

CONSTITUTION

HIGHER EDUCATION LIBRARIES INTEREST GROUP

1. NAME

The name of the Interest Group shall be the Higher Education Libraries Interest Group, hereinafter referred to as "the Interest Group".

2. STATUS

This National Interest Group is established in terms of Article XV of the Constitution of LIASA (hereinafter referred to as the Association). The Constitution of the Interest Group is subordinate to the Constitution of the Association and in case of any conflict between them the Constitution of the Association shall prevail. The powers of the Interest Group are as circumscribed by the Constitution of the Association.

3. PURPOSE

The purpose of the Interest Group is to contribute to the achievement of the vision, mission and aims of the Association as set out in Article III, Article IV and Article V respectively of the Constitution of the Association. It does so by promoting library and information services and library and information science within the sphere of higher education.

4. MEMBERSHIP

4.1 Members in good standing of the Association and who have an interest in the purpose of the Interest Group may become members of the Interest Group on the completion of a membership form.

4.2 Persons who are not members of the Association but have an interest in the purpose of the Interest Group, may become members with the approval of the Executive Committee of the Interest Group.

4.3 The Association's secretariat will maintain the membership list of the Interest Group and provide the support needed with mailings and elections.

5. GOVERNANCE

Association members in good standing who are members of the Interest Group in terms of paragraph 4 constitute the highest decision-making authority of the Interest Group. The rights of the members of the Interest Group in respect of voting, nominating and eligibility for election are as set out in Article X of the Constitution of the Association. These rights are expressed at properly constituted meetings of the Interest Group.

6. INTEREST GROUP EXECUTIVE COMMITTEE

6.1 The Interest Group shall from within its membership elect an Executive Committee, including:

- 6.1.1 Chairperson
- 6.1.2 Vice-Chairperson
- 6.1.3 Secretary
- 6.1.4 Treasurer

NOTE: ONLY MEMBERS OF THE ASSOCIATION CAN SERVE AS OFFICE BEARERS OF THE INTEREST GROUP

6.2 The Interest Group Executive Committee shall have the power to co-opt members.

6.3 The Interest Group Executive Committee shall be responsible for:

- 6.3.1 Promoting the objectives of the Interest Group
- 6.3.2 Arranging its activities
- 6.3.3 Managing its funds

7. SUB-COMMITTEES OF INTEREST GROUP EXECUTIVE COMMITTEE

7.1 Committees shall be formed as are deemed necessary by the Interest Group or the Interest Group Executive Committee and can be either Standing Committees of the Interest Group or Working Committees in accordance with Article XIII of the Constitution of the Association.

7.2 Committees may co-opt persons to assist with the work of the Committee, provided that such co-opted persons are members of the Association but have no vote.

7.3 The Rules of Procedure for the Committee shall be as provided for in the Rules of the Association.

8. FILLING OF VACANCIES AND BY-ELECTIONS

8.1 If the Chairperson vacates his/her office for whatever reason, the Vice-Chairperson shall succeed him/her as Chairperson.

8.2 If this occurs within the first year of a two year term of office, then a by-election must be conducted by postal ballot to fill the vacancy of Vice-Chairperson.

8.3 If the vacancy occurs within the last year of a term of office the Executive Committee can fill the position of Vice-Chairperson by co-option.

9. ANNUAL GENERAL MEETING

9.1 The Interest Group shall have an Annual General Meeting (AGM), which will normally take place at the Association's Annual Conference.

9.2 The AGM shall receive and adopt the Minutes of the previous AGM.

- 9.3 At the AGM the following reports shall be presented and adopted for submission to the Representative Council of the Association.
- 9.3.1 Report of the Chairperson of the Interest Group on the activities and membership of the Interest Group.
- 9.3.2 Report of the Treasurer of the Interest Group on the financial situation of the Interest Group.
- 9.4 In the year in which elections are held, elections of members of the Interest Group Executive Committee shall be concluded at the AGM.
- 9.5 At the AGM the following business may be conducted:
- 9.5.1 Motions of the Interest Group to the AGM of the Association shall be proposed, debated and adopted.
- 9.5.2 Proposals for the amendments of the Interest Group constitution may be debated and adopted for submission to the Representative Council of the Association.
- 9.6 Members of the Interest Group shall receive written notice of the meeting, together with an agenda from the Secretary of the Interest Group at least 21 days before the AGM.
10. SPECIAL GENERAL MEETING
- 10.1 The Chairperson shall, on the recommendation of the Executive Committee or upon receipt of a written request from at least ten members, convene a Special General Meeting of the Interest Group to consider and decide upon any urgent and important matter affecting the Interest Group.
- 10.2 Members of the Interest Group shall receive written notice of the meeting, together with an agenda of its business and the text of motions to be tabled from the Interest Group Secretary at least seven days before the Special General Meeting.
11. PROVISIONS APPLICABLE TO ALL BRANCH MEETINGS
- 11.1 The Interest Group Secretary shall keep minutes of the proceedings at all Interest Group meetings.
- 11.2 Ten members or ten percent of the members of the Interest Group shall constitute a quorum at any Interest Group Meeting.
- 11.3 At the discretion of the Chairperson non-quorate meetings may continue to deal with business other than elections and the consideration of motions and proposals.
- 11.4 All voting at meetings shall be by means of a show of hands unless a vote by secret ballot is called for and is supported by a show of hands by at least twenty percent of the members present and entitled to vote.

12. RELATIONSHIP WITH REPRESENTATIVE COUNCIL

- 12.1 The Interest Group Secretary shall keep minutes of the proceedings at all Interest Group meetings.
- 12.2 The Interest Group shall be entitled to be represented on the Association's Representative Council by its Chairperson. The Interest Group shall be entitled to designate an alternative representative.
- 12.3 In terms of Article XI of the Constitution of the Association members of the Representative Council shall be elected by postal ballot. This implies that the Chairperson of a national Interest Group shall be elected by postal ballot. Other members of the Executive Committee do not necessarily have to be elected by postal ballot.

13. FINANCIAL ACCOUNTABILITY

- 13.1 The funds of an Interest Group will consist of money allocated to the Interest Group from national funds by the Representative Council and money raised by the Interest Group itself.
- 13.2 Membership fees as determined by the Representative Council can only be levied on those persons who are not members of the Association.
- 13.3 The Interest Group must open an account at a bank or other registered financial institution as decided by the Interest Group Executive Committee. In this account it should deposit the funds of which it disposes.
- 13.4 The Interest Group Executive Committee designates the signatories who are empowered to withdraw funds from the account.
- 13.5 The Interest Group Executive Committee delegates to the Interest Group Treasurer the responsibility for maintaining proper financial records of the Interest Group funds.
- 13.6 The Interest Groups' accounts are to be audited annually.
- 13.7 Audited annual financial statements are to be submitted to the AGM of the Interest Group.
- 13.8 Following the approval of the statement by the Interest Group AGM, the statements are reported to the Secretary of the Association as part of its annual report and are transmitted by the Secretary to the National Treasurer for information and planning purposes.

14. DISSOLUTION OF THE INTEREST GROUP

The Interest Group may be dissolved:

- 14.1 At an Interest Group AGM, on the recommendations of the representative Council if it becomes inactive or fails to comply with the provisions of the Constitution of the Interest Group and of the Association.
- 14.2 At a Special General Meeting called for that purpose with prior notice given by two-thirds (2/3) of the paid-up membership present in person or by written proxy.

14.3 In the event of the Branch dissolving, all funds and other assets shall revert to the Association.

This Draft Constitution was accepted and adopted unanimously by the Meeting of the Higher Education Interest Group during the LIASA Annual Conference in Bellville on Wednesday 22 September 1999.

Wednesday 22 September 1999
(Drafted by G H Haffajee)