The Kenya Association of Library and Information Professionals (KLA)

CONSTITUTION AND BY-LAWS

Revised 2016

In the construction of this constitution library and information professionals include: archivists, librarians, information scientists, knowledge managers, records managers, documentalists, media experts, and information technologists.

Preamble

WE the library and information professionals of Kenya;

ACKNOWLEDGE the need for an all embracing national association;

PROMOTE the welfare and interests of library and information professionals;

COMMIT to set, maintain, monitor and promote standards of excellence in creation, management and exploitation of information and knowledge resources for learning, research, recreation, innovation and quality service provision.

ADOPT, ENACT and give this constitution to ourselves and to our future generations.
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1. Name

The name of the Association shall be “The Kenya Association of Library and Information Professionals” (KLA) hereinafter called the Association.

2. Objectives

The objectives of the Association shall be to:

a) Incorporate all persons engaged or interested in library and information management and services;
b) Influence legislation and policies in library and information management and services, establish,
c) Promote, lobby and advocate for library and information professionals;
d) Foster and promote education, training, research, innovation and invention in library and information science;
e) Establish linkages and cooperation with local, regional and international associations and organizations; and

f) Establish, maintain and regulate professional practices.
g) Establish and maintain standards and ethics in training and practice of library and information profession.

3. Branches, Chapters, Sections and Groups

a) Branches of the Association may be established in any geographical area, county or town where this is so requested by members living there as prescribed in this constitution and the by-Laws; and such

i. Branches shall be established in a manner and upon such conditions as shall be approved by the Council in consultation with Executive Committee (EC) as the by-laws prescribe.

ii. Branch office bearers shall comprise of:
   a. Chairman,
   b. Vice-Chairman,
   c. Secretary General
   d. Treasurer and;
   e. Editor.

iii. The branch office bearers shall be elected by Annual General Meeting (AGM) in a manner as per by-laws and shall hold office for three years renewable once.

iv. The purpose of the branch shall be to further the objectives of the Association within its area and to unite members by means of registration, meetings, conferences, seminars and workshops.

v. The branch committee shall not make any decisions that affect the Association as whole or external relations with other organizations without approval from the EC.
vi. The chair of the branch shall make reports to the EC and AGM as prescribed by the by-laws and also send all the books of accounts to the EC for auditing and for the information and consideration by the EC.

vii. Branches shall remit all monies collected to the Honorary Treasurer.

viii. The EC shall remit an agreed upon percentage (%) of monies at the AGM to the branch.

ix. All activities of the branch shall be open to all members of the association with exception of the branch AGM.

x. A branch may be dissolved by the Council in consultation with EC if it becomes inactive or fails to comply with the provisions in this constitution and the by-laws.

b) Chapters, Sections, Groups shall be established within the Association in the manner prescribed in the By-laws:

(i) To represent each of the principal professions, sections and groups concerned with library and information management and services, and

(ii) Such Chapters, Sections, Groups shall be composed of members of the Association.

4. Membership

a) Membership of the Association shall be open to persons or corporate bodies with genuine professional and active vocational interest in library and information management and services as prescribed by the by-laws.

b) Qualifications and categories of membership:

(i) The qualification and categories of membership shall be determined under the By-laws promulgated by the Council in accordance with the Constitution.

(ii) The Membership, qualification and categories as set out in the By-laws of the Association shall apply until otherwise repealed or altered by the council in accordance with the constitution.

c) A person or corporate body shall be eligible for admission as a member provided that such persons or corporate body is;

   i. Actively interested in promoting objectives of the Association;
   ii. Engaged in library and information management and services;
   iii. Association with the administration of library and information systems;
   iv. Meeting the eligibility criteria stipulated in this constitution and the By-Laws for appropriate category of membership, and
   v. A member on payment of the fees provided for in the By-Laws.

d) The Membership of the Association shall comprise the following categories:

(i) **Full Members** of the Association shall be persons who have qualified and accepted the conditions of the Association as the By-Laws prescribe. A full member who has not paid his annual subscription, or who is a defaulter under the By-law, shall not vote in AGM. Full members may use professional affixes in the manner and on such conditions as the By-laws prescribe.
(ii) **Honorary members** shall be persons that the council considers to have rendered distinguished service in promoting the objectives of the association and may be appointed as such at any Annual General Meeting. Honorary members shall not be *those* actively in library and information management and services.

(iii) **Institutional Members** shall be corporate bodies *such as research, education and training institutions, government ministries, county governments, departments and parastatals.*

(iv) **Associate Members** shall be persons who have passed prescribed examinations and have fulfilled such conditions as the By-laws prescribe.

(v) **Student Members** shall be persons who have been duly admitted in a recognized institution of learning pursuing a course that leads to library and information sciences qualification. Such a person ceases to be a student member upon completion of the course.

(vi) **Visiting Members** shall be persons who are in Kenya for not more than three years and who have fulfilled such conditions as the By-laws prescribe.

(vii) **Corresponding Members** shall be persons residing outside Kenya who have fulfilled such conditions as the By-laws prescribe.

e) Every member shall be bound by and shall adhere to the principles of professional conduct and code of conduct published in Appendix 1 of the By-laws, and

f) *An individual* member of the Association shall cease to be a member:
   i) If such a member resigns by giving notice in writing of resignation,
   ii) If the member becomes of unsound mind,
   iii) If the member fails to pay subscription fees,
   iv) If the member is excluded from membership,
   v) If the member otherwise ceases to qualify for membership under this constitution.

vi) **Institutional and corporate members shall cease to be a member under section f(i, ii, iii, iv &v) above**

g) A member may be expelled or suspended from membership of the Association by majority resolution of at least three quarter (¾) of members of the Council. Such member shall have a seven clear days of notice of the Council meeting send to the member and such member shall be entitled to attend the meeting and be heard in defense but shall not be entitled to be present at the voting or take part in the proceedings other than what the Council shall permit.

5. **Council**

(a) *The national AGM shall elect* a governing body of the Association herein called the Council, composed of:

   (i) The sitting Chairman and
   (ii) Executive Officer as the secretary
   (iii) *Four elected from among prominent citizens and professionals who are non-information professionals*
(b) One elected representative from each of the registered Chapters, Section or Group.
(c) The term of the Council shall be three years with a maximum of two terms. The Council shall not meet more than four times in a year.
(d) Election of Council shall be in alternate year and not coincide with that of EC as prescribed by the By-laws.

6. Executive Committee
(a) The management of the Association shall comprise Honorary Chairman, Honorary Vice-Chairman, Honorary Secretary, Honorary Treasurer, Honorary Editor, Honorary Registrar, Executive Officer, immediate past chair and they shall constitute the Executive Committee.
(b) The functions except management of accounts of the EC may be delegated to the Council between meetings, subject to such regulations and limitations as the Council may from time to time impose.
(c) The management of the affairs and business of the Association shall be vested in and conducted by the EC.
(d) Elected members of the EC shall serve for an initial term of two (2) years. They may be re-elected for a further one term of two (2) years but shall take a break of one term before seeking to be elected again. Each elected member shall sign an affidavit to observe high integrity and leadership skills.
(e) The EC shall submit to the Annual General Meeting a report on its activities during the past year and every member of the Association shall be entitled to receive a copy of the report.
(f) Any resolution of the EC which principally affects the interest of one chapter, section, group or branch shall be seconded by an official representative.
(g) The EC shall cause proper minutes of all General Meetings of the Association and of all meetings of the Council to be taken and recorded.
(h) The EC shall cause proper accounts of all funds, property, assets and liabilities of the Association to be kept and to be audited as at the end of each prescribed financial year.
(i) The EC may appoint such sub or ad-hoc committees as it considers desirable for the efficient performance of its duties. The composition of such sub or ad-hoc committees shall be determined from time to time by the Council as the By-laws prescribe.

7. Standing Committees
(a) There shall be established Standing Committees of the Association appointed by the EC in this Constitution and the By-laws. The meetings of the Standing Committees shall be convened as the By-laws prescribe.
(b) There shall be established a Committee to be known as the Disciplinary Committee.
(i) The Disciplinary Committee shall consist of seven full members appointed by the EC, three of whom shall be members of the EC.
The Disciplinary Committee shall be charged with the duty of considering and deciding any case referred to the EC in the manner and on such.

There shall be established and **Educational Committee** of the Association consisting of members appointed by the EC as the By-laws prescribe.

The Education committee shall consist of seven full members appointed by the EC, three of whom shall be members of the EC.

The Educational Committee shall be charged with the duty of formulating policies on education and training, accreditation, professional ethics and standards in library and information programmes.

There shall be a Standing **Committee on Membership** appointed by the EC as the By-laws prescribe.

The Membership Committee shall consist of seven members appointed by the EC, three of whom shall be members of the EC.

The Membership Committee shall formulate policies relating to membership and coordinate membership promotion activities.

There shall be established an **Editorial Committee** of the Association consisting of members appointed by the EC.

The Editorial Board shall consist of the Editor and six other members appointed by the EC.

The Editorial Committee shall formulate policies relating to publications of the Association.

There shall be established a **Committee on National, Regional and International Cooperation** consisting members appointed by the EC. The committee shall:

Consist of seven members appointed by EC, three of whom shall be members of the EC.

Formulate policies relating to regional and international relations and establish linkages and cooperation with regional and international organizations in the promotion of library and information management and services.

There shall be established a **standing Finance Committee** consisting members appointed by the EC. The committee shall:

Consist of the treasurer and any other six members appointed by the EC, three of whom shall be from the EC.
(ii) Run and advice on the financial affairs of the Association and handle procurement of goods and services.

8. **Representation to Statutory Bodies**
   (a) The Association may nominate representative to statutory bodies. Such nominations shall:
   (i) Be made from full members of the Association by the Council as the By-laws prescribe.
   (ii) No members shall represent the Association in more than one body.
   (iii) No members shall represent the Association for more than two terms.

9. **General Meetings**
   (a) There shall be Annual General and Special General Meetings of the Association, its Chapters, Branches, Sections, and Groups.
   (i) The General Meetings of the Association shall be convened by the Honorary Secretary on the instructions of the Chairman or as the By-laws may prescribe.
   (ii) There shall be held at least one General Meeting in one year, which shall be known as the Annual General Meeting, at which the agenda shall be as prescribed by By-laws.
   (iii) At all General Meetings of the Association, the Chairman, or in his absence the Vice-Chairman or in the absence of both of these officers, a member selected by the meeting shall preside.
   (iv) Resolutions at the General Meeting shall be decided by simple majority by a show of hands. In the case of equality of votes the person who occupies the chair shall have a second or casting vote. In the event of a dispute, a ballot shall be taken.
   (v) Special General Meetings shall be called in such a manner as prescribed in the by-laws.

10. **Funds**
    a) Registration fees and annual subscriptions shall be paid to the Association in accordance with the amounts and in such manner as the By-laws prescribe and membership shall be conditional upon this being done.
    b) The EC shall, subject to such limitations and restrictions as the By-laws prescribe, apply the monies belonging to the Association for the administration of the business of the Association and for promoting the objectives of the Association.

11. **Auditors**
    a) Auditors shall be procedurally appointed at the Annual General Meetings. They shall have access at all reasonable times to the accounts and securities of the Association which shall be audited as at the *end of each prescribed financial year.*
b) The audited accounts shall be presented by the *Honorary Treasurer on behalf of EC* to the Annual General Meeting.

12. **Amendments to the Constitution**

a) The EC is empowered to create, revoke or amend by-laws to regulate all matters referred hereto by this constitution and on any other matters on which regulations are required which are consistent with the Constitution; provided that the creation, revocation or amendment of By-laws concerning the scale of registration fees for advancing from one category of membership to another and of annual subscription shall only be effected at a General Meeting.

b) The amendment to this Constitution shall be by simple majority vote in a referendum of all Full Members following a resolution of the Association in a General Meeting, at which the proposed amendment is properly placed upon the agenda, such resolutions having been carried with two-thirds of members present and entitled to vote, voting in favour of the motion.

13. **Dissolution of the Association**

a) The dissolution of the Association shall be by a simple majority vote in a referendum of all full members following a resolution of the association in a General Meeting, at which the proposed dissolution is properly on the agenda, such resolution having been carried with two-thirds of those present and entitled to vote, voting in favour of the motion.

b) In the event of the dissolution of the association, the Council in office shall decide upon the disposal of the Association funds, investments, securities and property.

c) Such disposal shall be in accordance with the objectives of the Association and or as the By-Laws prescribe.

d) Any dispute arising out of the interpretation of this Constitution or of the By-Laws shall be referred to a panel consisting of three persons, one of whom shall be an advocate of the High court and two of whom shall be Full Members.