



# Malta Library and Information Association

## STATUTE

*Revised 2010*

*Member of the International Federation of Library  
Associations (IFLA), the European Bureau of Library,  
Information and Documentation Associations (EBLIDA) and  
of the Commonwealth Library Association (COMLA)*

## Interpretation

The Association means the **Malta Library and Information Association**. Member means a member of the Association. Books shall include periodicals, records, filmstrips and all other library materials. Librarians include also information workers, archivists, etc.

1. The name of the Association shall be the Malta Library and Information Association, which may be abbreviated to MaLIA.
2. The objectives and aims of the Association are:
  - (i) to unite all persons engaged, interested or involved in library, information and archival work;
  - (ii) to assist in the improvement of the status, salaries and qualifications of library and information workers in Malta and Gozo, and to focus national attention upon issues related libraries, archives and information related matters;
  - (iii) to watch and make representation regarding legislation affecting libraries, the Law of Copyright, Legal Deposit and laws affecting censorship of books, and to assist in the promotion of legislation concerning the improvement and satisfactory application of Library development;
  - (iv) to encourage the establishment, promotion and use of libraries in Malta and Gozo;
  - (v) to hold conferences and meetings concerning library matters and policies and the general local advancement of the Profession;
  - (vi) to promote, encourage and assist bibliographical studies and research;

- (vii) to form and maintain a Library collection for Members of the Association in such location as the Association may decide;
- (viii) to collect, collate and publish information of service or interest to Members of the Association and the Community;
- (ix) to hold courses and examinations in Library, Archive and Information Studies;
- (x) to maintain a register of qualified library and information professionals.

3. Membership will be open to:

- a.
  - (i) Library and information professionals;
  - (ii) Library Trainees;
  - (iii) Persons gainfully employed in library activities and duties;
  - (iv) Other persons working in libraries, information units, resource centres and related units;
  - (v) Professional archivists, trainees in archives work, and other persons working in archives who are approved by Council.
- b. Persons who in the opinion of the Council have rendered distinguished service in promoting, the objects and aims of the Association may be elected as Honorary Members.

4. The Council shall have power to nominate and elect as Honorary President of the Association a person - outside the Profession or a retired Professional librarian - whose election will be advantageous to the interest and objects of the Association. The Honorary President may become a member of the Council, and may act as Chairman in all General Meetings. The First Honorary President shall be elected by the Founding Members of the Association.

5. The Officers of the Association shall be: the Chairman, the Deputy-Chairman, the Treasurer and the Secretary, and/or such other Officers as may from time to time be thought necessary by the Association.
6. It is the duty of the Chairman to preside over all meetings of the Council, and, in the absence of the Honorary President, at all General Meetings of the Association. The Chairman is *ex officio* a member of all committees. In case of equality of votes the Chairman shall have a casting vote in addition to his own original vote.
7. The Deputy-Chairman is to discharge the duties of the Chairman in the latter's absence, and in the case of the Chairman's death, resignation or inability to serve, the Deputy-Chairman becomes Chairman *ad interim* for the remainder of the original term.
8. The Secretary shall call all meetings of the Council and shall keep a record of all proceedings, draft reports, issue notices, and conduct all correspondence, and act generally as the Executive Officer of the Association. The Minute Books shall be open to inspection by any Member of the Association at any reasonable time.
9. The Treasurer shall receive all monies due to the Association and shall make such payments as Council directs; shall supervise the accounts of all receipts, payments, assets and liabilities; shall deposit all monies accruing to the Association in such Bank or Banks as Council shall have determined upon; must submit a Financial Report to the Annual General Meeting. The Account books shall be open to the inspection of any Member of the Association and to any other person interested in the funds of the Association at any reasonable time.

10. The Association shall determine the amounts of all subscriptions and the entrance fee at the Annual General Meeting. Any member is eligible to life Membership for the payment of €69.88. \* Entrance fee €2.33.
11. The annual subscription rate as determined in the Annual General Meeting of 2008 is €12. Annual subscription shall be due and payable in advance on the first day of January in each year. Members who fail to pay their subscription by the first day of March in any year shall be deemed to have lost their membership.
12. The Council shall be the Governing Body and the Executive Committee of the Association. Activities conducted in the name of the Association shall be under the supervision and jurisdiction of the Council, and controlled either directly or indirectly by members of the Council. Hence, any attempt of any individual or group of individuals to commit the Association to a course of action without prior approval and consent of the Council shall be null and void.
  - a. (a) The Council shall consist of seven members to be elected at the Annual General Meeting.
    - (b) The Council shall elect from among its members the four Honorary Officers mentioned in para.5. Members who have held one of these Honorary Offices for three consecutive years may only be elected for a further year by a unanimous vote of Council taken on a secret ballot.
  - b. The Council shall have the power to co-opt not more than two persons for specific meetings or as occasion may require. Co-opted members will not be entitled to vote.

- c. The Council shall have the power to propose a Rule, or an alteration to a Rule. The General Meeting reserves the right to approve or reject Council's proposals.
  - d. The Council shall manage all income, funds, endowments etc., of the Association, and may do all such things that shall be deemed necessary or expedient.
  - e. No Member of the Council shall be entitled to vote in any matter in which he/she has financial or other gainful interests either directly or indirectly.
  - f. The Association in any Extraordinary General Meeting may remove an Officer or any Member of the Council provided a resolution to this effect is passed by a two-thirds majority of those present.
  - g. Any Officer/Member of the Council may, at any time, give notice in writing to the Council of his/her wish to resign and, in the acceptance of his/her resignation by the Council, his/her place shall become vacant.
  - h. The Council shall fill all vacancies for the remainder of the term by electing the candidate who received the highest number of votes among the unsuccessful candidates at the preceding Annual Election. If the above procedure cannot be followed, the post shall remain vacant till the next elections.
13. The Council may appoint Standing Committees. Members must be selected from Council and from Members of the Association (i.e. non-Council Members) to deal with various department of the Association' work and with such powers and under such conditions as from time to time should be fixed

by the Council. Non-members of the Association may be co-opted in a consultative capacity.

14. Council Meetings

- (i) The Council shall hold not less than three meetings annually. The Chairman shall preside over all the Council Meetings, and in his/her absence the Deputy-Chairman shall take the chair.
- (ii) Any Council member that does not attend three consecutive Council meetings without a justified reason shall be deemed as having automatically resigned from the Council.

15. As determined by the Annual General Meeting of 2009, and in line with demands of being registered with the Commissioner for Voluntary Organisations, all funds of the association shall be passed on to a voluntary organisation if MaLIA ceases to exist. The identified voluntary organisation is the Friends of the National Archives but this can be changed if an amendment is agreed upon during an annual general meeting or an extraordinary meeting.

16. **Annual General Meeting**

As from 1983, an Annual General Meeting shall be held each year during the last fifteen days of February at such time and place to be determined by the Council. The Meeting must be announced not less than two months beforehand. Each Member of the Association entitled to attend and vote at the Meeting must receive at least two weeks in advance:

- a. the notice of the Annual Meeting;
- b. a copy of the Balance Sheet and Accounts of the Association;

- c. all motions to be discussed at the Meeting.

The Annual Meeting shall receive and consider:

- (i) the Minutes of the preceding Annual General Meeting;
- (ii) the General Report of the Council;
- (iii) the Treasurer's Report;
- (iv) all Motions of which notice shall have been sent to the Honorary Secretary not less than three weeks before the date of the Annual General Meeting;
- (v) the nominations for election of Members to Council which will take office not later than four weeks after the date of the Annual General Meeting;
- (vi) the appointment of 2 (two) Auditors. No Officer of the Association shall be appointed auditor. In the absence of both the Hon. President and the Chairman of the Council, the Members present shall choose one of their number to take the chair. This procedure shall be adopted at all Annual and Extraordinary General Meetings.

## **17. General Meetings**

- (i) These may be convened by:
  - (a) Council whenever they think fit provided members entitled to attend and vote are notified in writing at least 14 days before the meeting takes place.

(b) Any 3 (three) members of the Council OR any 10 (ten) Members entitled to vote at General Meetings, provided that the purpose for which the Meeting is required be stated in the requisition to the Hon. Secretary who must call the Meeting within 14 days of the receipt of the Notice in writing convening the Meeting. No business shall be transacted at any Extraordinary Meeting except such as has been specified in the notice convening it.

18. Council meetings

(i) Unless other wise determined, 4 (four) Members of the Council actually present shall form a quorum.

Annual General Meeting

(ii) Unless 15 (fifteen) Members are present at the Annual General Meeting within thirty minutes after the time appointed for the meeting, the meeting shall be adjourned for seven working days, at the same time and place. Business shall be proceeded with, notwithstanding that there shall be less than 15 (fifteen) Members present. Extraordinary General Meetings (iii) Unless 15 (fifteen) Members are present within thirty minutes after the time appointed for the meeting, the meeting shall be dissolved.

19. At every General Meeting all questions shall be determined in the first instance by a show of hands. Voting for the election of Officers and Members shall be done by secret ballot. Two Members of the Association who are not candidates for election are to act as Scrutinizers and must sign or initial all ballot papers. The scrutinizers shall be the judges of the validity of every ballot paper tendered at the Annual

General Meeting. The Chairman of the meeting shall have the same power at all other meetings or polls.

20. Affiliations may be made with other Associations with kindred and mutual interests provided that:
  - (i) The Malta Library and Information Association does not jeopardise its independence and activities according to its own policies;
  - (ii) such affiliations are in conformity with its decisions regarding the extent or limits of obligations of such joint actions.
21. The Constitution may be amended only by a two-thirds' vote of all those present at an Annual General Meeting or at any Extraordinary General Meeting, provided the notice of the proposed amendments be sent for consideration to each member of the Association at least one month before final adoption.

### **Guidelines for Committees**

1. The Council may appoint Committees. Members must be selected from Council and from Members of the Association (i.e. non-Council Members) to deal with various departments of the Association's work and with such powers and under such conditions as from time to time should be fixed by the Council. Non-members of the Association may be co-opted in a consultative capacity. (Constitution, para. 1)
2. (The Chairman) is ex officio a member of all committees. (Constitution. para. 6)

3. Each Committee shall be formed of not less than three (3) members and not more than five (5).
4. Membership to each Committee shall be subject to approval by the Council. Membership and terms of reference of all Committees shall be renewed at Council's first meeting after the Annual General Meeting (cf. Minutes, 13th Council Meeting, 15.1.71)
5. Each Committee shall have a Chairperson and Secretary elected by the members of the Committee
6. Committees are to meet at least once a quarter.
7. Public communications, such as Press Release, are to be channelled through the Hon. Secretary of the Association. (c f. Minutes, 13th Council Meeting, 15.1.71)
8. Memoranda prepared for outside bodies shall be subject to formal approval by Council prior to their being presented to a third party. Once Council has given its approval then they can be regarded as being from the Association. (cf. Minutes, 17th Council Meeting, 26.7.71)
9. Some time before the Annual General Meeting, the Secretary of each Committee is to present the Chairman of the Council with a brief report regarding the work of the Committee during the year.

