

Library and Information Association of South Africa

(LIASA)



**AMENDED ARTICLES AND RULES
FEBRUARY/MARCH 2024**

CONSTITUTION

AGM Approved February/March 2024

ARTICLES AND RULES

Library and Information Association of South Africa (LIASA)

CONSTITUTION

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PREAMBLE

We, the Library and Information Service (LIS) practitioners of South Africa, are determined to build a united and democratic association that can take its rightful place in the broader family of international LIS organisations; are aware of the divisions of the past; affirm that equitable and unrestricted access to basic information, including government information, is a fundamental right in a democratic society; recognise the power of information and information technology in establishing a society based on democratic values, social justice, and fundamental human rights; commit ourselves to redress past imbalances; are committed to providing quality library and information services that promote and support literacies in the digital age; support the constitutional right to freedom of association.

We, the LIS practitioners of South Africa, believe that the free flow of information is essential for an informed democratic South Africa. We are therefore committed to establishing a united association that is democratic, inclusive, effective, and assertive.

We have therefore adopted the following provisions as the Constitution of the Library and Information Association of South Africa (LIASA).

CONSTITUTION

1. **ARTICLE 1: Name**

The name of the Association is the "Library and Information Association of South Africa" (LIASA), in this document, this body is referred to as "the Association".

2. **ARTICLE 2: Status**

- 2.1. The Association is a South African Qualifications Authority (SAQA) recognised Professional Body according to the NQF Act 67 of 2008 and a voluntary association representing persons engaged or interested in library and/or information services (LIS) in South Africa. Its existence shall be perpetual unless the Members determine to dissolve it, and it is a corporate body that can enter into contractual and other relationships. It holds assets and liabilities in its name, separate from its members. It can also sue and be sued in its name and is an association not for gain.
- 2.2. The Association is a registered Non-Profit Organisation ("NPO") in terms of the Non-Profit Organisations Act 71 of 1997 (as amended) ("NPO Act"). The Association shall comply with any requirements to maintain such registration as required by the NPO Act and as set out in this document.

3. **ARTICLE 3: Vision**

The Association strives to unite, develop, and empower all people in the library and information field into an organisation that will provide dynamic leadership and transforms, develop, and supports library and information services for all the people in South Africa.

4. **ARTICLE 4: Mission**

The Association advocates and supports the provision of efficient, user-oriented, and excellent library and information services and aspires to provide all communities (literate and illiterate) in South Africa with equitable access to information. To this end, the Association represents the interests of and seeks to promote the welfare and development of library and information practitioners and agencies.

5. **ARTICLE 5: Aims**

In fulfilling its vision and mission, the aims of the Association are to:

- 5.1. Promote the transformation of LIS into equitable and accessible services for

- all the people of South Africa;
- 5.2. unite all persons engaged or interested in library and/or information work and to actively safeguard and promote their dignity, rights, and socio-economic status;
 - 5.3. support and promote the democratic rights of LIS practitioners in their endeavour to create, acquire, organise, and disseminate information without interference;
 - 5.4. promote and provide education and training and continuing professional development (CPD) for LIS practitioners;
 - 5.5. promote an ethical delivery of library and information services to all the people of South Africa through a Code of Ethics and Conduct for all its members;
 - 5.6. publicly recognise the contributions and achievements of members; engage in, promote, facilitate, and encourage activities, including meetings, conferences, and publications that will result in networking among members and contact and liaison with the broader LIS sector;
 - 5.7. encourage a high quality of service and accepted good practice, especially when providing services to disadvantaged communities;
 - 5.8. facilitate and promote research and development in LIS;
 - 5.9. act as one voice to market, lobby for, and represent all aspects (including legal aspects) of the LIS sector at local, provincial, national and international levels;
 - 5.10. facilitate cooperative activities within and beyond the broad LIS sector;
 - 5.11. engage in any other activities that will promote the interest of LIS and LIS practitioners.

6. ARTICLE 6: Powers of the Association

The powers of the Association are as follows:

- 6.1. to establish and dissolve the Board of Representatives ("the Board") and determine the roles and responsibilities thereof;
- 6.2. to establish, reclassify, and/or dissolve any of its structures, including but not limited to Sectors and sub-committees, and to determine the roles and responsibilities thereof;
- 6.3. to take such steps as may be necessary and possible to safeguard and improve conditions of service of its members active in the LIS field;
- 6.4. to take such steps as required by SAQA according to the NQF Act 67 of 2008

- to promote the professional development of its members and to make representations on their behalf whenever the Association deems it necessary or expedient to do so;
- 6.5. to affiliate to or take up membership of any federal, national, or international LIS or related organisations, with the proviso that neither the Association nor any of its committees shall affiliate to any cultural, religious, social, or political organisation;
 - 6.6. to offer affiliation to other LIS or related organisations;
 - 6.7. to determine, from time to time, the annual fees or any special levies payable by its members and the date of payment of such levies;
 - 6.8. to utilise, invest, and dispose of its funds in such a manner as may from time to time be decided upon;
 - 6.9. to regulate the holding of and procedures followed at its meetings;
 - 6.10. to acquire, hire, let, hold, or dispose of property and equipment. Borrow money against the security of the Association's assets, including mortgage bonds on fixed property, and accept and administer any trust or donation;
 - 6.11. to undertake, subsidise or otherwise support the publication of journals, newspapers, and other publications;
 - 6.12. to appoint such personnel and auditors as may be necessary;
 - 6.13. to make provision for medical aid schemes, provident/pension funds, and other benefits for its personnel;
 - 6.14. to negotiate for group schemes and other benefits for its members which the Association may deem necessary or desirable from time to time;
 - 6.15. to organise and administer conventions, seminars, training courses and the like for its members, or the public in general;
 - 6.16. to generally do all things deemed necessary or expedient in order to achieve its aims.

7. ARTICLE 7: Governance

Management of the Association is vested in the membership, which acts as its legislative authority at the Annual General Meeting (AGM). The AGM mandates the Board, as its highest executive organ, to act on behalf of the Association and carry out its resolutions within its powers.

8. ARTICLE 8: Membership

- 8.1. The Association welcomes as members any persons or institutions engaged

or interested in library and information services and/or science that subscribe to its Constitution.

8.2. Membership exists in the following categories:

8.2.1. Individual

8.2.2. Institutional

8.3. The above categories can be further sub-divided as determined by the AGM from time to time and provided for in the Rules of the Association.

8.4. All members shall pay fees as determined by the AGM. Members are only entitled to enjoy membership benefits if their membership subscriptions are up to date.

8.5. Continued membership will be subject to the Rules of the Association.

8.6. On joining, Members shall choose a Sector to join in terms of Rule 2.

9. **ARTICLE 9: Meetings**

9.1. The Association shall hold an AGM.

9.2. All paid-up members shall be given at least 60 days' notice of the AGM's agenda, venue, and time and shall be entitled to attend and vote at such meeting. (see 3.7 in the rules)

9.3. If an individual member or a representative from an institutional member is unable to attend the AGM, they may mandate another member to vote on their behalf at the AGM by written proxy.

9.4. A Special General Meeting of members.

9.4.1. may be called by the majority **(50% + 1)** of the Board if circumstances require it;

9.4.2. shall be called at the written request of twenty-five (25) members who have submitted such a request to the Board of the Association with a clear indication of the purpose of that particular meeting

9.5. Unless otherwise specified in the Constitution, a quorum at the AGM and all Special General Meetings shall be 10% of all members entitled to vote, the quorum being made up of members who are present in person, through an agreed online platform, or by written proxy.

9.6. If a quorum is not present within thirty minutes of the advertised time of the above meetings, the meeting shall be adjourned for thirty minutes. Those members present at such an adjourned meeting shall then be deemed to constitute a quorum, irrespective of their numbers, and such members

may transact the business of the meeting.

- 9.7. The procedure for the holding of the above meetings, as well as any other meetings held by the Association or its organs, shall be determined from time to time and reflected in the Rules of the Association.

10. ARTICLE 10: Eligibility for Election, Voting Rights, Terms of Office and Disqualification

- 10.1. All paid-up individual members of the Association who are listed on the voters' roll are eligible for nomination as President-Elect and members of the Board. Eligibility for nomination to committees will be provided for in the Rules of the Association.
- 10.2. Each paid-up member of the Association who is listed on the voters' roll shall be entitled to vote for the President-Elect and the 5 Board members representing the Sectors. Eligibility to vote for sub-committee members will be provided for in the Rules of the Association.
- 10.3. The term of office of elected office-bearers shall be three years. The President shall be elected as President-Elect and shall serve for one three-year term as President-Elect, followed by only one three-year term of office as President. The term of office of all other office-bearers shall be three years. These Board members shall be eligible for re-election for one (1) additional term of office.
- 10.4. An elected member shall vacate office if:
- 10.4.1. such member's estate is sequestrated;
 - 10.4.2. such member is absent for more than two consecutive ordinary meetings of the Board or committee without leave of that body;
 - 10.4.3. such member ceases to be a member of the Association.
 - 10.4.4. such member resigns as a member of the body in question;
 - 10.4.5. such member is convicted of a serious criminal offence;
 - 10.4.6. such member is certified as being mentally ill.
- 10.5. An elected member may be removed from office, subject to 10.6 and 10.7 below, if:
- 10.5.1. they infringe any of the provisions of the Constitution;
 - 10.5.2. they act in a manner which is detrimental to the interest of the Association;
- 10.6. No elected member may be removed from office unless they have been

afforded an opportunity to state their case personally to the body proposing the removal of that elected member.

10.7. An elected member who has been removed from office and who is dissatisfied with the decision shall have the following right of appeal:

10.7.1.A member of a committee of the Board shall have the right to appeal to the Board. Notice of appeal shall be given to the Secretary of the Board in writing within fourteen (14) days of the date in which the decision was communicated to the person concerned. The decision of the Board shall be final;

10.7.2.A member of the Board or an office-bearer shall have the right to appeal to an independent body of three (3) persons agreed upon by the Board and the person concerned. The decision of that independent body shall be final.

11. ARTICLE 11: Board

11.1. Office-bearers shall be elected by all paid-up members of the Association as listed on the voters' roll by electronic vote. The procedure for elections shall be laid down in the Rules of the Association

11.2. The Board shall consist of thirteen (13) members, of which eleven (11) will be voting members and two (2) will be non-voting members, as follows.

11.2.1.President (who shall be Chairperson of the Board);

11.2.2.President-Elect (who shall be the Chairperson-Elect of the Board);

11.2.3.Five board seats are to be held by Sector chairs elected by the members in the Sector;

11.2.4.Four board seats are to be held by persons nominated by the members and appointed by the Board based on the skills required;

11.2.5.The Chairperson of the Audit and Risk Committee appointed by the Board after the open advert for a Chartered Accountant who is willing to offer services Pro Bono (ex-officio);

11.2.6.The LIASA Manager (ex officio);

11.3. The Board shall meet at least four times a year. The procedure of such meetings shall be laid down in the Rules of the Association.

11.4. The quorum for any Board meeting shall be 50% + 1 of the members of the Board.

11.5. If a quorum is not present within thirty minutes of the advertised time of a Board meeting, the meeting shall be adjourned for thirty minutes. Those members of the Board present at such adjourned meeting shall then be deemed to constitute a quorum, irrespective of their number, and such members may transact the business of the meeting.

11.6. The powers of the Board shall be those granted to it at the AGM.

The Board also has the following powers:

11.6.1. To deal with national matters affecting LIS and LIS practitioners, and to represent the Association nationally and internationally;

11.6.2. To execute policy made by the AGM;

11.6.3. To control and coordinate the finances of the Association. Audited financial statements shall be submitted to the AGM following the end of the financial year to which the statements apply;

11.6.4. To keep records of members;

11.6.5. To organise the AGM, and report on the Association's activities at such AGM;

11.6.5.1. The AGM date is to be determined by the Board and may take place during the annual Conference, but not be tied to this event;

11.6.5.2. The AGM can be either an in-person event as well as an online event, or a hybrid version of the event. The Board will ensure that appropriate measures are put in place to accommodate all eventualities for the AGM;

11.6.6. To plan strategically for the Association;

11.6.7. To consult experts where necessary, to invite persons from time to time to attend Board meetings in an observer capacity. The Board may not, however, co-opt persons onto the Board.

12. ARTICLE 12: Sectors

12.1. Sectors shall comprise of:

12.1.1. Public Libraries being all Members who are interested in or work in public and community libraries;

12.1.2. Academic & Research Libraries being Members who are interested in or work in academic libraries, including universities and colleges and research libraries;

12.1.3. School Libraries being Members who are interested in or work in a school library, including media centres in both primary schools and secondary schools;

12.1.4. Special Libraries being Members who are interested in or work in a library, sometimes referred to as "information/resource centres" that provide specialised information resources on a particular subject, serve a specialised and limited clientele, and deliver specialised services to that clientele. Some of these libraries are maintained by parastatal organisations, museums, art galleries and research institutions, and state corporations supporting research and development work;

12.1.5. LIS Education being Members who are interested in or work in Library and Information Science institutions, which are in the business of teaching about the profession of library and information science;

12.2. The purpose of Sectors is to align Members to the grouping that they are employed in or interested in and create a common identity for these various Sectors within the profession;

12.2.1. The sector definitions include those members who are retired

12.3. The procedure for the establishment of Sectors is provided for in the Rules of the Association.

13. ARTICLE 13: Committees

13.1. The Board shall have the following committees:

13.1.1. Executive Committee (chaired by the President).

13.1.2. Finance, Audit & Risk Committee (chaired by a CA)

13.1.3. Nominations Committee.

13.1.4. Professional Body/Academy Committee.

13.1.4.1 Continuous Professional Development Programme (CPD)

Committee.

13.1.5. Other Board Sub-Committees established based on
Professional Specialisation, including a Student

Chapter

14. ARTICLE 14: Finance

- 14.1. The funds of the Association shall be used to pay expenses incurred in the attainment of the aims specified in Article 5, and for such other lawful purposes as may be decided upon by the AGM or Board, or as determined generally within the powers of the Association.
- 14.2. Payments at national level shall require the prior approval of the Board and shall be made electronically approved by the Chairperson and at least one delegated Board member.
- 14.3. The Board may delegate the payments to the Office Manager up to a certain threshold as determined by the finance policy countersigned by a delegated Board member.
- 14.4. Membership fees and other funds received in cash shall be deposited to the Association's credit within seven (7) days of receipt at a bank decided upon by the Board.
- 14.5. The Accountant of the Association shall prepare regular statements of income and expenditure and submit these statements to the meetings of the relevant governing bodies.
- 14.6. The Accountant of the Association shall, in addition, prepare a statement of income and expenditure and a balance sheet for each financial year, ending on 31 December, and submit these to the AGM. Such statements and balance sheets shall be audited.
- 14.7. A member who resigns or whose membership is otherwise terminated shall have no claim on the funds of the Association, including any membership fees they have paid in advance.

15. ARTICLE 15: Rules

The Association shall, at an AGM or Special General Meeting, adopt or amend Rules of the Association, which shall be in accordance with the provisions and spirit of this Constitution and shall govern the practical application of the provisions of this Constitution.

16. ARTICLE 16: Amendments

- 16.1. This Constitution shall only be amended by at least two thirds (2/3) majority vote of members present in person or on an agreed online platform or by written proxy at an AGM or Special General Meeting convened for this purpose.
- 16.2. Constitutional changes may be proposed by the Board, prior to an AGM or Special General Meeting called for this purpose. Members must receive at least two (2) months' notice of such proposed amendments.
- 16.3. If the Constitutional amendment alters the composition of any elected structure of the Association, the current structure shall stay in office until the day the amendments come into effect, even if the elections for the new body or organ have taken place before that date.

17. ARTICLE 17: Dissolution

- 17.1. The Association can only be dissolved at a Special General Meeting called for that purpose, with prior notice given, by at least two thirds (2/3) of the paid-up membership of the Association present in person, on an agreed online platform or by written proxy.
- 17.2. A proposal to dissolve the Association may be made by the Board. The reasons for the proposal must be given in full, and must be given in writing.
- 17.3. The Board shall, within sixty (60) days of making or receiving such proposal, circulate the proposal, together with the reasons given for the proposal, to all the paid-up members of the Association, together with a notice of the Special General Meeting. In the event of the requisite number of votes resolving to dissolve the Association, the Special General Meeting shall also decide on the disposal of all assets and monies remaining after the debts and liabilities have been settled, provided:
 - 17.3.1. that no assets or monies of the Association shall be transferred or paid to any person who was a member of the Association prior to the dissolution and provided, further, that;
 - 17.3.2. any non-profit organisation or body nominated to receive such assets and monies should have the same or similar aims, objectives and philosophies as the Association.

RULES

RULE 1: Name [Constitution Article 1]

- 1.1. The Association shall have a seal which shall be the official symbol of authority of the Association. This seal shall appear on all official documents and such movable and immovable property as the **Board** may determine.

RULE 2: Membership [Constitution Article 8]

2.1 CLASSIFICATION OF MEMBERSHIP

Categories of membership of the Association shall consist of the following:

2.1.1 INDIVIDUAL MEMBERSHIP

- 2.1.1.1 Personal membership shall be open to all individuals engaged or interested in library and/or information service who subscribe to the Association's Constitution.
- 2.1.1.2 Honorary membership shall be granted to a person nominated by the Board if, in the opinion of the Board, they deserve recognition for worthy and significant contributions that such an individual has made in furthering the aims of the Association.
- 2.1.1.3 Student membership shall be accorded to undergraduate students in tertiary institutions who are not gainfully employed and who are pursuing any academic or professional programme that may eventually qualify such a student as a librarian or information worker.
- 2.1.1.4 Pensioner membership shall be accorded to a person, aged 60 or above, who has retired from their full-time employment, or any person employed or not aged 65 or above.

2.1.2 INSTITUTIONAL MEMBERSHIP

Institutional membership shall be open to organisations and bodies which maintain or are interested in libraries and information services, provided that voluntary associations, organisations or bodies consisting of LIS practitioners, and which have similar aims and objectives, shall not be included as institutional members.

2.1.3 AFFILIATE MEMBERSHIP

Affiliate membership as provided for in Article 6, paragraph 6.5 of the Constitution, shall be open to associations concerned with fields related to

librarianship and information service such as the book trade, reading and literacy, provided that the membership of such an association does not primarily consist of library and information practitioners and that its affiliation be approved by the AGM on the recommendation of the Board.

2.2 DUES, PRIVILEGES AND RIGHTS

- 2.2.1 The Board shall annually review the annual membership fee for each category of membership and shall submit its recommendation for revised rates for approval by the AGM.
- 2.2.2 Annual membership fees at the prescribed rate shall be due on application for, and renewal of, membership.
- 2.2.3 The membership of any member whose fees are not paid by 1 April shall lapse unless he/she has given good reasons to the contrary.
- 2.2.4 A member who, for any reason, voluntarily decides not to be a member of the Association shall have the right without any hindrance to withdraw/terminate their membership from the Association.
 - 2.2.4.1 Such termination of membership shall be communicated in writing to the Secretary of the Association or any other officer authorised to administer the office of the Secretary.
 - 2.2.4.2 If such a member is an officer of the Association, they shall prior to such resignation becoming effective, appropriately hand over all documents and assets in their possession to the Secretary of the Association or any other officer authorised by the Board.
- 2.2.5 Lapsed membership may be reinstated upon payment of fees for the current year.
- 2.2.6 All paid-up members of the Association, including those who have made approved arrangements for payment of fees shall have the right to enjoy any benefits as may be conferred upon the membership of the Association from time to time.
- 2.2.7 All the privileges and rights of membership shall be enjoyed by a member for their own benefit. They shall not be entitled to transfer such privileges and rights or any of the benefits derived, to any other individual or institution.
- 2.2.8 No membership fees already paid at the date of termination of

membership for whatever reason shall be refunded.

2.3 CONFIRMATION OF MEMBERSHIP

2.3.1 Applications for membership are made either by manual or electronic procedure. The Board may approve alternative methods of making and submitting applications.

2.3.2 Applications will be processed by the Office on behalf of the Board, no application will be rejected without the Board's approval.

2.4 REGISTER OF MEMBERS

2.4.1 A register of members shall be maintained by the Association.

2.4.2 Such a register shall contain the names, addresses and qualifications of members of the Association, and the names of the Sectors to which they belong as well as other personal information the Association and SAQA deemed necessary to conduct its business.

2.4.3 All members and institutions' information shall be kept confidential, in line with the South African legislation, and shall not be shared with any third party, either inside or outside of the Association, except in instances where this is to abide with a decision of a court of law.

RULE 3: Meetings [Constitution Article 9]

3.1 There shall be an Annual General Meeting of the Association at such a place and time as may be determined by a previous AGM.

3.2 The AGM shall be the supreme forum of the Association and decisions taken there shall be final and binding on all the members of the Association.

3.3 Special General Meetings of the Association may be called if circumstances require it. The decisions of such a meeting shall be binding; in other words, as if they have been taken by the AGM.

3.4 Meetings of the Board may be called by the President from time to time whenever necessary. The Board shall have the powers to formulate their own rules within the provisions of the Constitution.

3.5 Minutes shall be kept by the secretaries or their assistants for all the meetings of the Association and all its organs.

3.6 Minutes of these meetings must be kept in the custody of the respective secretaries, as well as in an approved repository for such organs of the

Association. At the end of a term of office all meeting documents must be sent to the National Office for further record keeping and archival purposes.

- 3.7 Unless circumstances are beyond the control of the secretary, the secretary shall inform all members, in writing, at least fourteen (14) days in advance, of all meetings of the Association and its organs. An agenda for the upcoming meeting must be included in all such notices. Notice of the AGM, however, should never be less than at least 60 days and the agenda for the AGM should be circulated to members at least 30 days before the meeting. (see 9.2 in the constitution)
- 3.8 Any meeting (of the Association or its organs) other than meetings referred to in Articles 9.5 and 11.5 of the Constitution (that is, meetings without a quorum) shall be adjourned in terms of the Constitution or to another date as the members present may decide.

RULE 4: Eligibility and Procedures for Elections, Voting Rights, Terms of Office and Disqualification [Constitution Article 10]

- 4.1. Paid-up individual members (that is, members who have paid the full membership fee by the time of the closing of the voters' roll) of the Association shall have the right to vote, nominate and be nominated to any office or position in the Association.
- 4.2. All paid-up institutional members have the right to send one representative to the AGM, have one vote and nominate persons in terms of 4.1 above. Institutional members may not be nominated to any office or position in the Association.
- 4.3. Every individual paid-up member present and those present by proxy shall be entitled to vote on any matter at the AGM. Each institutional member present or by proxy shall be entitled to one vote. Members unable to attend the AGM may nominate another paid-up member as a proxy in writing, but no person may serve as a proxy for more than two other persons or institution.
- 4.4. For each office the candidate receiving the largest number of votes shall be elected for that particular office.
- 4.5. An Electoral Officer shall be appointed by the Board at least four (4) months prior to the AGM in an electoral year. The Electoral Officer shall be a paid-up member of the Association but shall not be a member of the Board, nor a LIASA staff member.
- 4.6. The Electoral Officer shall be provided with an electronic mailing list of all members of the Association valid as of 31 May in an electoral year. This list shall constitute the Voters Roll.
- 4.7. Nomination forms for office bearers in the Board shall be sent to the members by

the Electoral Officer of the Association three (3) months before the AGM in an election year by electronic post.

- 4.8. Each nomination form must be submitted electronically to the Electoral Officer separately from two paid-up members on the voters' roll, whose names shall be included on the nomination form. The nominee who accepts nomination must do so electronically to the Electoral Officer. The nomination form must be accompanied by a brief curriculum vitae of the nominee, a brief election manifesto, digital passport sized photograph of the nominee, and any other information the Electoral Officer might deem necessary.
- 4.9. The Electoral officer shall send out electronic voting papers with the names of the duly nominated candidates, six (6) weeks before the AGM.
- 4.10. Election of the Board shall be by electronic vote.
- 4.11. The Ballot will close at 14h00 two days prior to the day of the AGM.
- 4.12. The Electoral Officer will prepare a written report, together with the election results, for presentation at the AGM.
- 4.13. The additional 4 Board members will be nominated by the broad membership based on their expertise. The Nomination Committee will do due diligence on the suitability and recommend names to the Board for approval. In case there are more names than the vacancies the Board will decide by vote.
- 4.14. These rules apply to the election of Board members only. Less formal regulations can be adopted by other structures of the Association, provided that they are fair and equitable.
- 4.15. The Chairperson of the Finance, Audit & Risk Committee will be recruited by open advert for a Chartered Accountant (CA) who is willing to serve pro bono.

RULE 5: Board [Constitution Article 11]

- 5.1. The Board members shall be elected by direct vote of all the eligible members as outlined in Rule 4. The President-Elect shall assume office as President of the Association at the end of the three-year term of the President.
- 5.2. No person shall serve as member of the Board in more than one capacity.
- 5.3. The Editor-in-Chief of the journal of the Association and the Editor of the official magazine of the Association shall be appointed by the Board.
- 5.4. The newly elected Board members shall take office at the end of the AGM, or at the end of the Conference in the election year if the AGM coincides with a Conference.
- 5.5. Only elected Board members shall have the right to vote at meetings of the Board.
- 5.6. If the President vacates their office for whatever reason, the President-Elect shall

succeed them as President and shall complete the current term of office of President, followed by their three-year term.

- 5.7 If any of the positions of President-Elect or Sector Representative become vacant, a by-election to fill the position shall be held. An Electoral Officer shall be appointed by the Board to conduct a by-election. The principles of the by-election shall follow the rules in 4.6 to 4.10 above, except insofar as timelines are concerned. The timelines for the by-election shall be determined by the Electoral Officer in consultation with the Board.

RULE 6: Sectors [Constitution Article 12]

- 6.1. The AGM on the recommendation of the Board shall authorise the creation of Sectors in line with the Sectors outlined in Article 12. The AGM shall be empowered to create or reclassify or dissolve such Sectors.
- 6.2. The purpose of the Sector is to allow Members to choose a Sector group to align members to the Sector that they are employed in or have an interest in and create a common identity for these various sectors within the profession.
- 6.3. Such choice will take place in writing by the Member upon applying for membership using either the manual or online process.

RULE 7: Finance [Constitution Article 14]

- 7.1 The Board shall be responsible and accountable for the finances of the Association.
- 7.2 Financial administration and reporting shall rest with the Accountant.
- 7.3 The financial institutions of the Association shall be registered financial institutions agreed upon by the Board.
- 7.4 The Accountant and the President shall authorise disbursements over and above limits laid down by the Board. The Board shall authorise the Accountant to make disbursements up to an amount agreed upon from time to time by the Board. Disbursements over and above this limit shall be authorised by the Executive Committee of the Board.
- 7.5 All payments must be done electronically. Payments must be authorised by two of the authorised signatories; that is, President, Accountant, and any other persons(s) appointed by the Board.
- 7.6 Records and documentary proof must be kept of all financial transactions.
- 7.7 All claims submitted to the Association must be in writing and/or on an approved claim form to the Accountant accompanied by a motivation and documentary proof of the expenditure, within 14 days of the expenditure.

- 7.8 Regular financial reports by the Accountant must be presented at the meetings of the Board.
- 7.9 Annual financial reports must be externally audited and submitted to the AGM.
- 7.10 The financial year of the Association and all its organs shall be from 1 January to 31 December.
- 7.11 The Board members and any member(s) as decided on and/or invited by the Board may be granted allowance (travelling, and accommodation,). The rates will be reviewed by the Board from time to time as deemed necessary.
- 7.12 The same financial rules set out in this section shall apply to all committees of the Association.
- 7.13 The Association must, for as long as it is a registered NPO:
 - 7.13.1 Reflect its NPO registration status and registration number on all its documents;
 - 7.13.2 Keep and preserve accounting records and supporting documentation for the prescribed period in the NPO Act;
 - 7.13.3 Within six months of the end of its financial year, draw up financial statements which include a statement of income and expenditure and a balance sheet;
 - 7.13.4 Arrange for an accounting officer to compile a written report within two (2) months after drawing up its financial statements confirming that the financial statements are consistent with the accounting records; the accounting policies are appropriate and applied, and that the organisation has complied with the financial reporting requirements of the NPO Act;
 - 7.13.5 Submit to the Directorate under the NPO Act a narrative report in the prescribed form together with its financial statements and the accounting officer's report within nine (9) months of the end of its financial year;
 - 7.13.6 Submit to the Directorate the contact details of its Board members, even if they were reappointed within one (1) month of their appointment; the NPOs physical address for service of documents and notice of any change of address one month before it takes effect, any other prescribed/information reasonably required by the Directorate for the purposes of ascertaining whether the NPO is complying with the material provisions of its constitution and the Act.

RULE 8: Property, Assets and Archiving

- 8.1 The Board shall ensure that there is a written policy for the acquisition of property and assets and the safekeeping and maintenance of all the Association's property, assets and documents.
- 8.2 Such policy shall include the persons/officers that shall be responsible at each level of the Association and shall comply with normal practice.
- 8.3 The policy shall be open to inspection by all members.

RULE 9: Language

- 9.1 English shall be the business language of the Association.

RULE 10: Transitional Arrangement

- 10.1 The Interim Council with assistance of members appointed by it will serve as the initial nominations committee to recommend four (4) members nominated by the general membership based on their expertise as identified by the members during the AGM.
- 10.2 Subject to the changes to be circulated and the adoption of the proposed constitutional changes, and hence the approval of the new structure, the Interim Council will set a date for a Special General Meeting (SGM) no later than three (3) months from the date of the adjourned AGM.
- 10.3 The Interim Council will launch and manage elections for LIASA Board members as proposed by the new structure. The incoming President Elect and the newly elected LIASA Board members shall take office at the end of the SGM, and the Interim Council shall immediately dissolve.
- 10.4 The Interim Council will appoint an Electoral Officer no later than 15 March 2024. The electronic mailing list of all members of the Association valid as at 31 March 2024 will be shared with the Electoral Officer. This list shall constitute the Voters Roll. Nomination forms for the position of President-Elect and Board Members will be sent by the Electoral Officer of the Association no later than the 20th of April 2024 by electronic post. The voting will commence on the 1st of May 2024
 - 10.1.1 The Ballot will close at 12:00 on the 19 of May 2024 a day before the SGM.



Nazeem Hardy President: LIASA (2021 - 2023)

Amendments accepted at the adjourned AGM of 20 February 2024; and by vote on 6 March 2024

Edited: March 2024