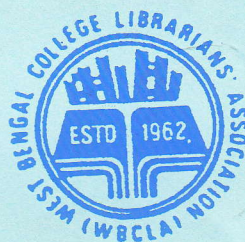


**WEST BENGAL COLLEGE  
LIBRARIANS' ASSOCIATION**

24B, Bechu Chatterjee Street  
Kolkata - 700009

Registered under the West Bengal  
Societies Registration Act, 1961



**CONSTITUTION**

**Memorandum  
&  
Rules & Regulation**

**WEST BENGAL COLLEGE  
LIBRARIANS' ASSOCIATION**

**24B, Bechu Chatterjee Street**

**Kolkata - 700009**

(Regd. under the West Bengal Societies Registration Act, 1961)

**PREAMBLE TO ITS CONSTITUTION**

The ambit of collegiate education being widened and developed, the College Librarians occupy a pivotal position and as such, are regarded as an integral part of the edifice of national culture.

College Librarians, when professionally organised, can effectively discharge their function commensurate with the higher objectives of national education.

Above all sectarian practice, College Librarians will seek and extend their co-operation to other sister organisations with a view to promoting solidarity, and achieving their rightful status and dignity in the interest of fruitful and productive academic life.

We, the College Librarians, therefore, form and build a profession-based Association.

**MEMORANDUM OF ASSOCIATION**

1. **The name of the Association** shall be "WEST BENGAL COLLEGE LIBRARIANS' ASSOCIATION", hereafter be called "Association".
2. **Office** : The Registered Office of the Association shall be located at 24B, Bechu Chatterjee Street, Calcutta - 700009. All changes in the location of Office shall be notified to all concerned.
3. **Aims and Objects** : The Aims and Objects of the Association shall be
  - (i) To promote the interests of the members of the Association and safeguard their rights and privileges.
  - (ii) To work for the establishment of national, democratic and scientific education in the country in general and for the development of collegiate education with a functional approach towards College Library Development in particular.

- (iii) To strive for the improvement of status and emoluments of the College Librarians and all other professional, semi-professional and non-professional staff of the College Libraries.
  - (iv) To cooperate, and if necessary, to federate with other democratic organisations with similar objects.
  - (v) To study all the problems relating to the College Library Personnel and enhance their efficiencies for rendering better services by conducting discussions, seminars, training etc.
  - (vi) To endeavour to enjoy the right of representation on all authorities of College and University.
  - (vii) To publish journals, books, bulletins and to undertake other educational publications.
  - (viii) To build up a Library of the Association.
  - (ix) To raise funds by subscriptions, donations and aids etc. from members, government and other persons and by organising charity shows. The fund of the Association shall also comprise the sale proceeds of publications and journals, advertisement-receipts of the journals etc.
  - (x) To do all that may assist in, conduce to, or be necessary for the fulfilment of the abovementioned objects and for the interest of the Association.
- 4. Funds :**
- (i) The income and properties of the Association whatsoever derived or obtained shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid to or divided amongst any of its members by way of profits.
  - (ii) All funds realised to the credit of the Association shall be deposited in the Post Office S.B. or in any scheduled bank approved by the Executive Committee, in the name of the Association. The Hony. Treasurer and the General Secretary shall be entitled to keep in his hands a sum not exceeding Rs. 100/- for contingent expenses.
  - (iii) The account shall be audited annually by a qualified auditor appointed by the Executive Committee, in the name of the Association. The Hony. Treasurer and the General Secretary shall jointly operate on these accounts. The General Secretary shall be entitled to keep in his hands a sum not

exceeding Rs. 100/- for contingent expenses.

- (iii) The account shall be audited annually by a qualified auditor appointed by the Executive Committee.

**5. Names, Addresses and Description of the Members of the Executive Committee :**

(Vide Original Document)

**6. We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into an Association in accordance with the West Bengal Societies Registration Act, 1961 (West Bengal Act XXVI of 1961) and in pursuance of this Memorandum of Association :**

(Vide Original Document)

**RULES AND REGULATIONS**

**7. Categories of Membership :**

(i) patrons, (ii) General Members and (iii) Associate Members.

**8. Qualifications for Membership :**

- (i) **Patrons :** Most distinguished educationists, librarians and social workers shall be the Patrons of the Association.
- (ii) **General Members :** All Working Librarians (including Deputy Librarians and Asstt. Librarians) and all professional staff of the Libraries of the Government and Non-Government Colleges (Sponsored and Non-Sponsored) in West Bengal shall be eligible as General Members on payment of the prescribed fees.
- (iii) **Associate Members :** The semi-professional and non-professional staff of the College Library and any student of Library and Information Science or any willing person shall be eligible for Associate Membership of the Association, without having any voting rights, provided that they shall get the copies of Association Journal gratis.

\* **Explanation :** The last date for admission to membership every year shall be 28th February.

**9. Subscriptions :**

- \* (i) The subscription for General Membership shall be Rs. 25/- per annum, payable in advance. Of this Re. 1/- shall be allotted to the Zonal Committee, if and when they are formed. Besides, the Zonal Committee shall be entitled to raise funds as and when necessary, with prior approval of the Executive Committee. The power to change the rate of subscription shall be vested in the Executive Committee subject to the approval by the Central Council.

Note : Quota for the Zonal Committee is to be reviewed and decided upon from time to time by the Executive Committee.

- (ii) The subscription for Associate Membership shall be Rs. 10/- per annum, payable in advance.

**10. Cessation of Membership :** A member shall cease to be a member of the Association in case of —

- (i) default in respect of paying subscription for any particular year,  
 (ii) tendering registration to the General Secretary,  
 (iii) removal of the member from the Association for acts prejudicial to the interest of the Association or acts calculated to damage the dignity of the Association or to lower it in public eyes, after giving the member concerned due opportunity by the Executive Committee to explain his conduct in this regard, and  
 (iv) superannuation, change of profession.

**Note :** Any motion for such removal shall be placed by the Executive Committee at a Special General Meeting convened for the purpose or the Annual Conference of the Association as the case may be, and if the motion is carried thereby a two-third majority of the members present and voting, the member concerned shall be removed from the Association.

**11. Register of Members :** The Association shall maintain a Register of Members containing names, addresses, designations, date of admission and date of registration or removal which shall be kept open for inspection of the members on requisition.

**12. Rights and Privileges of Members :** Subject to the limitations stipulated in relevant Rules, every General Member shall have the right :

- (i) To be present and vote at all meetings of the Association.

- (ii) To be eligible for election as an Office-bearer, or as a member of the different Committees or Sub-Committees of the Association etc.  
 (iii) To receive copies of the Bulletin or other publications of the Association at such reduced rates as determined by the Executive Committee.  
 (iv) To send suggestions for the betterment of the Association and for promotion of the cause of the Association to the Executive Committee for its consideration.  
 (v) To move resolutions in meetings/conferences and to be present and vote at the Annual Conference.

#### ADMINISTRATION :

**13. Zonal Committee :** All the General Members of a particular Zone shall constitute the Zonal Committee. Following shall be the Zones:

- (a) Calcutta - Comprising Colleges affiliated to the Calcutta University.  
 (b) Burdwan - Comprise Colleges affiliated to the Burdwan University.  
 (c) Kalyani - Comprising Colleges affiliated to the Kalyani University.  
 (d) North Bengal - Comprising Colleges affiliated to the North Bengal University.  
 (e)

#### Provided that :

- (i) For the sake of administrative expediency the Executive Committee shall have the power, with the consent of the Central Council, to re-define the Zones and determine the number of representatives thereof to be elected for the Central Council.  
 (ii) The Zonal Committee shall be subordinate and accountable for their activities to the Executive Committee.  
 (iii) A General Member serving in a College of a particular Zone (and not by virtue of his residence in a Zone) specified above shall belong to that particular Zonal Committee.

- (iv) Convened by the Zonal Secretary with at least one month's notice there shall be a Zonal Conference, ordinarily in the month of January every year, to consider the statements of accounts placed by the Secretary and to review the activities of the Zonal Committees and that all the Zonal Committee Members shall have the right to attend the Conference and vote.
- (v) The Zonal Conference shall elect, if necessary by secret ballot, one President, one Secretary and one Treasurer for the Zonal Committee and also elect Members for the Central Council from amongst themselves for two years respectively. Provided that the Calcutta University Zone being a bigger one there shall be an additional post of Joint Zonal Secretary.
- (vi) The Zonal Committee shall implement the decisions of the higher Committees and shall initiate moves to realise the objectives of the Association within the Zone.
- (vii) The Zonal Committee shall carry out day to day activities of the Association within the Zone and shall convene all meetings of the zonal committee. Normally all meetings shall require 7 days notice. An emergency meeting may be held on 72 hours notice.
- (viii) The Zonal Committee shall exercise such other powers as may be delegated by the Executive Committee and carry out such other functions as may be specified by the Central Council or the Annual Conference.
- (ix) All Zonal funds shall be with the Zonal Treasurer. If the total amount exceeds Rs. 50/- the money shall be deposited with a scheduled bank and shall be operated by the joint signatures of the Secretary and Treasurer of the Zonal Committee. In all cases payment shall be made by the Zonal Secretary and Treasurer.
- (x) All residue powers shall be vested in the Executive Committee.
- (xi) The Zonal Committee meetings or the Zonal Conference shall be presided over by the President of the Zonal Committee or in his absence, by a member of the Zonal Committee elected for the purpose from amongst themselves.
- (xii) Any vacancy of the post of office-bearers of the Zonal Committee shall be filled up by the Executive Committee through cooption, such appointments being valid only till the next Annual Conference.

- (xiii) The Zonal Secretary and the Treasurer shall be jointly responsible to the Executive Committee for the proper utilisation of the funds of the Association at their disposal.
- (xiv) There shall be a meeting of the office-bearers of the Zonal Committee at least once a month.

#### 14. Central Council

- (i) The management of the Association shall be vested in the Central Council comprised of representatives elected by the Zonal Committees. The number of the representatives is indicated below against each Zone.
 

(a) Calcutta University Zone	-	12 Representatives.
(b) Burdwan University Zone	-	3 "
(c) Kalyani University Zone	-	3 "
(d) North Bengal University Zone	-	3 "

Provided that in no circumstance, the number of members of the Central Council shall exceed 27.

- (ii) The Central Council shall, at its first meeting to be held within 30 days of its election and formation, elect from amongst themselves the members of the Executive Committee.
- (iii) If necessary, the Central Council may co-opt members to the Council not exceeding three on the recommendations of the Executive Committee.
- (iv) The Central Council shall have the power to increase the size and the number of office-bearers of the Executive Committee, if and when new affiliating Universities be formed.
- (v) The Central Council shall have the right to make bye-laws from time to time and to remove or alter any bye-law made thereto.
- (vi) The Central Council shall meet at least thrice a year to consider all matters placed before it by the Executive Committee for its consideration.
- (viii) The Central Council shall have its tenure for two years only.

Provide that no Zonal Committee shall be entitled to elect its representatives to the Central Council if the number of its members be

less than seven.

**15. The Executive Committee :**

(i) The Executive Committee of the Association shall be composed of the following :—

President	-	One
Vice-President	-	Two
General Secretary	-	One
Joint Secretary	-	Two
Asst. Secretary	-	One
Organising Secretary	-	One
Office Secretary	-	One
Hony. Treasurer	-	One
Member	-	One

(ii) The Executive Committee shall -

- (a) act on behalf of the Central Council in an executive capacity and shall be accountable for its activities to the Central Council,
- (b) have its tenure for two year, normally
- (c) meet at least six times a year.

**16. Meetings :** Subject to the limitations stipulated in the relevant Rules -

- (i) All the meetings of the Central Council shall be convened by the General Secretary on 10 days notice. An emergency meeting may, however, be called on 5 days notice.
- (ii) Normally all meetings of the Executive shall require 7 days' notice. An emergency meeting may be held on 3 days' notice. Meetings are to be convened by the General Secretary.
- \* (iii) The meetings of the Zonal Committees are to be convened by the Zonal Secretary on 7 days' notice. An emergency meeting may be held on 3 days' notice, of course.
- (iv) Provided that a Special General Meeting/ Annual Conference of the

Association shall have to be convened by the General Secretary on 45 days' notice, and

(v) The General Secretary shall call requisition-meeting if one-third members of a particular body requisition such a meeting. Such meeting shall normally require 15 days' notice.

**17. Quorum :** One-third members of the Central Council / Executive Committee / Zonal Committee / Special General Meeting / Annual Conference and of Editorial Board shall form the quorum of the meeting of the respective bodies.

**18. Powers and Functions of the Executive Committee :** The Executive Committee shall have the right to -

- (a) carry on day to day affairs of the Association,
- (b) raise funds for the purpose of the Association, as and when necessary, and prepare each year a budget estimate and conduct and control its expenditure,
- (c) organise the Annual Conference and implement the decisions adopted therein,
- (d) organise Special General Meetings of the Association or Conventions on urgent issues affecting the profession,
- (e) study all problems for the working and betterment of the Association, shall formulate and initiate plans, programmes and schemes and take resolutions and give effect to its decisions,
- (f) fill up vacancies amongst office-bearers and members of the Executive Committee through co-option, such assignments being valid till the next election,
- (g) transact all business in respect of the properties, if and when acquired.
- (h) examine and pass the accounts of the Association,
- (i) appointment of qualified auditor to audit the accounts of the Association for each of the financial year,
- (j) open bank account in the name of the Association to be operated jointly by the General Secretary and the Hony. Treasurer,
- (k) form different sub-committees for special purposes, stipulated their scope

and functions and consider their reports,

- (l) remove with prior approval of the Central Council any/all the office-bearers of the Zonal Committees for its activities detrimental to the interest of the Association and appoint office-bearers of the Zonal Committees on an ad-hoc basis till the next election.

**19. Powers and Duties of the Office-Bearers :**

- (a) The President shall have the right to preside over -
  - (i) the meetings of the Central Council,
  - (ii) the meetings of the Executive Committee,
  - (iii) the Annual Conference of the Association or the Special General Meeting of the Association, and
  - (iv) other meetings of the Committees/Sub-Committees as stipulated in the relevant rules.
- (b) In the absence of the President, anyone of the Vice-Presidents shall have the power to preside over the Meetings/Conferences stated above.

Provided that - in the absence of both the President and Vice-Presidents, the meeting shall elect its own chairman from among the members present.

**(c) The General Secretary shall -**

- (i) prepare the agenda for and arrange to convene and hold the meetings of the Central Council / Executive Committee / Annual Conference / Special General Meeting or any other meeting as stipulated in the relevant Rules and maintain corresponding minutes of the meetings, and take steps to give effect to the decisions of the meetings,
- (ii) issue general circulars and notices,
- (iii) sign on behalf of the Association all receipts for all sums received as subscription or donation etc.,
- (iv) sign and give pay orders on all bills for payment,
- (v) transact all the official business of the Association (including correspondence works) under the authority of the Executive Committee,
- (vi) keep proper books, accounts and vouchers, showing all receipts and disbursements made in the course of transacting business,

- (vii) prepare the draft budget for the consideration of the Executive Committee where Conveners are not specially appointed,
- (ix) to be responsible for the preparation of the Annual Report and the Audited Statement of Accounts,
- (x) perform such other duties that may be necessary for the furtherance of the objects of the Association, in anticipation of the sanction of the Executive Committee. The General Secretary may delegate any of his functions to anyone of the Joint Secretaries.

Provided that - the President may direct the General Secretary to call meetings/conference of the Association or its Statutory Committees or Sub-Committees wherever necessary, and if the same be not so called by him, the President may himself call the meeting/conference or may cause the same to be called by one of the Joint Secretaries.

Provided also that - where the General Secretary is unable or unwilling to discharge any of the above functions, the Executive Committee may delegate any or all of the same to the Joint Secretary/Joint Secretaries or to any member of the Executive Committee through a resolution.

- \* (d) (i) In the absence of the General Secretary, the Joint Secretaries shall discharge all his duties and shall enjoy the powers given to the General Secretary jointly and/or severally on the concurrence of the President and/or Vice-Presidents, as the case may be.
  - (ii) Usually the Joint Secretary shall assist the General Secretary in discharging his official duties and responsibilities.
- (e) The Asstt. Secretaries shall usually assist the General Secretary and the Joint Secretaries in their day to day affairs.
- (f) The Organising Secretary shall devote himself for the building of the Association on solid foundation by giving drives for membership, for the formation of Zonal Committees in unexplored areas and shall do all that may be deemed necessary by the Executive Committee in furtherance of the cause of the Association.
- (g) The Office Secretary shall be incharge of keeping and maintaining all the official records of the Association and receive all the mails on behalf of the Association and produce them as and when required by the General Secretary and/or President. Usually he shall manage the affairs of the

Association Office.

- (h) (i) The Hony. Treasurer shall collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof.
- (ii) Maintain and keep Cash Book and such other accounts as are necessary and operate Bank Accounts jointly with the General Secretary.

**Explanations :** Provided that the General Secretary shall be entitled to keep in his hand a sum not exceeding Rs. 100/- for contingent expenses.

Provided also that the General Secretary and the Hony. Treasurer must be residents of Calcutta.

#### 20. Editorial Board :

- (i) The Editorial Board of the Association shall be constituted of members nominated by the Executive Committee and shall be responsible for its functions to the Executive Committee. The number of the members of the Editorial Board shall be determined by the Executive Committee from time to time.
- (ii) The Editor shall be elected by the members of the Executive Committee.
- (iii) The Editor shall be in charge of the Association Bulletin or Journal and other publications of the Association and shall be accountable for his activities to the Editorial Board and the Executive Committee, as the case may be.
- (iv) The Editor shall be responsible for convening all the meetings of the Editorial Board. Such meetings shall require usually 7 days' notice. Emergency meetings may, however, be called on 72 hours' notice.
- (v) Bye-laws relating of Editorial Board shall be framed by the Executive Committee.

#### 21. Elections :

- (i) The names of contestants to the posts of President, Secretary, Joint Secretary and Treasurer of the Zonal Committee and to the membership of the Central Council from a Zone shall have to be duly proposed and seconded and there shall be election, if necessary, by secret ballot. The Preident of the Zonal Committee shall act as the Returning Officer. In case the President himself is not a contestant, as the Returning Officer. In case the President himself is a contestant, the Zonal Conference shall

elect one who is not a contestant, as the Returning Officer. In case of a tie, the procedure to be adopted shall be decided by the majority of the members present and voting.

- \* (ii) The members of the Executive Committee (including the Office-bearers) shall be elected at meeting called for the purpose ordinarily in the month of February every alternate year. The names of the contestants shall have to be duly proposed and seconded and election, if necessary, shall be held by secret ballot. The President of the Association shall act as the Returning Officer. In case the President himself is a contestant, the Central Council shall elect a Returning Officer from amongst its members. In case of a tie, the procedure to be adopted shall be decided by the majority of the members present and voting.

22. **Voting :** There shall be no voting by proxy.

\*23. **Annual Conference :** Convened by the General Secretary on 45 days' notice there shall be an annual Conference of the Association every year namely in the month of May at such place as may be determined by Executive Committee to consider the Annual Report with Audited Statement of Accounts placed by the General Secretary as also to -

- (i) consider resolutions and other matters placed before the Conference Sub-Committee,
- (ii) review the activities of the Association in general and executive Committee in particular.
- (iii) formulate policy and programme of the Association for the coming year,
- (iv) hand over charges to the new. Executive Committee by the outgoing one, and to be suitably incorporated.
- (v) consider any amendments of Rules move by any member.

Provided that - (a) Any resolution for amendment of the Rules of the Constitution sought to be placed before the Conference, shall have to be intimated to Conference Sub-Committee (to be formed for the purpose by the Executive Committee) before 10 days of the commencement of the Conference.

- (b) The Conference shall be the highest policy making body of the Association.



(c) If desired, the Central Council may request a distinguished person to preside over the Annual Conference.

24. **Amendment of the Constitution :** No amendment of the Rules of the Constitution shall be valid unless the same is passed by two-third majority of the members present and voting at the Annual Conference.

25. **Safe Custody of Funds :**

\* (i) The Central Council and/or the Executive Committee shall be responsible for the safe custody of the funds and assets, if any, of the Association.

(ii) The funds of the Association shall be kept in some scheduled banks.

26. **Books of Accounts and Inspection of :** The books of accounts and other statutory books shall be kept at the Registered Office and shall be kept open for inspection of members of the Council/Executive Committee during usual office hours and the same also be kept open for inspection of the general members at such time and place as the Central Council and/or the Executive Committee directs on a written request made by any such member of the Association.

27. **Accounting Year :** The official as well as the financial year of the Association shall be from 1st April to the 31st March.

28. **Suits and Legal Proceedings :** The Association may sue or be sued in the name of the General Secretary of the Association.

29. **Dissolution :** The Association may be dissolved provided three-fourth members present and voting at a General Meeting convened for the purpose or at the Annual Conference pass a resolution to that effect. Such Meeting/Conference shall decide the steps to be taken by the Executive Committee for the disposal and settlement of the property of the Association and its claims and liabilities as it may think fit.

Dated the Sixteenth day of December, Nineteen Hundred and Seventynine.

**Amendment :** Col. 8; Explanation : Deleted.

Col. 9 (i) : The Subscription for General Membership shall be determined by the Executive Committee subject to the approval of the Central Council.

Col. 10(i) : Default in respect of paying subscription for consecutive two years.

Col.13(e) : Vidyasagar-comprising Colleges affiliated to the Vidyasagar University.

Col. 14 (i) (a) Calcutta University Zone-15 Representatives. (b) Burdwan University Zone-5 Representatives. Kalyani University Zone-1 Representatives. (d) North Bengal University Zone-2 Representatives. (e) Vidyasagar University Zone-5 Representatives.

Provided that in no circumstances, the number of members of the Central Council shall exceed 30.

Cl.14.(ii) : The Central Council, at its first meeting to be held within 30 days of its election and formation, elect from amongst themselves the members of the Executive Committee.

Its first meeting shall be convened by the existing General Secretary and presided over by the existing President.

Cl.14(iii) : If necessary, the Central Council may co-opt members to the Council not exceeding seven, on the recommendations of the Executive Committee.

Cl.15(i) : The Executive Committee of the Association shall be

President	-	One
Vice-President	-	Two
General Secretary	-	One
Joint Secretary	-	Two
Asst. Secretary	-	Two
Organising Secretary	-	Two
Office Secretary	-	One
Hony. Treasurer	-	One
Member	-	Four

- Cl.16(iv) : Provided that a special General Meeting/Annual Conference of the Association shall have to be convened by the General Secretary on 30 days' notice, and
- Cl.19(d)(ii) : Usually the Joint Secretaries shall assist the General Secretary in discharging his Official duties and responsibilities and/or determined by the Executive Committee.
- cl.19(e) : The Asstt. Secretaries shall usually assist the General Secretary and the Joint Secretaries in their day to day affairs.
- Cl.21(iii) : The members of the Executive Committee (including the office e-bearers) shall be elected at a meeting called for the purpose, every alternate year. The names of the contestaants shall have to be dully proposed and seconded amd election, if necessary, shall held by secret ballot. The President of the Association shall act as the Returning Officer. In case of President himself is contestant, the Central Council shall elect a Returning Officer from anongst its members. In case of a tie, the procedure to be adoped shall be dicided by the majority of the members present and voting.
- Cl.23: **Annual Conference** : Convenned by the General Secretary on 30 days' notice there shall be an Annual Conference of the Association every year, ordinarily in the month of May at such place as may be determined by the Executive Committee to consider the Annual Report with Audited Statement of Accounts placed by the General Secretary as also to-
- Cl.25(i) : The Executive Committee shall be reponsible for the safe custody of the funds and asset, if any, of the Association.

Name of Zone	No. of Member
C. U. Zone	14
B. U. Zone	5
V. U. Zone	5
K. U. Zone	4
N. B. U. Zone	2