



MEMBERSHIP HANDBOOK

ALJALS

Established 1975

MISSION STATEMENT

The Association of Librarians in The Jamaica Library Service aims to create a focused, well-trained and satisfied cadre of professionals capable of providing leadership in the development of Jamaica Library Service and the Profession of Librarianship in order to facilitate learning and access to information for all

CORE VALUES

Professionalism

Respect

Integrity

Loyalty

Service

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BRIEF HISTORY

The Association was established on April 27, 1975 to promote and protect the welfare of Librarians. ALJALS consists of Librarians currently or previously employed to the Jamaica Library Service.

The Association makes representation on matters in respect of working conditions and conditions of service in an effort to develop and secure the professional and economic interest of the members. One of the Association's main objective is to maintain and foster the highest standards in the Jamaica Library Service.

The Association was registered under the Trade Union Act on November 8, 1994 and was therefore officially granted union status.

CONSTITUTION - RULES AND REGULATIONS

1. NAME

The Association of Librarians in the Jamaica Library Service with acronym ALJALS (here-in-after called the association).

2. HEADQUARTERS OF THE ASSOCIATION

The headquarters of the Association shall be, 2 Tom Redcam Drive, Kingston 5, Jamaica, West Indies.

3. AIMS AND OBJECTIVES

- I. To maintain and foster the highest standards in the Jamaica Library Service.
- II. To make representation and to negotiate on behalf of all members of the Association improved working conditions including salaries and other benefits.
- III. To make representation on behalf of all members to protect and develop their professional interests.
- IV. To ensure effective communication at all levels.
- V. To do all things incidental and conducive to the advancement of the welfare of members

4. MEMBERSHIP

- I. There shall be three categories of membership in the Association - Full, Associate and Honorary Membership
 - a) "Full" members shall be persons duly qualified as librarians and in the employ of the Jamaica Library Service:
 - b) "Associate" members shall be librarians previously in the employ of the Jamaica Library Service and who held membership in the Association

prior to resignation or retirement. Associate members shall not be eligible to vote or hold office.

- c) “Honorary” members shall be persons deemed by one quarter of the “Full” membership of the Association in a General Meeting to be person/or persons on whom the title of honorary member shall be conferred by virtue of that person’s outstanding contribution to the profession of Librarianship.

An honorary member shall remain so at the pleasure of the Association and shall not have voting rights

II. The further requirements for a person to qualify for Full or Associate Membership of the Association are:

- a) The person must make a formal request for membership and should have attended a minimum of two successive Regular Meetings prior to admission.

5. MEETINGS

I. The place of Meetings shall be at 2, Tom Redcam Drive or such other venue as maybe determined

II. The general membership of the Association is the supreme authority of the Association.

III. Three regular general meetings shall be held on the last Friday of the months of February, September and November of each year.

IV. An Annual General Meeting shall be held on the last Friday of June each year.

V. Notice of general meetings shall be given to all members at least fourteen (14) days prior to the date of the meeting.

VI. A special general meeting may be called by two-thirds of the Executive or by a minimum of one-quarter of the “Full” membership.

Notice of such meetings shall be given to members at least three (3) days prior to the meeting.

VII. Quorum - The quorum for a regular general meeting shall be one-quarter the “Full” membership of the Association. The quorum for an annual general meeting shall also be one-quarter of the “Full” membership of the Association

VIII. The business of the Annual General Meeting shall be:

- a) To receive the reports of the Association
- b) To elect officers; and
- c) To deal with such matters as may appear on the agenda.

IX. The business of the regular general meeting shall be conducted under the following format:

- a) Matters Arising from the Minutes of previous meeting
- b) New Business
- c) Reports
- d) Correspondence
- e) Any Other Business

X. A simple majority of those in attendance at either a regular or an annual general meeting may alter the order of the business of the said meeting.

XI. Voting

Voting at any meeting of the Association shall be by a show of hands save and except where a simple majority of the members present decide that voting shall be done otherwise.

XII. Except where otherwise provided in this constitution, decision shall be taken by a simple majority of all “Full” members present and voting.

XIII. The Chairman

At all meetings of the Association the Chairman shall be entitled to exercise an original and casting Vote.

6. ORGANIZATIONAL STRUCTURE

I. The association shall have the following officers:

President

First Vice President/President Elect

Second Vice President

Secretary and Assistant Secretary

Treasurer and Assistant Treasurer

II. The outgoing executive shall nominate the First Vice President/President Elect and present him/her to the membership for ratification at an Annual General Meeting. The second Vice President shall be nominated from the floor.

The First Vice President/President Elect shall hold that position only in the year of election, unless the executive and membership agrees otherwise and shall go forward to the office of President.

In the event that the President demits office before the end of his/her term the First Vice President will assume the seat of the President and the Second Vice President will assume duties as the First Vice President but shall not automatically become President Elect. All other positions shall be nominated from the floor.

III. The President and First Vice President/President Elect shall be first and second leaders respectively.

IV. Functions of the President

The President shall:

- preside at all meetings of the Association; in his or her absence the functions shall be discharged by the Vice President and in the absence of both, a member elected by the meeting shall preside;
- prepare and present reports to the Annual General Meeting.
- the president on election may hold office for no more than two years consecutively

V. Function of the First Vice President/President Elect

The First Vice President/President Elect shall discharge the functions of the President in his or her absence.

VI. Function of the Second Vice President

The Second Vice President shall discharge the functions of the President in the absence of the President and President Elect

VII. Functions of the Secretary

- a) Maintain a roll of membership of the Association and such other records as the Association may direct.
- b) Convene meetings
- c) Record the proceedings of meetings of the Association
- d) Prepare minutes and agenda

VIII. Functions of the Assistant Secretary

The Assistant Secretary shall assist with the secretarial functions and deputize for the Secretary in his or her absence

IX. Functions of the Treasurer

The Treasurer shall:

- receive all funds due to or belonging to the Association and shall maintain all records of Accounts

- make any payments on behalf of the Association as authorized by the Executive
- render an audited statement of revenue and expenditure of the twelve (12) months preceding the Annual General Meeting
- make available to the membership all financial records upon request
- deposit with the Bankers named by the Association all funds received on behalf of the Association as soon as possible after receipt there-or
- submit the Annual Financial Statement and list of membership returns to the Registrar of Trade Unions as prescribed by law.

X. Functions of Assistant Treasurer

The Assistant Treasurer shall undertake the duties of the Treasurer in the event of his or her absence or demitting office until such time as he or she returns or a replacement is elected

XI. Executive Meeting

- a) The Executive of the Association shall in addition to the officers named in Article 6 Section 1, include the Immediate Past President and the Chairpersons of the Standing Committees. A representative from each region and one (1) representative from Headquarters.
- b) The representatives from each region and Headquarters shall be named by members of the Association in the respective Regions and Headquarters and ratified at the Annual General Meeting
- c) The Executive Committee shall meet at least twice per year.
- d) The term of office of the Executive shall be for one year and officers shall be eligible for re-election

7. RIGHT TO RECALL

- I. Not withstanding other provision herein to the contrary, any member of the Executive Committee may be recalled from his or her post by reason of non-performance, absence from two consecutive meetings without an apology or acts of indiscipline detrimental to the Association.

- II. The vote to recall a member of the Executive Committee shall be by a two-thirds majority of the “Full” membership of the Association.
- III. A vacant post created by recall may be filled by an Acting Officer elected at a quarterly general meeting.

8. FINANCE

- I. The Association shall be empowered to open accounts in any financial institution or institutions approved by the executive Committee and such accounts shall be operated in the name of the Association.
- II. Withdrawal of the funds of the Association from the account held with the bankers of the Association shall be made on the joint signatures of any two of the following: Treasurer, President, Secretary or Another “Full” member to be named at the Annual General Meeting.
- III. All funds and other assets of the Association shall be vested on behalf of the Association in the names of three Trustees.
- IV. The Trustees shall be appointed for life. A new Trustee or Trustees shall be appointed in lieu of anyone dying, resigning or leaving the island.
- V. An Auditor who shall not be an officer of the Association shall be appointed at each Annual General Meeting and his or her appointment shall remain in effect until the next Annual General Meeting.
- VI. The Accounts of the Association shall be audited prior to the Annual General Meeting each year and the Certificate shall appear on the Treasurer’s Annual Financial Statement.

9. DUES

- I. Each “Full” member of the Association shall be required to pay an annual membership fee, the amount to be decided at an Annual General Meeting by

a two-thirds majority vote of the membership present. The fee will become due at the Annual General Meeting in June of each year.”

- II. Each “Associate” member shall be required to pay an annual associates fee, the amounts to be decided at an Annual General Meeting by a two-thirds majority vote of the membership present. The fee will become due at the Annual General meeting in June of each year.
- III. No member shall be eligible for office if he or she has defaulted in the payment of membership fees

10. STANDING COMMITTEE

I. Subject to the decision of a quarterly General Meeting or of an Annual General Meeting the following are the Standing Committees of the Association:

- Negotiation Committee
- Public Relations Committee
- Finance and Fund Raising Committee
- Publications and Education Committee

II. A representative for each region in the Jamaica Library Service and from Jamaica Library Service Headquarters is to be named at each Annual General Meeting in June each year.

11. BYE LAWS

The Executive Committee shall formulate such Bye-Laws as deemed necessary from time to time for the general well being of the Association:

In order to be valid such bye-laws:

- a) Shall be tabled at a general meeting or an annual general meeting and shall be subjected to an affirmative vote of the simple majority of the members at such meeting and;

- b) Shall not conflict with or be in contravention of the spirit or content of any of the provisions of the Constitution.

12. AMENDMENT

Any provision of this Constitution may be amended by a two-third majority of the “Full” membership provided that, notice of the proposed amendment shall be given to the general membership of a meeting of the Association at least one month prior to the meeting at which it is proposed to move the amendment.

13. DISSOLUTION

- I. The Association may be dissolved on two-third majority vote of the “Full” membership.
- II. Upon dissolution and after settlement of all debts and other liabilities outstanding against the Association, the net assets of the Association shall be donated to such charitable institutions, organizations or projects or be devoted to such charitable objects as the majority aforesaid in the meeting shall determine

CODE OF ETHICS

Preamble

This code of ethics provides basic guidelines for the conduct and performance of all individuals who are members of ALJALS.

Librarians in the Public Library Service have an obligation to the governing authority under which they work, to the library as an institution, to fellow workers and members of the library profession, to library users and the society in general.

Governing Authority

Each member must carry out his/her duties with the understanding that final jurisdiction over the administration of the library rests in the official constituted authority, that is, the Jamaica Library Board or in the case of Associate Members the particular employing body.

Members should carry out the objectives and policies of the employing body and its appointed executives, with a true spirit of loyalty and co-operation.

It is the responsibility of the Librarian to interpret and transmit these objectives and policies in the interest of the Library without personal bias or prejudice

It is incumbent on the membership to recognize the authority of the appointed executive of the library and persons who carry out supervisory functions

Members should at all times resort to the established policy for the settlement of grievances

The Profession

Members of the Association have a responsibility to always utilize only the best professional judgement based on acquired knowledge and training

Members involvement in all professional activities must be gained by the principle of good service rather than personal expediency or gain

Members should ensure that their extra – occupational activities do not conflict with their professional obligations. They should therefore:

- regard the profession as the first concern,
- act with considerable decorum in matters of partisan politics, religious beliefs or other ideological concerns,
- ensure that the library is not used as a source of propaganda for personal beliefs or causes.

The Organisation

Members should refrain from entering into business deals on behalf of the library which will result in personal financial profit

The resources of the library should not be put to personal use to the detriment of services offered by the organisation.

Acceptance of a post in the library by a member incurs a moral obligation to fulfil the terms and conditions laid down. Any contract signed or agreement made should be fully adhered to until it expires or is dissolved by mutual consent.

Members should endeavour to continually improve the system which they work through improved knowledge and qualification personally, and the encouragement of the upgrading of skills of other personnel.

The Society

Members have a responsibility to promote the library in the community as an essential avenue for access to information and knowledge

Impartial service should be rendered to all who are entitled to use the library

Librarians must respect the importance and confidentiality of information requests made by members of the public

The conduct of members should be above reproach so as to maintain public esteem for the Association, the library and Librarianship as a profession

The Association

The membership has a responsibility to effectively manage the assets and resources of the Association.

Members should at all times display loyalty to the Association and co-operate in the achieving of the stated goals and objectives.

Members should endeavour to build the Association through active participation at all levels.

Breaches of the Code

Breaches of the Code of Ethics will be addressed under the terms and conditions set out in the Disciplinary Procedures

Disciplinary Procedures

The Association shall appoint a Disciplinary Committee to deal with breaches of the Code of Ethics. This Committee will comprise of three (3) members of the Executive Committee namely:

- President
- Vice President
- Secretary

And two (2) full members of the Association who will be elected at the Annual General Meeting each year.

Any Disciplinary Committee in the process of hearing shall remain in place until all relevant proceedings are complete with regards to the specific case.

Vacancies on the Disciplinary Committee shall be filled by decision at a Regular Meeting if need arises.

Any perceived breach of the Code of Ethics must be submitted in writing to the secretary of the Association who shall acknowledge receipt and bring the matter to the attention of the Disciplinary Committee either at the meeting or in writing within ten (10) days of receipt.

The Disciplinary Committee is mandated to hear all complaints laid before it, and decide whether to dismiss or to investigate further

When a complaint is dismissed, written notification to that effect will be sent to the complainant within fourteen (14) days of the decision.

When a complaint requires further investigation, written notice of not less than thirty (30) days must be given to the member concerned of the complaint and the Committee's intention.

The Committee and any member under investigation will have the right to Legal Representation if desired. Members may also be represented by a friend or another member of the Association and have the right to question witnesses or bring witnesses to a hearing

Based on its findings the Committee may recommend to the Association action to be taken against a member namely:

- a) Reprimand (written or verbal)
- b) Suspension (for a maximum of one year)
- c) Expulsion

Members convicted in a Court of Law of acts of dishonesty or any other action which brings the profession into disrepute may on the advice of the Committee be expelled from the Association.

A two-thirds majority of the Full Members of the Association present at the meeting shall ratify recommendations of the Committee with respect to the suspension or expulsion of a member.

The final decision of the Disciplinary Committee or the Association shall be delivered in writing to the member concerned within fourteen (14) days of the decision.

PLEDGE

I pledge to maintain the honor and noble traditions of the profession of librarianship and

To work with conscience, integrity and dignity and display utmost respect for all my colleagues, organization and country

I will defend the democratic rights of all individuals to free and equitable access to information and will not permit consideration of age, gender, religion, race, partisan politics, personal beliefs or social status to prejudice my responsibility to my clients

I will be my “brother’s keeper” and will work collectively with my colleagues to seek improved conditions of service and to resolve disputes affecting any members of the organization

I make these promises solemnly, freely and upon my honour