## 12.1 THE EDITOR

The Editor shall

- be appointed or removed by a majority vote of the Executive Board
- be responsible for the production of the Association's regular publications
- shall be assisted by an Editorial Standing Committee
- shall be Chairman ex-officio of the Editorial Standing Committee

## 12.2 THE ASSISTANT SECRETARY

The Assistant Secretary shall give such assistance to the Secretary as may be required from time to time and as directed by the Executive Board of the Association.

### **Standing Order 1 - Standing Committees**

#### **STANDING COMMITTEES**

The Standing Committees will be established by the Executive Board. The members of Standing Committees will be appointed to serve for one term of two (2) years and may be reappointed for a second two-year term, but not for a third consecutive term.

The Executive Board should be guided in its appointments by the need to maintain continuity in the membership of the Standing Committee.

Except, as set out below, the Executive Board will determine the size and composition of Standing Committees.

Members of the Executive Board are not eligible for appointment to the Nomination Standing Committee.

#### Constitution and Legal Standing Committee

The Constitution and Legal Standing Committee shall

- be convened by the President who will be an ex officio member
- ensure that the Constitution, Regulations, Standing Orders and the Act of Incorporation of the Library Association are updated as necessary and that all legal and regulatory requirements are being followed
- work with the Membership and Public Relations Standing Committee to
  - develop a code of ethics for the Library and Information Profession
  - create standards for the profession
  - establish mechanisms for adherence to those standards
  - investigate the requirements necessary for LATT to achieve legal authority to regulate the practice of the Library and Information Profession in Trinidad and Tobago and prepare a working paper on the matter

- identify issues that impact on National Library and Information policy and make recommendations and take appropriate action as necessary
- elect from among its members a Chairman and a Secretary

The Secretary shall report at least twice-yearly to the Executive Board on the work of the Committee, one report to reach the Executive Board one month before the Annual General Meeting.

#### Editorial Standing Committee

The Editorial Standing Committee shall

- be convened by the Editor who shall be the Chairman of the Committee
- advise the Editor with respect to the Association's regular publications
- elect from among its members a Secretary

The Vice President of the Association shall be an ex-officio member of the Editorial Standing Committee.

The Secretary shall report at least twice-yearly to the Executive Board on the work of the Committee, one report to reach the Executive Board one month before the Annual General Meeting.

#### Education and Research Standing Committee

The Education and Research Standing Committee shall

- be convened by the Programme Director who shall be ex-officio a member of the Committee
- assist the Programme Director in the formulation and implementation of a training and development plan for the Association.
- elect from among its members a Chairman and a Secretary

The Editor shall be ex-officio a member of the Education and Research Standing Committee.

The Secretary shall report at least twice-yearly to the Executive Board on the work of the Committee, one report to reach the Executive Board one month before the Annual General Meeting.

#### Finance and Management Standing Committee

The Finance and Management Standing Committee shall

- be convened by the Treasurer who shall be ex-officio a member of the Committee

- advise the Treasurer on the management and investment of the Association's funds
- assist the Treasurer in the formulation and implementation of the fund raising activities of the Association
- elect from among its members a Chairman and a Secretary

The President shall be ex-officio a member of the Finance and Management Standing Committee.

The Secretary shall be ex-officio a member of the Finance and Management Standing Committee.

The Secretary shall report at least twice-yearly to the Executive Board on the work of the Committee, one report to reach the Executive Board one month before the Annual General Meeting.

Membership and Public Relations Standing Committee

The Membership and Public Relations Standing Committee shall

- be convened by the Public Relations Officer who shall be ex-officio a member of the Membership and Public Relations Committee
- be responsible for assisting the Liaison Officers and the Public Relations Officer in the formulation and implementation of activities to:
  - increase membership in the Association
  - increase member participation in the work of the Association
  - heighten public awareness of the Association
- elect from among its members a Chairman and a Secretary

One Liaison Officer shall be ex-officio a member of the Membership and Public Relations Committee.

The Secretary shall report at least twice-yearly to the Executive Board on the work of the Committee, one report to reach the Executive Board one month before the Annual General Meeting.

Nomination Standing Committee

The Nomination Standing Committee shall

- be convened by the President who will be an ex-officio member
- be responsible for the process of nomination and election of persons to all elective posts on the Executive Board

- consist of four members, one of whom shall be the Chairman, and another the Returning Officer for the elections
- invite nominations for vacant posts in accordance with the prescribed procedures

The Chairman shall report to the Executive Board on the work of the Committee within one month after the election.

## **Standing Order 2 - Special Interest Groups**

### **Special Interest Groups**

A Special Interest Group is a group of LATT members who share an interest in a specific theme or subject area related to the library and information profession, which organises meetings for informal discussion of topics of mutual interest and sharing of experience.

### **Formation of a Special Interest Group**

Any person submitting an application for the formation of a Special Interest Group must do so through the Vice-President to the Executive Board.

At least five (5) financial members must sign the application.

The application must contain the following:

- proposed name of the Group
- the names of two persons willing to serve as Officers
- statement of area of interest
- a proposal for the group's activities for one (1) year

### **Operation of a Special Interest Group**

The operations of all Special Interest Groups will be monitored by the Vice-President.

Special Interest Groups will be required to

- elect from among its members a Chairman and a Secretary who will form the Management Committee of the Group; one member of the Management Committee shall agree to serve for a two-year term; the other to be replaced annually
- report to the Executive Board at least once a year on the operations of the group
- hold at least two (2) meetings each year
- keep a record of attendance of all meetings held
- file all Interest Group records with the Secretary
- send one representative to attend the Association's Executive Board meetings, when requested



- submit to the Treasurer by November 30th each year an outline of the proposed programmes and related finances for the year
- prepare annual reports for presentation at the Annual General Meeting
- publish notices for their meetings in the Association's newsletter

## **Schedule A**

### **Guidelines for the Nomination Standing Committee**

The Nomination Standing Committee shall meet in September in the year prior to the year of election.

The Returning Officer shall be named at this Meeting.

Nomination forms accompanied by a preliminary list of candidates shall be circulated to members at least one month prior to the elections.

The Nomination Standing Committee shall be responsible for compiling the list of financial members who are eligible to vote. This list shall be made available for viewing by the membership at the Annual General Meeting at which the elections shall take place.

### **Conduct of Elections**

The Returning Officer shall be in charge of all aspects of the electoral process.

The outgoing President/Chairman of the Meeting shall hand over the meeting to the Returning Officer.

The names of candidates for each office shall be announced as well as posted prominently in the meeting room.

Counting of votes shall be done by the Returning Officer and two others.

The Returning Officer shall formally announce the names of all victorious candidates.

The Returning Officer shall hand the Meeting back to the Chairman.

Provision should be made for seating the old and the new Executive together.

There shall be a formal ceremony for the handing over from the old to the new Executive.

### **Voting**

The Nomination Standing Committee shall provide adequate Ballot papers for each member on the day of the election, and implement proceedings relating thereto.

All members shall have the right to vote by mail. The Nomination Standing Committee shall set a closing date for the receipt of postal ballots.

Members shall be in good financial standing to be eligible to vote. The list of financial members shall be made available for viewing by the membership at the Annual General Meeting at which the elections shall take place.

## **Schedule B**

### **Guidelines for Eligibility to the Various Membership Categories**

#### **Personal Membership**

The following shall be eligible for Personal Membership

Persons holding a

1. university degree or professional qualification in library or information science
2. general bachelor's degree or higher degree and having five or more years of professional experience in a library or information centre
3. general bachelor's degree or higher degree and having or having had general administrative responsibility for one or more special divisions or subject areas in a library or information centre.

#### **Institutional Membership**

Any organisation or institution which shares LATT's objectives shall be eligible for Institutional Membership.

#### **Associate Membership**

Persons working with information in any of its aspects shall be eligible for Associate Membership.

#### **Student Membership**

Any person pursuing a fulltime course of study in library and information science shall be eligible for Student Membership upon the presentation of:

- Evidence of enrolment in a programme of study;
- Brochures and other documentation outlining the course subject areas.

#### **Honorary Membership**

Nominations shall be presented in writing to the Executive Board and must include an outline of the nominee's accomplishments. Upon endorsement by a two-thirds vote of the Executive Board, the nomination shall be submitted to the members for election at an Annual General Meeting. A person shall be elected an honorary member by a majority vote of financial members.

In deciding to endorse a nomination for Honorary Membership the Board shall consider the following:

- 1) Length of membership in the Association.

- 2) Activity within and service to the Association e.g.
  - Executive offices held;
  - Membership on, and chairmanship of committees;
  - Contributions to the Association's publications;
  - Length of association with libraries and library services.

### **Corresponding Membership**

Any person, institution, organisation or association described in the Constitution at Article I, paras. (i), (ii), (iii) (iv) or (vii) and not being resident or situate in Trinidad and Tobago.

### **Retired Membership**

The following shall be eligible for

#### **i) Retired (Personal) Membership**

Retired persons holding a

1. university degree or professional qualification in library or information science
2. general bachelor's degree or higher degree and having five or more years of professional experience in a library or information centre
3. general bachelor's degree or higher degree and having or having had general administrative responsibility for one or more special divisions or subject areas in a library or information centre.

#### **ii) Retired (Associate) Membership**

Persons who have retired from working with information in any of its aspects shall be eligible for Retired (Associate) Membership.

## **Schedule C**

### **Guidelines for the Library Association's Meritorious Service Award**

1. This award is given periodically by the Library Association to persons who in the opinion of the Association have contributed to the Association, the library and information profession or to libraries and library services generally.
2. Persons must be nominated by one or more members in writing.
3. The nomination must include an outline of the nominee's accomplishments.
4. The Executive Board is to take into consideration the following in deciding to confer the award:
  - the positive impact of the nominee's accomplishments on the Association, the library and information profession and libraries and library services.