

CONSTITUTION
of the
FRIENDS OF THE JAMAICA LIBRARY
SERVICE

JAMAICA LIBRARY SERVICE
FEBRUARY 2011

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CONSTITUTIONⁱ

of

FRIENDS OF THE JAMAICA LIBRARY SERVICE

NAME: - The Association shall be called *Friends of the Jamaica Library Service –*
..... *Parish/Branch Library –* *Parish Library Network*

OVERVIEW OF THE ORGANIZATION

The **Jamaica Library Service (JLS)** has been a driving force on the Jamaican landscape providing information as well as recreational and educational services through a network of public and school libraries.

The Service has been facilitating and influencing national development by creating and supporting a knowledge-based society of lifelong learners by being customer-focused, globally oriented and technology-enhanced.

Over sixty years of operation have established the institution as an integral part of the nation's educational and cultural life providing a range of resources, a tailored menu of programmes and services, free public access to print and non-print material including the Internet and other electronic resources which facilitate free access to knowledge and the acquisition of information for education, community development and renewal and opportunities for entertainment and wholesome interaction.

The Public Library Network makes significant contribution to nation building covering the island through Main Libraries located in the capital of each Parish, Branch Libraries in sub-urban and rural centres, Mobile Libraries and Postal Reader Service to communities that have no fixed library facility and through service to special categories of users - the visually impaired, persons in hospitals, correctional institutions, children's homes, and places of safety.

The School Library Network equips school libraries to be central to the education process enabling them to act as vital catalysts for learning by giving assistance to students, teachers, administrative and support staff in teaching institutions.

VISION

In the year 2016, we are a well resourced, well-managed and technology-enhanced organization, with well trained, competent and satisfied staff providing universal access to information and knowledge, resulting in excellence in customer service, an information literate society and a positive impact on national development.

MISSION

The Jamaica Library Service exists to enable national development through the creation and support of a knowledge-based society of culturally aware lifelong learners by providing universal access to information. This will be achieved by being customer-focused and technology-enhanced; in an aesthetically pleasing environment; and by a well-trained, competent, motivated and empowered team.

CORE VALUES – RICOA

*Respect
Integrity
Commitment
Open-mindedness
Accountability*

AIMS & OBJECTIVES OF THE ASSOCIATION

In conjunction with the Jamaica Library Board and the Parish Library Committee and in consultation with the relevant officers, the Association pursues the following Aims and Objectives:

- To assist in fund-raising so that the resources and facilities of the Library may be adequately maintained and expanded;
- To develop public awareness and appreciation of the contribution that the Library makes to the communities;
- To assist in the further development of the Library's collections;
- To promote the proper use of the Library's facilities to enrich the informational, educational and recreational life of library members, users and the wider community;
- To serve in an advisory capacity to the management of the network when requested;
- To assist with the recruitment and retention of members;
- To encourage the proper use and care of books and other library resources;

- To develop, support and implement, as authorized, programmes and activities of the library.

MEMBERSHIP

- Every person, business or organization who agrees with the aims and objectives of the Association is eligible for membership. Membership will become valid after payment of the relevant fees and signing of the membership agreement.
- There shall be the following categories of membership:
 - Ordinary
 - Corresponding
 - Corporate
 - Student

Annual Contribution

- | | |
|---|--------------|
| ▪ Ordinary membership | JA\$1000.00 |
| ▪ Corresponding membership ¹ | |
| ○ Adult | US\$10.00 |
| ○ Child | US\$ 5.00 |
| ▪ Corporate membership | JA\$5,000.00 |
| ▪ Student membership | JA\$50.00 |
| ▪ Specific contribution or a one-time donation is always welcome. | |

Officers

The Officers of the Association shall be:

- 1) Chairman
- 2) Vice Chairman
- 3) Secretary
- 4) Assistant Secretary
- 5) Treasurer
- 6) Assistant Treasurer

The Executive Committee

The officers of the Association along with the Director General of the Jamaica Library Service or his/her appointed representative, the Chairman of the Parish Library Committee, or his/her appointed representative and the Senior Librarian and Regional Director shall form the Executive Committee. The Committee shall have the power to co-opt a maximum of 2 other members to the Executive.

The Committee will operate with a maximum of 12 members and a minimum of 9.

¹ Any person, business or organization for membership residing outside of Jamaica

FINANCE

All funds and assets in the possession of the Association shall be held, paid out and applied as the Executive may direct in furtherance of the objectives of the Association. A bank account shall be opened in the name of the Association with such bank as the Association shall from time to time decide. All projects must have the approval of the Jamaica Library Board obtained through the offices of the Director General/ Parish Library Committee. Authorized expenses incurred by members of the Executive and/or regular members on behalf of the Association will be reimbursed on presentation of supporting documents. .

1. All financial instruments or letters of instruction to the bank shall be signed by two authorized officers – one of whom must be the Director General or his/her designated representative.
2. The Treasurer shall keep proper records of the finances of the Association.
3. Investment of Funds

The Treasurer shall from time to time recommend to the Executive the amount of funds in excess of the immediate requirements and the Executive shall decide upon the amount to be invested and the manner of its investment.

One or more qualified auditors, not to be members of the Association, shall be elected at the Annual General Meeting.

The accounts shall be audited at least once a year and an audited statement of the accounts for the financial year shall be submitted by the Executive to the Annual General Meeting.

All business transactions will be guided by the Government of Jamaica's Financial Administration and Audit Act.

MEETINGS

Annual General Meeting

- (a) The Annual General Meeting of the Association shall be held once in each year at such time (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Executive shall determine. At least 21 clear days' notice shall be given by the Secretary to each Member.

(b) The business of the Annual General Meeting shall be:-

- (i) to receive reports from the Chairman and other Officers;
- (ii) to receive and approve the annual accounts and to appoint auditors;
- (iii) to elect the Officers and other Members of the Executive;
- (iv) to name signatories to the Association's accounts
- (v) to consider any matter or proposal of which due notice has been given in writing to the Chairman, Treasurer or Secretary, not less than ten days before the meeting.

Other General Meetings

The Executive may, at any time, and shall within twenty-one days of receiving a request in writing from twenty-five (25) members, convene a Special General Meeting. Not less than 14 days notice shall be given by the Secretary to each Member, specifying the business to be transacted.

Executive Committee Meetings

Executive Meetings shall be held at least three times in each year.

Quorum

A quorum shall consist:

- (i) at a General Meeting of two-thirds of the paid up membership;
- (ii) at an Executive Meeting of two-thirds of the membership including the Director General or her duly appointed representative.

In the absence of the Chairman and Vice Chairman, those attending shall elect a Chairman for the meeting from among their number.

Notice of Meetings

Notices to Members shall be deemed sufficiently served if sent by ordinary post or hand-delivered by the person authorized by the Executive or sent via electronic mail to the address of the member registered in the records of the Association. Any letter so sent shall be deemed to have been received within 10 days of posting.

Nominations of Officers and Committee Members

Only paid up members of the Association, whether individual or representative, shall be eligible to serve as Officers or members of the Executive. Nominations for Officers or members of the Executive must be made by paid up members of the Association in writing and must be in the hands of the Secretary at least 14 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot or a system of postal voting (the arrangements for which shall be made by the Executive provided that the first members of the Executive shall be elected by personal vote at the first General Meeting of the Association).

Voting

Points of disagreement arising at any meeting shall be decided by a simple majority of those present and entitled to vote. Arrangements for proxy voting may from time to time be made by the Executive. No person shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the chairman of the meeting shall have a second or casting vote.

Minutes

Minute books shall be kept by the Executive and all committees, and the appropriate secretary shall enter in the minute book a record of all proceedings and resolutions.

STANDING ORDERS AND RULES

The Executive shall have power to adopt and issue standing orders and/or rules for the Association. Such standing orders and/or rules shall come into operation immediately provided that they shall be subject to review by the Association in a general meeting and shall not be inconsistent with the provisions of this Constitution.

DISSOLUTION OF THE ASSOCIATION

The Association may be dissolved by a Resolution passed by a two-thirds majority of members present and voting at a General Meeting of the Association convened for the purpose or at the written request of the Jamaica Library Board. Twenty-one (21) clear days' notice shall be given to the Members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the clearing of debts and liabilities, such property shall not be paid to or distributed among the members but shall be given or transferred to the Jamaica Library Service_____ Parish Library Network.

AMENDMENTS

Alteration to this Constitution shall receive the assent of two thirds of the members present and voting at an Annual General Meeting or a Special General Meeting and must include the Director General or his/her representative. A resolution for the alteration of the Constitution must be received by the Secretary of the Association at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed.

APPENDIX



JAMAICA LIBRARY SERVICE

FRIENDS OF THE LIBRARY

MEMBERSHIP APPLICATION FORM & AGREEMENT

| | | |
|---|--|-------------------------|
| I wish to be enrolled as Friend of the Jamaica Library Service _____ Parish Library - Specific Service Point – and “I agree to the aims and objectives of the Friends of the ‘Specific Service Point’ and pledge my full support.” | | |
| Signature: | | Date: |
| Membership Type | | |
| | Ordinary Membership | Annual Fee – \$1,000.00 |
| | Corresponding membership (adult) | Annual Fee – US\$10.00 |
| | Corresponding membership (child) | Annual Fee – US\$ 5.00 |
| | Corporate membership | Annual Fee – \$5,000.00 |
| | Student membership | Annual Fee – \$50.00 |
| | Specific Contribution or one-time donation | |
| Personal Data | | |
| First Name: | Middle Initial: | Last Name: |
| Postal Address: | Contact Number(s): | |
| Mailing address (if different from above) | Home: | |
| Place & Address of Employment/School/Other | Office: | |
| | Cell: | |
| Email Address: | | |

| |
|---|
| Please mail your cheque* and this form to: Jamaica Library Service _____ Parish Library Network OR Deliver to your library of interest for the Senior Librarian’s attention. |
|---|

*Cheque to be made payable to: Friends - Specific Parish Library

| Special Areas of Interest |
|--|
| ▪ Fundraising |
| ▪ Human Resource Management & Administration |
| ▪ Information Technology |
| ▪ Marketing |
| ▪ Building & Physical Infrastructure |
| ▪ Research |
| ▪ Cataloguing |
| ▪ Children Librarianship |
| ▪ Programmes & Services |
| ○ Public Library |
| ○ School Library |
| ○ Mobile Library |
| ○ Story telling |
| ○ Activity Clubs |
| ○ Services to Disadvantaged Groups |
| ▪ Membership Recruitment |

ⁱ Approved by the Board November 23, 2010