LAS Constitution

With effect from: 24 August 2025

Article I : Name

The name of the Association shall be the Library Association of Singapore (Persatuan Perpustakaan Singapura)

Article II : Address

Its place of meeting and address shall be as follows, until further notice:

Library Association of Singapore
c/o National Library Board
100 Victoria Street #14-01 Singapore 188064

Article III : Objectives

The objectives of the Association shall be:

1) to unite and promote the interests of all persons engaged in library and information work or interested in libraries and information centres;
2) to promote the better administration and management of libraries and information centres;
3) to encourage the establishment, development and use of libraries and information centres in Singapore;
4) to promote professional education of persons engaged in library and information services;
5) to work towards the enhancement of the status and role of professionals in library and information services;
6) to encourage its members, through its programmes and publications, to increase their own professional capacities and performance;
7) to publish and disseminate such information and knowledge as will be of service to members;
8) to undertake such activities, including the holding of meetings and conferences, as are appropriate to the attainment of the above objectives.

Article IV : Branches and Sections

Such branches and sections shall be established as the Council may decide to be desirable.

Article V : Membership

1) Categories of membership

There shall be two categories of membership:

a) Personal membership

i) ***Professional membership*** shall be open to:

All persons with recognised professional degrees/post-graduate diplomas in library and information science or equivalent professional qualifications.

ii) ***Associate membership*** shall be open to:

(a) persons with recognized para-professional diplomas/ certificates in library and information science or equivalent qualifications;

(b) persons engaged in library and information services but do not hold professional degrees / post-graduate diplomas in library and information studies;

(c) full-time students of library and information science courses.

iii) ***Affiliate membership*** shall be open to:

Persons interested in the objectives of the LAS and are not engaged in library and information services, and do not hold professional degrees/diplomas in library and information studies/science.

iv) ***Professional life membership*** shall be open to:

Persons who have been professional members for not less than five consecutive years and having paid up the current subscription have compounded by one payment all future subscriptions.

v) ***Professional membership (non-working)*** shall be open to:

Professional members who are no longer working.

b) ***Institutional membership*** shall be open to:

Organizations under the categories of membership listed below. Each institutional member shall nominate one staff member with professional qualifications to represent it at meetings and functions of the Association. Institutions without a professionally qualified librarian shall be represented by an appropriate nominated representative.

i) Local and overseas libraries and information organizations

ii) School libraries

iii) Local and overseas non-libraries and information organizations.

2) Admission of Members

i) ***Personal members***: Any person who is eligible under Article V (1)(a) may apply to Council for membership using the prescribed forms.

ii) ***Institutional member***: Any library, corporate body, society or other institution eligible under the Article V(1)(b) may apply to Council for membership using the prescribed forms.

iii) ***Honorary life membership*** may be conferred on persons who have distinguished themselves in the development of libraries and librarianship in Singapore. Members may nominate suitable candidates for the Council to recommend to the AGM for approval.

b) No application shall be entertained unless accompanied by the fully completed prescribed form and the corresponding membership fee.

c) The Council may by simple majority admit or reject an application provided that no application shall be rejected unreasonably.

3) Registration of Members

a) The Council shall maintain a Register of Members. Every person or body whose application for membership has under Article V (2) been accepted shall be entitled to be admitted and registered as a member.

b) A receipt will be issued to each member on joining the Association and on renewal of membership. Voting slips shall be used to identify members eligible to vote at the Annual/Extraordinary General Meeting.

4) Nomination and Election

Only professional, honorary life members and professionally qualified representatives of local institutional members currently residing in the country shall be entitled to nominate candidates for election and vote on all issues at the Annual General Meeting/ Extraordinary General Meeting.

Article VI : Subscriptions

1. The rates of annual subscriptions shall be :-

a) Personal Membership:

i) Honorary	Free
ii) Life	$3000
iii) Professional	$100
iv) Professional (non-working)	$30
v) Associate	$50
vi) Affiliate	$150

b) Institutional membership:

i) Libraries and information centre (except school libraries)	$200
ii) School libraries	$50
iii) Non-libraries	$300

2) The rate of annual subscription can only be varied by an Annual or Extraordinary General Meeting of the members. Any obligatory subscriptions for particular purposes may only be raised from members with the consent of an Annual or Extraordinary General Meeting of the members.

3)

a) Annual subscriptions shall be due on 1st January each year and expires on the 31st December.

b) New members who join between 1 November and 31 December shall pay full subscription fee for membership up to 31 December of the following

year. This concession is not valid for subscription renewal or lapsed membership application.

c) Payment may be made in cash, cheque, through bank order, GIRO or via secured online payment systems.

4) Any member shall be ineligible to nominate and vote or to stand for election if he or she fails to pay his or her subscription before the Annual General Meeting.

5) If any member shall fail to pay his or her subscription by the 31st May each year, he or she shall be deemed to have ceased to be a member.

Article VII : Council

1) The Council shall be the governing and executive body of the Association and shall consist of the following members who shall assume office at the Annual General Meeting:

A President

An Immediate Past President

A Vice-President

An Hon Secretary

An Assistant Hon Secretary

An Hon Treasurer

Five Ordinary Council Members

a) The Council shall have the power to co-opt up to 3 additional members.

b) The post of the Immediate Past President shall be left vacant if the President of the preceding Council is re-elected to office.

2) Only professional, professional life and honorary life members may stand for election to the Council. All office-bearers shall be Singapore citizens or Permanent Residents of Singapore.

3) Nomination forms shall be sent out to the professional members and local libraries, which are institutional members seven weeks before the date of the Annual General Meeting. Nominations, duly proposed and seconded by fully paid-up professional and institutional members, shall be in the hands of the Hon Secretary not later than five weeks before the date of the Annual General Meeting. All nomination forms shall be announced by the Hon Secretary at the Council Meeting following the closing date of the nomination. The Hon Secretary shall distribute ballot papers not later than three weeks before the Annual General Meeting.

4) If no nomination is received for any post before the closing date then the professional and institutional members present at the Annual General Meeting shall nominate and elect any professional member to fill the post in question. Elections shall be by secret ballot.

5) Members of the Council shall hold office for a two-year term. All office-bearers, except the Hon Treasurer, shall be eligible for re-election.

6) In the event of a vacancy in the Council arising, the Council shall be empowered to fill the vacancy.

7) A Council meeting shall be held at least four times a year after seven days' notice to Council members. The President may call a Council meeting at any time by giving five days' notice. The quorum during all Council meetings shall be seven.

8) The Council shall have the power to draw up by-laws and amend them from time to time provided they do not conflict with the existing Constitution.

9) The Council shall have the power to set up Committees, Sections and Groups as and when necessary for any specific purpose.

10) The Council has the power to authorize the expenditure of a sum not exceeding $1,000 per month from the Association's funds for the Association's ordinary expenses. Where necessary, Council may authorise not more than $20,000 for special expenditures to be itemized in the

Treasurer's / Auditors report. For expenditure items above $10,000 but below $20,000 Council is to conduct a call for quotation exercise in order to obtain the best value.

11) The Council shall have the empowerment to make decisions in the choice of banks to deposit with as it deems fit up to the amount of money already lodged in existing LAS fixed deposit accounts.

12) The Council shall have the power to affiliate the Association with outside bodies.

Article VIII : Duties of office-bearers

1) The President shall act as Chairman at all general and Council meetings. The President or a Council member nominated by the Council shall represent the Association in its dealings with outside persons or organisations and the Press.

2) The Vice-President shall act as chairman in the absence of the President and shall also deputise for the President whenever necessary.

3) The Hon Secretary shall keep all records, except financial, of the Council and shall be responsible for their correctness. He or she shall keep minutes of all general and Council meetings and conduct the correspondence of the Association, except those pertaining to the financial and membership matters.

4) The Assistant Hon Secretary shall keep all membership records and shall be responsible for their correctness. He or she shall conduct the correspondence pertaining to membership of the Association. He or she shall assist the Secretary in the preparations for the AGM and cover his or her duties in his or her absence. The Assistant Hon Secretary shall also serve as the Association’s appointed Data Protection Officer ensuring that all personal data of members are properly and securely kept and used in an appropriate manner as required by the Association, and in accordance with the Personal Data Protection Act (2012).

5) The Hon Treasurer shall keep all funds, collect and disburse all monies on behalf of the Association and shall keep an account of all monetary transactions and shall be responsible for their correctness. The Hon Treasurer shall not keep more than $250.00 in the form of cash, and money

in excess of this shall be deposited in a bank, to be named by the Council. He or she shall transfer sums of credit from the Secured Online Payment System to the stipulated bank account when it has reached the value whereby no further fees would be incurred by the Association for doing so. He or she shall send a notice of subscriptions due to members within one month of their falling due. He or she shall submit to the Annual General Meeting, a certified statement of the Association's accounts. Cheques, etc., for withdrawal from the bank in which the Association's funds are deposited shall be signed by the President or Hon Secretary in addition to the Hon Treasurer.

Article IX : General Meetings

1) There shall be at least 4 ordinary meetings in each year.

2) An Annual General Meeting shall be held not later than the last day of May each year.

3) An Extraordinary General Meeting shall be convened at the request, in writing of a quarter or 50 members, whichever is less, of the total membership of the Association.

4) The quorum during the Annual General Meeting and the Extraordinary General Meeting shall be a quarter or 50 members, whichever is less, of the total voting membership of the Association. In the event of there being no quorum during the proceeding, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed and should the members then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.

5) At least two weeks' notice shall be given of Annual General Meeting and at least seven days' notice of any other General Meeting.

6) The Annual General Meeting shall:
   a) receive any Annual Report and a certified statement of the previous year's accounts
   b) elect office-bearers and Council members for the following year

c) consider any other item on the agenda of which notice in writing has been given to the Hon Secretary by a member at least three weeks before the meeting is due to be held.

Article X : Appointment of Patron

The Council shall have the power to appoint a Patron who shall hold office for such a period as the Council shall decide.

Article XI : Auditors

A person not being a member of the Council will be appointed as the Hon Internal Auditor at the Annual General Meeting. The Hon Internal Auditor will hold office for a two-year term and may not be re-appointed for a consecutive term. The final account should be audited by a firm of accountants appointed at the Annual General Meeting. He or she will be required to audit each year's account not later than 31 March and present a report on them to the Annual General Meeting. He or she may be required by the President to audit the Association's accounts for any period within their tenure of office at any date and make a report to the Council.

Article XII : Financial Year

The Financial year shall be 1 January to 31 December each year.

Article XIII : Amendments to the Constitution

1) Amendments to the Constitution shall be made at the Annual General and the Extraordinary General Meeting and shall not come into force without the prior sanction of the Registrar of Societies.

2) The proposed amendments to the Constitution shall be made in writing to the Hon Secretary at least one month before the Annual/Extraordinary General Meeting and shall be circulated to members at least two weeks before the Annual/Extraordinary General Meeting.

3) Amendments to the Constitution must be approved by a two-third majority of those present who are eligible to vote at the time of voting.

Article XIV : Prohibitions

1) The funds of the Association shall not be used to pay the fines of members who have been convicted in Court.

2) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, committee, or members.

3) The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

4) Gambling of any kind is forbidden on the Association's premises. The introduction of materials for gambling or drug taking is prohibited.

5) The Association shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in the Trade Union Act, Chapter 129.

Article XV : Dissolution

1) The Association shall not be dissolved, except with the consent of not less than two thirds of the members of the Association expressed, either in person or by proxy at an Extraordinary General Meeting convened for the purpose, or by postal vote.

2) In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged, and the remaining funds shall be disposed of as decided by an Extraordinary General Meeting.

3) Notice of dissolution shall be given within 14 days to the Registrar of Societies.

Article XVI : Liaison with the Persatuan Pustakawan Malaysia

1) There shall be a Joint Liaison Council of the Library Association of Singapore and Persatuan Pustakawan Malaysia consisting of all Council members of both Associations.

2) This Joint Liaison Council shall hold a meeting as and when required.

3) The Chairman and the Secretary for each meeting shall be alternately from each host country.

4) The place and date of meeting shall be as agreed by the Joint Liaison Council.

5) The Joint Liaison Council may set up Joint Committees as and when necessary for any specific purposes.