

CONSTITUTION

OF

PUNJAB COLLEGE LIBRARIANS' ASSOCIATION



Issued by :

B.P. DHIMAN, P.E.S.  
General Secretary  
P.C.L.A.

ANNEXURE-I

**PUNJAB COLLEGE LIBRARIANS' ASSOCIATION**

Membership Enrolment Form for the year \_\_\_\_\_

1. Full Name (In Capital letters) : Dr./Mr./Ms. \_\_\_\_\_
2. Place of posting : \_\_\_\_\_ College/  
Distt Library \_\_\_\_\_
3. Date of birth : \_\_\_\_\_
4. Date of joining regular Service  
as College Cadre Librarian : \_\_\_\_\_
5. Pay-scale: Entry/Senior/Selection : Rs \_\_\_\_\_  
Grade
6. Old or newly Enrolled member : \_\_\_\_\_
7. Details of amount sent : \_\_\_\_\_
  - i) Membership fee for the year : Rs \_\_\_\_\_
  - ii) Balance subscription for the : Rs \_\_\_\_\_  
year/s from \_\_\_\_\_ to \_\_\_\_\_ : Rs \_\_\_\_\_
  - iii) Total amount sent : Rs \_\_\_\_\_
  - iv) Mode of payment : Cash/M O /Bank Draft/ Cheque No \_\_\_\_\_  
dated \_\_\_\_\_

UNDERTAKING

I agree to subscribe to the aims and objects of the Punjab College Librarians' Association and undertake to abide by the decisions and discipline of the Association and pledge to maintain good professional conduct. I promise to pay regularly the membership fee of the Association.

Dated: \_\_\_\_\_

Full signature of the member

General Secretary

President

## CONSTITUTION AMENDMENT COMMITTEE

### CONVENER

Sh. Raghbir Singh, P.E.S., Chief Librarian, M.M. Central State Library, Patiala

### MEMBERS:

1. Sh. Satnam Singh Ahluwalia, P.E.S., President, P.C.L.A., Govt. College of Education, Patiala.
2. Sh. Barjinder Pal Dhiman, P.E.S., General Secretary, P.C.L.A., Govt. Bikram college of commerce, Patiala.
3. Sh. Iqbal Singh, P.E.S., Senior Vice-President, P.C.L.A., Govt. Distt. Library, Bathinda.
4. Sh. Gurcharan Singh Manni, P.E.S., Vice-President, P.C.L.A., Govt. Distt. Library, Amritsar.
5. Sh. Vinod Gautam, P.E.S., Finance Secretary, P.C.L.A., Punjab Govt. College of Physical Education, Patiala.

# CONSTITUTION OF PUNJAB COLLEGE LIBRARIANS' ASSOCIATION

(As amended and adopted by the General Body of the Association at its meeting of 21.02.1999 at M.M. Central State Library, Patiala under the Chairmanship of Sh. Satnam Singh Ahluwalia, President, P.C.L.A. )

1. MEMORANDUM OF THE ASSOCIATION:
  - 1.1 **Name :-** The Name of the Association shall be 'Punjab College Librarians' Association'. The term College Librarians shall include College Cadre Librarians in the regular service of Punjab Govt. working in govt. College Libraries and Distt/Public Libraries and Librarians of Non-Govt. affiliated Colleges in Punjab.
  - 1.2 **Area of Operation:-** The area of operation of the Association shall be the Punjab State
  - 1.3 **Aims and Objects :-** The Aims and Objects of the Association are as follows:-
    - (a) To bring into its fold the College Cadre Librarians in Punjab in order to further the cause of education ;
    - (b) To promote College Library Service and work for the creation of library culture in the colleges;
    - (c) To safeguard and promote the interests and welfare of its members;
    - (d) To secure and maintain for its members a fair and adequate standard of basic salaries, allowances, reasonable working hours and other terms of service;
    - (e) To work for the creation of facilities for training and research of College Librarians;
    - (f) To federate, affiliate and co-ordinate its activities with such other Librarians/teachers' organisations/associations in Punjab or any other part of the country having similar aims and objects;
    - (g) To represent to the Govt. on matters of common interest of its members and to take all constitutional steps in furtherance thereof, such as representations, negotiations, mass meetings, demonstrations, propaganda and strikes, as and when decided upon;

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- (h) To promote a feeling of brotherhood and cooperation among its members and develop in them a sense of commitment and devotion to library profession;
- (i) To collect funds for the above objects and carry on all such other activities as are conducive to the attainment of above objects.

## II. ARTICLES OF THE ASSOCIATION:

II.1. **Constitution** :- The Association shall be a registered body under Societies Act XXI-1860. The registered office of the P.C.L.A. shall be situated at Patiala or at such a place in Punjab as may be decided by the Executive Committee/General Body from time to time.

### II.2. **Membership**:-

- (i) The membership of the Association shall be open to all the college cadre Librarians working on regular basis in the Govt. colleges/district/Public Libraries and Non-Govt. affiliated Colleges in Punjab.
- (ii) Every member shall subscribe to the Aims and Objects of the Association, sign the membership Enrolment Form (Annexure-I) and pay the subscription regularly.
- (iii) The Executive Committee of the Association shall have the power to suspend or remove him/her from the membership of the Association, if he/she acts in a manner prejudicial to the interests of the Association or violates discipline of the Association. The affected member shall have the right to appeal against the decision of the Executive Committee to the General Body, whose decision shall be final.
- (iv) Every member shall pay annual/special subscription as determined by the Executive Committee of the Association from time to time. The membership can be terminated if he/she fails to pay the annual subscription before March 31, every year.
- (v) Librarians proceeding on deputation to any other department (s) or U.T. Chandigarh or any other State shall continue to be the member(s) of the Association provided they continue to pay their membership subscription fee regularly to the Association.

## III. OFFICE BEARERS:-

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- III.1 The Association shall have the following Office-bearers:-
- |                           |                       |
|---------------------------|-----------------------|
| (a) President             | (d) General Secretary |
| (b) Senior Vice-President | (e) Joint Secretary   |
| (c) Vice President        | (f) Finance Secretary |

III.2 All the office-bearers shall be directly elected by the members of the Association by a majority of votes and shall hold office for a term of two years and will be eligible for re-election. A Returning Officer will be appointed to conduct the elections for the office-bearers by the Executive Committee of the Association. The result will be declared by the Returning Officer immediately after the meeting and the new office-bearers will assume charge on the same date, there and then.

III.3 A member to be eligible for election to any of the Office-bearers of the Association must have a continuous membership of at least three years. This condition will equally apply to contest for membership of the Executive Committee. The Finance Secretary shall confirm the eligibility regarding period of continuous membership of contesting candidates.

III.4. The election to all the Office-bearers of the Association shall be held in the month of January/February, unless decided otherwise by the Executive Committee due to unavoidable circumstances.

#### IV. EXECUTIVE COMMITTEE:-

IV.1 The General Management of the affairs of the Association shall be vested with the Executive Committee, which will carry out the work of the Association according to the decisions, policies and programmes laid down by the Association.

IV.2 The Executive Committee will consist of all the Office-bearers of the Association and six other elected members, which shall be elected from amongst the members of the Association by the General Body alongwith the Office-bearers of the Association.

IV.3 The Members of the Executive Committee shall hold office for a full term of two years but shall be eligible for re-election.

IV.4. The Executive Committee shall remain in office till the new office-bearers are elected.

IV.5. The meetings the Executive Committee shall be held at the time and place fixed by the General Secretary in consultation with the President as often as it may be deemed necessary. The quorum shall consist of 1/3rd of the members of the Executive Committee.

V. **VACANCIES OF OFFICE BEARERS:-** The Executive Committee shall fill up vacancies of Office-bearers in the following manner:-

- (a) In case of vacation of office of the President and the General Secretary, the Senior Vice-President and Secretary will work as the President and the General Secretary respectively till new President and General Secretary are elected by the General Body.
- (b) In case of vacation of office by Senior Vice-President, Vice President, Joint Secretary and Finance Secretary, the members of the Executive Committee shall appoint any members of the Executive Committee against such vacancy.
- (c) However, all such persons elected/nominated against the vacancies shall hold office for the remaining period of the term only.

VI. **FUNCTIONS OF OFFICE-BEARERS:-**

- VI.1 **The President :-** The President shall preside over all the meetings of the Association, which include the meetings of the Executive Committee and the General Body. He shall supervise, guide and control the activities of the Association and regulate the proceedings of the meetings, interpret the rules and give ruling on doubtful points. He is authorised to sanction and incur expenditure upto Rs. 2,000/-.
- VI.2 **The Senior Vice-President and Vice-President :-** The Senior Vice-President shall assist and help the President in performing his official duties and shall exercise full rights and privileges of the President in the case of later's absence, resignation, death or removal till the new President is elected and takes over the charge and in the absence of the Senior Vice-President, the Vice President will act as Senior Vice-President.
- VI.3 **The General Secretary:-** The General Secretary shall have to do all office work of the Association, call meetings, issue notices, circulate agenda and maintain a record of all the proceedings of the Executive Committee and the General Body meetings of the Association and carry on correspondence on behalf of the Association. He shall also perform the publicity work of the Association by highlighting the various issues and achievements of the Association through press and other means. He shall buy misc. articles for the maintenance of the office and have the power to sanction and incur expenditure upto Rs. 1,500/-.

- VI.4 **The Joint Secretary** :- The Joint Secretary shall help and assist the General Secretary in the performance of his official duties. He/she will exercise full rights and privileges of the General Secretary in case of later's absence, death or removal till the new General Secretary is elected and assumed his duty.
- VI.5. **The Finance Secretary** :- The Finance Secretary shall be the incharge of all monetary matters and maintain the accounts of the Association. He shall issue receipts for all the annual subscriptions and special contributions received from the members. He shall make payments of the bills sanctioned by the President or the General Secretary. He shall maintain a register of the members and put up the accounts before the meetings of Executive Committee, as and when asked to do so. He may keep cash upto Rs. 1,000/- as imprest money.

VII. **GENERAL BODY**: All the members of the Association (who have cleared their dues) shall constitute the General Body of Punjab College Librarians' Association.

**Its meetings :-**

- VII.1 The ordinary General Body meeting of the Association will be held atleast once in two years at the time and place fixed by the Executive Committee. A 15 days notice alongwith the agenda of the meeting will be issued by the General Secretary to the members. The quorum of the General Body Meeting will be 1/20th of the total membership and the General Body meeting shall be supreme in all matters of the Association.
- VII.2. **Emergent General Body Meeting**:- An emergent General Body meeting of the Association may be called by the Executive Committee to amend the constitution, the memorandum and articles of the Association and to consider any special or urgent matter affecting the interests of the members of the Association. The General Secretary shall issue a notice of such a meeting alongwith the agenda within a week of the decision of the Executive Committee. The constitution of P.C.L.A. may be amended in the emergent General Body meeting by majority vote of the members present and voting.

VIII. **CASH, FUNDS & ACCOUNTS** :-

- VIII.1 The entire cash of the Association consisting of annual subscriptions and special contributions received from the members except the imprest money with the President, General Secretary and the Finance Secretary shall be deposited by the Finance Secretary in a Scheduled Bank. The Finance Secretary shall operate the accounts jointly with the President/the General Secretary.
- VIII.2 All the bills/cash memos of the Office-bearers and members of the Association shall be duly approved & countersigned by the President/General Secretary Of the



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Association before the payment. However, the expenses (Bills/Cash Memos) incurred by the President/General Secretary will be submitted directly to Finance Secretary and will not need any counter-signatures.

- VIII.3. The annual statement of accounts shall be placed before the Executive Committee by the Finance Secretary in its meeting held after 31st March every year and he shall maintain the record of the vouchers for three years only but the record of the register of membership will not be destroyed after three years.
- VIII.4. Any member of the Association may inspect the accounts of the Association on a 15 days notice to the General Secretary.

- IX. **NO CONFIDENCE MOTION:** Vote of No-confidence may be moved against any office bearer/Executive Committee member in view of his/her activities prejudicial to the interests of the Association by minimum 1/20 members of the total membership. Such a motion of No-confidence shall be submitted to the General Secretary in writing and shall be carried with an absolute majority of the General Body constituted for the purpose and 2/3rd majority of the members present and voting. In case, the no confidence motion is against the General Secretary, the requisition shall be submitted to the Joint Secretary of Association. The No-confidence motion can be moved only after the expiry of one year of the assuming of office by any office-bearer after election.
- X. **DISSOLUTION :** The Association can be dissolved by its General Body by a majority of 3/4 of the members present and voting.
- XI. This (amended) constitution of the Association comes into force w.e.f. 21.02.1999 (21st Feb., 1999).

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## ANNEXURE-I

Membership Enrolment Form