

# Indian Library Association

## CONSTITUTION

(Effective from 3<sup>rd</sup> February, 2024)

**“An Association is what its members make it through  
Their active collaboration and participation in its cherished  
ideal reflected in its programs and activities”**

### INDIAN LIBRARY ASSOCIATION



Founded 1933

*Registered under the Societies Registration Act (XXI of 1860)*

**Indian Library Association**  
**A 40-41, Flat No. 201, Ansal Building,**  
**Dr Mukherjee Nagar, Delhi-110009, India.**

**Phone: +91 11 41726602**

**Website: <https://www.ilaindia.net>**

# THE CONSTITUTION

(As amended on 2<sup>nd</sup> February, 2024)

## CLAUSE 1: NAME

The name of the Association shall be the Indian Library Association (hereinafter referred to as or "*the ILA*"). Its registered office is at A 40-41, Flat No. 201, Ansal Building, Dr Mukherjee Nagar, Delhi-110009, India.

## CLAUSE 2: OBJECTIVES

The ILA's objective is to develop high standards of librarianship and library and information services which are as follows:

- a. promotion of library movement and improvement in library services in all its aspects throughout India;
- b. promotion of library science education and improvement thereof throughout India;
- c. promotion of bibliographical study and research in library science;
- d. improvement in the status and conditions of services of the Library professionals;
- e. affiliation of the State and other Library Associations with the Indian Library Association and fostering cooperation with the international organisations having the same/similar objectives;
- f. publication of journals/bulletins/periodicals, books etc. in fulfilment of the objectives of the Association;
- g. establishment of libraries, documentation and information centers and guidance in their establishment and working;
- h. working towards enactment of an appropriate library legislation in India to facilitate the uniformity in fostering library culture and maintenance of libraries and related subjects;

- i. providing a common forum to all the persons engaged or interested in library and information work by conducting conferences/meetings for discussions of professional, technical and organizational issues;
- j. promotion as well as formulation of standards, norms, guidelines etc. for management of library and information systems and services;
- k. carrying out all such other activities/things that are incidental or conducive to the attainment of the aforesaid objectives.

### **CLAUSE 3: FINANCE, PROPERTY, ETC.**

The ILA shall have the following powers regarding finance, possession of property, etc.:

- a. acceptance of subscription fees, gifts, donations, endowments or grants of money or other property(s) for any of the objectives of the ILA;
- b. for the purpose of the ILA to borrow and raise money, as it may deem fit, and to invest money of the ILA, from time to time, and to execute and accept promissory notes & other negotiable instruments, the same shall be determined by the Council of the ILA;
- c. acquisition by purchase, lease or otherwise, all kinds of property(s), movable & immovable and construction & maintenance of buildings thereon suitable for the purpose of the ILA and to improve, develop, manage, sell, lease, mortgage or otherwise deal with all or any part of the property(s) of the ILA;
- d. creation and maintenance of special funds such as building fund, life membership fund and similar other funds subject to the approval by the Council of the ILA;
- e. for the purposes of accounting, including realisation of subscription fees, other annual dues, membership and term of office, the "*year*" shall be the 'financial year' commencing with effect from 1<sup>st</sup> April and ending on 31<sup>st</sup> March of the following year.

### **CLAUSE 4: MEMBERSHIP**

- a. Any person or institution(s), who subscribes to the objectives of the ILA and fulfils other conditions prescribed, if any, are eligible for the membership of the ILA.
- b. The following shall be the classes of membership of the ILA:

- i. Patron
  - ii. Honorary Member (Persons who have rendered distinguished services in promoting the objectives of the ILA may be elected as Honorary Members by the General Body Meeting on the recommendations of the Council);
  - iii. Life Members;
  - iv. Other Library Associations;
  - v. Institution Members;
  - vi. Ordinary Members;
  - vii. Associate Members;
  - viii. Foreign Members; and
  - ix. Foreign Institutions Members
- c. The general conditions of the Membership are:
- i. any person, institution or Association seeking membership shall apply to the ILA in writing either in offline mode or through online mode, in the prescribed membership form;
  - ii. the application form for membership shall ordinarily be recommended/seconded by another valid member of the ILA. Membership will be approved by the Executive Committee of the ILA, however, the same shall be effective from the date of submission of the application form, subject to the approval by the Executive Committee of the ILA.
  - iii. A separate register for each class of membership shall be maintained by the ILA. The names, addresses and other details furnished by the members at the time of membership or at any later stage when changes are informed by such members, as recorded in the membership register, shall constitute the official record for the purposes of correspondence.
- d. The subscription fee payable for the above classes of members:  
The subscription fee payable for the above classes of memberships shall be in accordance with the relevant provisions of the Bye-Laws of the ILA.
- e. All the members of the ILA shall constitute the General Body of the ILA.

## **CLAUSE 5: PRIVILEGES OF MEMBERSHIP**

- a. Members of the ILA shall be entitled to the following privileges:
  - i. Be present and participate in all the General Body Meetings as well as the meetings of the sectional committees to which they belong. Further the Members may attend annual conferences, workshops, seminars, etc. that may be organised by the ILA from time to time;
  - ii. Gratis or concessional supply of any or all publications of the ILA, as may be provided for in the Bye-Laws of the ILA.
- b. Institution members and Library Association members shall exercise the privileges through accredited representative, as noted in the official records of the ILA.
- c. The privileges of the members (who are under the obligation of payment of subscription fees each year) shall be valid, provided that the annual subscription fees is paid by 30<sup>th</sup> June of each year. Any member who fails to pay the subscription fees by 30<sup>th</sup> June of each year, shall cease to be a member of the ILA. The aforesaid clause shall have prospective effect.
- d. Members shall be entitled to propose, contest and vote in the election to any post of the Council of the ILA, only if :-
  - i. he/she is a valid member of the ILA on or before 31<sup>st</sup> March of the Financial Year preceding the Financial Year in which the elections are being held; and
  - ii. he/she has paid his/her subscription by or before 30<sup>th</sup> June of the Financial Year in which the elections are being held.

***(Note: Foreign Members, Foreign Institutions Members, Associate Members & Members who have settled outside India as per the register maintained by the ILA are entitled to the privileges mentioned in sub clause 5(a)(i) only.)***

## **CLAUSE 6: THE COUNCIL OF THE ILA**

There shall be a Council of the ILA consisting of the following:

- a. All the office bearers of the ILA mentioned in clause 7 (a)
- b. Members of the Council duly elected from amongst the members of the ILA, except Associate Members, subject to a maximum of 20 Council Members. Out of the 20 Council Members, there shall be reservation for one Council Member from each of the following zones:
  1. (SZ) Southern Zone (Tamil Nadu, Kerela, Karnataka, Andhra Pradesh, Telangana)
  2. (WZ) Western Zone (Maharashtra, Gujarat, Rajasthan, Goa)
  3. (CZ) Central Zone (Madhya Pradesh, Orissa, Uttar Pradesh, Bihar, Chhattisgarh, Uttarakhand, Jharkhand)
  4. (NZ) Northern Zone (Punjab, Haryana, Himachal Pradesh,)
  5. (EZ) Eastern zone (West Bengal, Assam, Meghalaya, Nagaland, Arunachal Pradesh, Sikkim, Mizoram, Manipur, Tripura)
  6. (UZ) Union Territory Zone (Dadra and Nagar Haveli and Daman & Diu, Jammu & Kashmir, Ladakh, Chandigarh, Delhi, Puducherry, Lakshadweep & Andaman and Nicobar Islands)
- c. Council Members of institutions from amongst institutional members at the rate of one Council Member for every 40 members or part thereof. The Office-bearers of the ILA and the Council Members duly elected as per sub clause (b) above, shall have the power to nominate any institutional member(s) to the Council of the ILA to fill up the vacancies if any, in the representation of institutional members in the Council of the ILA.
- d. Chairman of each section of the ILA as mentioned in clause 10.
- e. The past Presidents of the ILA who are valid members.

**Note:** (i) If there are any changes in geographical boundary or status of the territory, the Council of the ILA is empowered to change the placement of the States/Union

Territories to the proper zone.

- (ii) The address of the members as maintained in the records of the ILA shall be the basis for determining the zone to which such member belongs. Normally, the residence of a member in a zone for a continuous period of at least one-year shall be taken into consideration.
- (iii) It shall be the responsibility of the members or their heirs to inform the ILA about change in address or any status of the member. ILA shall for the purposes of correspondence, treat the address as mentioned in the records of the ILA to be the last known address of its members.

#### **CLAUSE 7: OFFICE BEARERS**

- a. The ILA shall have the following office bearers:
  - 1. President
  - 2. Six Vice-Presidents
  - 3. General Secretary
  - 4. Two Secretaries
  - 5. Treasurer
  - 6. Librarian
  - 7. Public Relations Office
- b. There shall be an election for the posts of President, Six (06) Vice-Presidents (to be elected one from each zone as mentioned in clause 6(b) above) and the General Secretary every three years, in accordance with the Election procedure laid down in the Bye-Laws of the ILA.
- c. The two Secretaries, Treasurer, Librarian and Public Relations Officer shall be co-opted by the Council of the ILA.
- d. Any member of the ILA shall be elected as the President for only one term during his/her entire membership period during their lifetime.
- e. All other Office bearers of the ILA shall not be eligible to hold their respective offices for more than two consecutive terms.

## **CLAUSE 8: ELECTION OF OFFICE-BEARERS AND COUNCIL MEMBERS**

The election for the post of President, Six (06) Vice-Presidents, General Secretary and the required number of the Council Members of the ILA as mentioned in sub clause 6(b) above shall be held by secret postal ballot in accordance with the Bye-Laws of the ILA.

## **CLAUSE 9: THE EXECUTIVE COMMITTEE**

There shall be an Executive Committee which shall consist of the following:

- The President;
- One of the Vice-Presidents to be nominated by the Council of the ILA who shall be designated as the Senior Vice-President;
- The General Secretary;
- The Treasurer, Two Secretaries, the Librarian, the Public Relations Officer; and
- Three members to be nominated by the Council. Out of these three members, atleast two shall be nominated by the Council from amongst its 20 members elected as per clause 6(b). Ordinarily, two of the three such members of the Executive Committee shall be residents of the place where the office of the ILA is presently situated i.e. Delhi and/or from its immediate neighbourhood.

**Note:** Members of the Executive Committee shall cease to be a member of the Executive Committee if they absent themselves from three consecutive meetings of the Executive Committee without any valid reasons.

## **CLAUSE 10: SECTIONAL COMMITTEES**

- a. The professional world of the ILA shall be distributed among the following sections:
  1. Agricultural Libraries;
  2. Government Department Libraries;
  3. Engineering & Technology Libraries;



4. Health Science Libraries;
5. Education in Library & Information Science;
6. Oriental Libraries;
7. Public Libraries;
8. School Children Libraries;
9. Special Libraries;
10. University & College Libraries;
11. Library Information Technology Centre/Knowledge Resource Centre

- b. The Sections shall take initiative in the matters pertaining to their respective fields. They shall organise surveys, reviews, study, research, publications etc. They shall recommend to the Council of the ILA, any actions to be taken pertaining to their respective fields. The Council of the ILA shall co-ordinate the work of various sections and will provide for each section. The Council of the ILA may create a new section or keep in abeyance any section, whenever deemed necessary.
- c. There shall be a Sectional Committee for each Section consisting of the following persons who shall be nominated by the Council of the ILA from amongst the valid members of the ILA:
  - Chairman;
  - Convener; and
  - Five Members

**Note:** The Chairman and the Convener of one section shall not hold any of the above-mentioned offices in any other section.

- d. Each Sectional Committee shall meet soon after nomination and shall prepare its annual programme of work, showing therein the financial needs, if any, and shall work on the programme as may be approved by the Council, to whom the annual programme shall be submitted for this purpose, within a period of One month from the date of being nominated to each section.
- e. The Chairman of the Sectional Committee shall submit the annual report of the respective Section in such a way that after review, materials from that may be

incorporated in the annual report on the working of the ILA.

- f. The Sections shall not incur any financial or other liability or enter into any agreement with anybody except as sanctioned or authorised specifically by the Council of the ILA. The Sections shall submit annually their accounts with proper vouchers to the General Secretary of the ILA. The Sections shall be responsible to the Council of the ILA in all their activities.

#### **CLAUSE 11: TERM OF OFFICE**

The term of office of the Office Bearers and Members of the Council, Executive Committee and Sectional Committees will be of three years. The Council of the ILA is empowered to fill up by nomination any interim vacancy that may arise in the Council of the ILA, Executive Committee and Sectional Committees. No action or proceedings of the General Body, the Council of the ILA and the Executive Committee shall be invalidated by the existence of any vacancy or vacancies or the invalidity of election of any member(s) or office-bearers.

#### **CLAUSE 12 : BUSINESS MEETINGS**

**a. General Body Meeting:**

A General Body Meeting shall be held once in a year at such place, on such date and at such time as shall be determined by the President in consultation with the Executive Committee.

The Agenda for the General Body Meeting shall include:

- i. Report of the working of the ILA;
- ii. The audited accounts of the ILA for the previous year;
- iii. Announcement and approval of results of election for office-bearers and Council members as mentioned in sub clause 6(b) every three years [as per clause8];
- iv. Consideration of Bye-Laws, if any, framed by the Council of the ILA;
- v. Consideration of business which the President, the Council of the ILA or the Executive Committee may bring up and which is notified duly;
- vi. Any resolution of which notice has been given in writing to the General Secretary of

the ILA by any member of the ILA at least one month before the date of the General Body Meeting;

vii. Any other business, which the President, the Council or the Executive Committee may bring up with the permission of the General Body with the exception of the matters related to the amendment of the Constitution or the Bye-Laws;

viii. In the absence of the President, the Senior Vice-President shall officiate as the Chairperson of the General Body.

b. The President, either on his/her own motion or upon a requisition being made by minimum of 25% of the members of the ILA, convene an Extra-ordinary General Body Meeting and the reasons and agenda for such Extra-ordinary General Body Meeting shall be disclosed by the President to the General Body.

c. Council Meetings:

i. A Council Meeting shall be held preferably atleast once in six months.

ii. In the absence of the President, the Senior Vice-President shall officiate as the Chairperson of the Council Meeting.

d. The Executive Committee Meeting:

i. The Executive Committee Meeting shall be held preferably atleast once in three months.

ii. In the absence of the President, the Senior Vice-President shall officiate as the Chairperson of the Executive Committee Meeting.

### **CLAUSE 13: QUORUM:**

The following shall be the quorum for meetings:

General Body Meeting	25
Council Meeting	7
Executive Committee Meeting	5
Sectional Committee Meeting	3

## **CLAUSE 14: POWERS AND DUTIES:**

### **(a) THE COUNCIL:**

The powers and duties of the Council of the ILA shall be as follows:

- I.
  - (i) To determine all questions of policy of the ILA and act as the Governing Body of the ILA subject to the directives of the General Body;
  - (ii) To elicit the views of the General Body on any question of policy, whenever deemed necessary;
  - (iii) To frame Bye-Laws in amplification and working of the Constitution. Such Bye-Laws shall come into force immediately but may be amended or rejected by two - third majority at a General Body Meeting;
  - (iv) To co-opt members to function as Treasurer, Librarian, Public Relations Officer and Secretaries;
  - (v) To nominate a Vice-President and three members of the Council of the ILA to the Executive Committee;
  - (vi) To direct the Executive Committee on the action to be taken on the resolutions passed by the Council of the ILA and the General Body or at any Library Conference;
  - (vii) To appoint special committees to consider specific questions;
  - (viii) To consider and pass the budget of the ILA;
  - (ix) To appoint auditors to audit accounts of the ILA;
  - (x) To borrow and raise money and to invest money of the ILA, from time to time; and
  - (xi) To execute and accept promissory notes & other negotiable instruments on behalf of the ILA.
- II. The Council of the ILA may also transact business by circulation on the initiative of either the President or at least 3 members of the Council of the ILA.

**(b) THE EXECUTIVE COMMITTEE:**

Subject to the directions of the Council of the ILA, the powers and duties of the Executive Committee shall be as follows:

I.

- (i) To manage the affairs of the ILA;
- (ii) To frame the agenda for the Council of the ILA and the General Body Meeting;
- (iii) To organize the All India Library Conference;
- (iv) To take action on the resolutions passed by the Council of the ILA and the General Body or at any Library Conference;
- (v) To manage the funds and properties of the ILA;
- (vi) To frame the annual budget and present the same to the Council of the ILA for approval;
- (vii) To incur or sanction expenditure;
- (viii) To present the annual report on the working of the ILA at the Annual General Body Meeting;
- (ix) To arrange for the audit of Accounts of the ILA and present the annual statement of accounts and the audit report to the Council of the ILA at the Annual General Body Meeting;
- (x) To invite as Chief Guest or in similar capacity reputed persons at the Conference;
- (xi) To open current account, savings account and fixed deposit account with any Bank and to operate them in any manner as the Executive Committee deems fit within the framework of the Constitution of the ILA;
- (xii) To open safe custody account with any Bank and to deposit, withdraw, purchase, sell, transfer and endorse shares, securities, etc. on its behalf and to deal with the assets of the ILA in any manner as the Executive Committee deems fit.

- II. The Executive Committee of the ILA may also transact business by circulation on the initiative of either the President or at least 3 members of the Executive Committee of the ILA.

**(c) THE PRESIDENT:**

The powers and duties of the President shall be as follows:

- (i) To preside at all the meetings of the General Body, the Council of the ILA, the Executive Committee and the annual conferences;
- (ii) To perform all such functions as are warranted by the Constitution of the ILA and the Bye-laws framed thereunder;
- (iii) To act as Liaison Officer between the ILA on the one hand and the State and Central Government, national and international associations etc. on the other hand;
- (iv) To take such action as may be necessary to ensure due effect being given to the policy enunciated by the Council of the ILA and the resolutions passed by the General Body, the Council and the Executive Committee;
- (v) To have general control over the affairs of the ILA.

**(d) THE VICE-PRESIDENTS:**

**Senior Vice-President:** The Vice-President nominated by the Council of the ILA to the Executive Committee shall be the Senior Vice-President. The powers and duties of the Senior Vice-President shall be to act in place of the President during his/her absence or on such occasions as may be determined by the President;

Senior Vice-President shall be the President for remaining term in case the President resigns/expires before the completion of his/her term.

**(e) THE GENERAL SECRETARY:**

Subject to the directions of the Executive Committee, the powers and duties of the General Secretary shall be as follows:

- (i) to administer the business of the ILA;
- (ii) to attend the meetings of all the bodies of the ILA, and to maintain the minutes of their proceedings except those of the Sectional Committees and ad-hoc committees;
- (iii) to prepare the annual report on the working of the ILA for consideration by the Executive Committee, the Council of the ILA and the General Body.

**(f) THE TREASURER:**

Subject to the directions of the Executive Committee, the powers and duties of the Treasurer shall be as follows:

- (i) to receive all money on behalf of the ILA and to issue properly signed receipt(s) for the same;
- (ii) to make payment for the charges incurred under competent authority;
- (iii) to maintain the accounts, to prepare the annual statement of accounts and the budget, and to present the annual statement of accounts together with the audit report and the budget for the consideration by the Executive Committee, the Council of the ILA and the General Body;

**(g) THE SECRETARIES:**

Subject to the directions of the President, the powers and duties of the Secretaries shall be as follows:

- (i) to assist the General Secretary in discharge of his duties on all occasions and in manner as may be desired by him/her;
- (ii) in the absence of the General Secretary, one of the Secretaries shall act in his place, as determined by the President;
- (iii) one of the Secretaries as decided by the Executive Committee shall be in-charge of the publications of the ILA. His/her other duties shall be to act as the Managing Editor of the official organ of the ILA.

**(h) THE PUBLIC RELATIONS OFFICER:**

Subject to the directions of the Executive Committee, the powers and duties of the Public Relations Officer shall be as follows:

- (i) To keep the public informed about the activities of the ILA ;
- (ii) to advise the Executive Committee on the results of his contacts with the public and the members of the Central and State Legislatures and Governments. His/her other duties will be determined from time to time by the Executive Committee.

**(i) THE LIBRARIAN:**

Subject to the directions of the Executive Committee, the powers and duties of the Librarian shall be as follows:

- (i) to receive, maintain and make available for service the publications acquired by the ILA
- (ii) His/her other duties shall be determined from time to time by the Executive Committee.

**CLAUSE 15: AMENDMENTS TO THE CONSTITUTION**

**The Constitution of the ILA and/or the Bye-Laws shall be added to, revised or amended by a two-third majority of those present and voting at the Extra-Ordinary General Body Meeting, provided that at least one month's notice has been given to the members of the ILA about the proposed additions, revisions and/or amendments.**



# **BYE-LAWS OF THE INDIAN LIBRARY ASSOCIATION**

(As amended and brought up to date by the Council on 31<sup>st</sup> of January, 2024 and reported to the General Body on 2<sup>nd</sup> of February, 2024 and effective from 3<sup>rd</sup> of February, 2024)

## **1. General Body Meeting—Procedure for conducting transactions**

Further to the provisions in the Constitution of the ILA vide clause 12 (a) regarding agenda items and clause 13 regarding quorum, the following procedures are laid down:

- (a) A notice convening a General Body Meeting shall be issued not less than 40 days prior to the date of such meeting, giving the agenda as per clause 12(a) of the Constitution, as applicable.
- (b) A notice convening an Extra-Ordinary General Body Meeting shall be issued not less than 15 days prior to the date of such meeting. This will apply also to the requisitioned meeting, as provided in clause 12(b) of the Constitution.
- (c) A notice of any motion or resolution to be moved at the General Body Meeting may be sent by any member of the ILA (except Associate Members), giving the text of the motion or resolution so as to reach the General Secretary not less than 20 days before the date of the General Body Meeting.
- (d) A statement showing all resolutions proposed to be moved vide (c) above will be made available to the members present at the time of the General Body Meeting.
- (e) Notice of any amendment to a resolution to be moved in the Extra-Ordinary General Body Meeting in accordance with Clause 15 of the Constitution shall reach the General Secretary at least 7 days before the date of the Extra-Ordinary General Body Meeting.
- (f) Notwithstanding any of the provisions mentioned above, any motion calling for closure or adjournment of a discussion or referring the point to a committee or any authority or a person can be made during the discussion in the General Body Meeting and carried by a simple majority of those members who are present.

## 2. Election Procedures

Further to clause 5(d) and clause 8 of the Constitution, the following procedure is laid down for conducting the elections:

- (a) For election to Six posts of Vice-Presidents, there shall be reservation of one post from each of the zones specified above in Clause 6(b).

**Note:**(i) The address of the members as maintained in the records of the ILA shall be the basis for determining the zone to which such member belongs. Normally, the residence of a member in a zone for a continuous period of at least one-year shall be taken into consideration.

- (b) The Council of the Association shall, at an appropriate time, nominate an Election Officer for every term of the office from amongst the members of the ILA. The Election Officer, in association with two more members to be nominated at his/her discretion, shall constitute an Election Committee. The Election Committee, with the secretarial assistance to be provided by ILA office, shall be responsible for conducting the election as follows:

- i. Scrutiny of membership list for eligibility to participate in the election.
- ii. Determining the number of vacancies to be filled up in the Council of the ILA.
- iii. Inviting nominations to offices for which the elections are to be held.
- iv. Scrutiny of nominations received, acceptance or withdrawal of nominations, if any, and announcing final valid nominations on the official website of the ILA.
- v. Dispatch of ballot papers by post to the eligible voters.

**Note:** The Election Officer as well as the other two members of the Election Committee shall not be the office-bearers of the ILA for the current term and also cannot contest to any office in the election for the ensuing term.

- (c) The Executive Committee of the ILA shall nominate a Returning Officer, whose responsibility shall be to receive the duly filled ballot papers from the voters at his/her address.

- (d) The time-table for election process shall ordinarily be as follows:
- i. publication of membership list (updated up to 30<sup>th</sup> June) by the ILA General Secretary after due scrutiny. The said Membership list shall be authenticated by the Election Officer by 31<sup>st</sup> July.
  - ii. Notification for announcement of elections and Inviting nominations by the Election Officer for the election of the office bearers by 16<sup>th</sup> August.
  - iii. Receiving of nominations by 15<sup>th</sup> September.
  - iv. Withdrawal of nominations, if any, by 25<sup>th</sup> September.
  - v. Announcement of final valid nomination by 05<sup>th</sup> October.
  - vi. Date of dispatch of ballot papers by Speed Post/Registered Post to the members between 25<sup>th</sup> October - 15<sup>th</sup> November.
  - vii. Last date for receipt of marked ballot papers from the members shall be received by the Returning Officer by 20<sup>th</sup> December.

**Note:** If warranted by exigencies of circumstances, the President of the ILA is empowered to alter suitably and marginally the above timetable.

- (e) Nomination for election to offices shall be duly proposed and seconded by valid members in accordance with Clause 5(d) of the Constitution. The nomination shall carry written consent of the candidate whose name has been proposed for contesting the election.
- (f) Withdrawal of nomination, if any, has to be made in writing by the candidate whose name has been proposed for contesting the election. Telegraphic/email intimation about the withdrawal will not be acceptable unless a copy of the intimation is sent by post/by hand personally to the Election Officer before the specified date for withdrawal.
- (g) The Election Committee, in association with the President, ILA shall scrutinize the nominations and after taking into consideration the withdrawals, announce the final valid nominations.
- (h) All complaints and representations received from the members of the ILA with regard to any issue on the election process up to the stage of dispatch of ballot papers shall be considered by the Election Committee and the President ILA and the decision taken thereupon shall be final and binding on all concerned. Any such complaints and

representations received after the commencement of dispatch of ballot papers shall not be considered.

### **3. Election Results**

The voters shall send the marked ballot papers by post in a closed cover to the Returning Officer at his/her address on or before the specified date for receiving the ballot papers. In case it is desired to handover the marked ballot-papers to the Returning Officer personally, it should be done personally by the voter concerned and no proxy shall be allowed in this connection.

- (a) While the President, ILA shall decide the date, time and place for counting of votes, these may ordinarily coincide with the General Body Meeting to be held during the Annual Library Conference. The counting may take place a day or two before such General Body Meeting to facilitate the announcement of the results at the General Body Meeting itself. If for any unforeseen circumstances, the election process is delayed and the result cannot be announced at the General Body Meeting, an Extra-ordinary General Body Meeting may be convened later for this special purpose of announcing the results at a date and venue to be decided by the President ILA.
- (b) The Returning Officer shall count the votes at the time and place decided upon by the President, ILA and to communicate the results to the President, ILA thereafter.
- (c) The Returning Officer may make use of the member volunteers (who shall not be contestant in the election) in the counting of votes. The candidates standing for election or their duly authorized representative may be present to watch for themselves the counting operations.
- (d) In the event of any tie, the decision will be taken by toss of a coin.
- (e) Decision taken by the Returning Officer in all complaints and representations in regard to receipt of ballot papers, counting of votes, invalidation of votes and compiling of election results shall be final and binding on all concerned.

#### 4. Membership Subscription Fee

The subscription fee to be paid for different classes of memberships shall be as follows:

Type of Membership	Subscription fee (Offline)	Subscription fee (Online)
Patron	To contribute to the ILA a single tranche either a sum of not less than Rs. 25,000/- in cash or property worth not less than Rs. 25,000/-	
Life Member (Individual)	Rs. 1500/-one time	Rs. 1550/-one time
Library Association Member	Rs. 600/- p.a.	Rs. 640/- p.a
Institution Member	Rs. 5,000/- p.a.	Rs. 5,150/- p.a.
Ordinary Member	Rs. 250/- p.a.	Rs. 275/- p.a.
<b>Foreign Members and Institution Member</b>		
SAARC Member (Individual member) Countries (Outside India)	\$50/ p.a.	\$50/ p.a.
SAARC Member Countries – Institution (Outside India)	\$100/-p.a.	\$100/-p.a.
Other Foreign Countries (Individual member)	\$75/p.a	\$75/p.a
Other Foreign Countries- Institution	\$120/- p.a.	\$120/- p.a.

## 5. Supply of ILA Publications

- (a) Further to Clause 5(a)ii, the privileges of members of the ILA to receive the ILA publications shall be as follows:
- (i) Gratis supply of online copy of any periodical which may be published as official organ of ILA.
  - (ii) Gratis supply of online copy of the ILA Newsletter or similar newsletter type publications that may be brought out from time to time.
  - (iii) Supply of *ad hoc* and all other serial publications of ILA at 20% discount on list price.

**Note:** In case of Overseas Members, including Life Members who have since migrated abroad, the 20% discount will apply on foreign subscription rates/cost.

The Executive Committee is authorised to fix up from time to time the discount to be allowed to book trade for various saleable publications of ILA.

## 6. Special Funds

Further to Clause 3(d) of the Constitution of the ILA, the following special funds shall be operated:

- (a) The ILA shall create and maintain a Life Membership Fund, to which all amounts accruing from life membership subscription are to be credited.
  - (i) The Life Membership Fund shall be maintained in a fixed deposit to the extent feasible. Interest from the fixed deposits of Life Membership Fund will *be* transferred to the General Account of the ILA for meeting current obligations to the Life Members.
  - (ii) When a Life Member expires, his life membership subscription will be transferred from Life Membership Fund to Building Fund.
  - (iii) The Executive Committee is authorised to draw advances/ loans from the fixed deposits of Life Membership Fund, should there be any emergent need. However, such loans/advances are to be paid back with interest to the Life Membership Fund.
- (b) The ILA shall create and maintain a Building Fund.

- (i) The receipt of the Building Fund shall consist of donations, transfer of any surplus fund from general revenues of the ILA, transfer of life membership subscription of deceased members, some percentage of revenues earned from sale of ILA publications royalty, consultancy fees, etc. receipt from advertisements specially for augmenting the Building Fund and similar others
- (ii) The Building Fund shall be utilized solely for purpose of owning a building by the ILA as and when possible.
- (iii) The Building Fund shall be maintained in a fixed deposit to the extent feasible. Interest accruing from the fixed deposits of Building Fund, shall also be credited to it.
- (iv) The Executive Committee is authorised to draw advances/ loans from the fixed deposit of the Building Fund should there be an emergent need. However, such advances/loans are to be paid back with interest to the Building Fund.

=====