

ASLP CONSTITUTION AND BY-LAWS

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Article I

NAME AND DOMICILE

Section 1. This Association which is hereby organized shall be named the "Association of Special Libraries the Philippines, Inc., "(ASLP), hereinafter referred to in this document as the "Association".

Section 2. The domicile and office of the Association shall be at Room 301, The National Library Building, T. M. Kalaw, Manila, Philippines **or** in such place in the Metro Manila as may be determined by the ASLP Board of Trustees.

Article II

OBJECTIVES

Section 1. The objectives of the Association shall be as follows:

- a) To promote understanding of the nature, scope, and importance of special libraries;
- b) To foster cooperation, fellowship, and closer relations among its members;
- c) To encourage the establishment of special libraries;
- d) To help librarians, particularly in special libraries, improve their services, and to stimulate the professional enhancement of its members;
- e) To uphold the dignity of the library profession and enjoin members to observe professional ethics at all times;
- f) To provide continuing education program for librarians and other personnel of special libraries and
- g) To establish, maintain and strengthen partnerships and linkages with institutions and organizations with the Philippines and abroad for the welfare and benefits of special libraries and librarians of the Philippines.

Article III

MEMBERSHIP

Section 1. Membership shall consist of:

Regular Members, Life Members, Associate Members, Honorary and Institutional/Sustaining Members

- a). Regular Members are those who are professional librarians or college degree holders with at least eighteen (18) units in Library Science or Information Science and working in special libraries. Regular members have the right to elect and be elected upon into office as officer and or member of ASLP Board.

b). Associate Members are those working in special libraries without the required library science units regardless of any organization and affiliation. Associate members cannot vote and be voted upon in any office in the Association's Board of Trustees. They can become Co-Chair or members of the different Committees.

c). Institutional/Sustaining members are institutions, firms or agencies who support the programs and objectives of the Association. They cannot vote and be voted upon in any office in the Association's Board of Trustees. They can participate in the conferences, seminars and activities of the Association at a discounted rate to be determined by the Board.

d). Life Members who shall be limited to former presidents and those have paid their lifetime membership dues prior to 2000.

e). Honorary Members – An honor conferred to an individual or individuals by the Association in accordance with the criteria set by the Association and subject to the approval of the Board .

Active members refer to those who have paid their association dues.

Section 2. All applications for membership shall be submitted to the Membership Committee for approval.

Article IV

BOARD OF DIRECTORS

Section 1. There shall be a Board of Directors composed of nine (9) members that shall have the power and authority to manage the Association's property and to regulate and govern its affairs.

Section 2. The Regular members shall elect not more than eight (8) members to the Board of Directors who shall elect from among themselves a Vice-President and President-Elect, a Treasurer, and Auditor, and a PRO. The immediate past President shall automatically become the Ex-Officio member of the Board for the year following his term. The Secretary shall be appointed by the President with the concurrence of the Board.

Section 3. All officers and members of the Board of Directors shall serve for a PERIOD of one (1) year commencing on January until December

Section 4. The Board of Directors shall hold regular monthly meetings at such places and at such times agreed by the Board. Special meetings may be held upon the call of the President or upon written request of any three (3) members of the Board.

Section 5. In the event of a vacancy in the Board, the candidate obtaining the next highest number of votes for Director shall serve the unexpired portion of the term.

Article V

GENERAL ASSEMBLY

- Sec. 1. The Board of Directors shall call all member to an annual General Assembly or an Annual Meeting to be attended by all the members of the Association in November with the following agenda: 1) President's Report; 2) Financial Report; 3) Amendments/Repeal of the Association's Articles of Incorporation and/or By Laws and other matters that the Board may deem necessary to be presented to the members and the Oath Taking of the New Board.
- Section 2. A special assembly may be called by the Board to important and pressing issues that may affect the Association.
- Section 3. The presence of a majority of active members of the Association shall constitute a quorum.
- Section 3. Notice shall be sent to the members for the annual General Assembly or Special Assembly

Article VI

OFFICERS

- Section 1. The President shall be the Chief Executive of the Association and shall preside at all meetings of the Association and the Board. He shall sign all checks and disbursement of funds upon approval by the Board with the Treasurer.. He shall submit an accomplishment report at the end of his term at the Association's General Assembly. He shall serve as an ex-officio member of the Board for one year after his term.
- Section 2. The Vice-President shall exercise the power and duties of the President during the absence or inability of the latter. He shall serve as the Chairperson of the Committee on Conference and Kindred Activities and shall perform such duties as may be assigned to him by the Board.
- Section 3. The Secretary shall take minutes of meetings and shall keep all records of the Association. He shall serve notice of monthly and General and/or Special meetings to all concerned. He shall serve as the Co-Chairperson of the Membership Committee and shall perform such other duties as required by the Securities and Exchange Commission.
- Section 4. The Treasurer shall be the financial officer of the Association and shall keep records of all funds and disbursement. He shall countersign all checks and disbursements of funds upon approval by the Board with the President. He shall collect amounts due to the Association and receive contributions and accounts payable to the Association. He shall prepare and submit a monthly report and a year-end summary report of the finances. He shall present this year end report during the General Assembly. He shall prepare the audited Financial Report required by the Securities and Exchange Commission. He shall serve as the Chairperson of the Membership and Co-Chairperson of the Finance Committees.
- Section 5. The Public Relations Officer (PRO) shall act as a liaison between the Association, the members and the media. He shall prepare and disseminate programs, projects and articles about the Association to the members and the media in a manner that would

enhance its prestige and growth. He shall serve as the Chairperson of the Committee on Publications and shall perform such duties as may be assigned to him by the Board.

Section 6. The Auditor shall examine the receipts and disbursements of funds and shall see to it that all transactions are carried out in accordance with standard accounting procedures and also in accordance with these by-laws. He shall sign the financial reports of the treasurer by way of certifying as to their authenticity and accuracy.

Section 7. The officers shall attend all meetings of the Board. Failure of a member of the Board to attend three (3) meetings without valid reason, shall cause his/her revocation of membership in the Board.

Article VI

COMMITTEES

Section 1. The Board of Directors shall establish and maintain standing committees as follows:

- a) Membership Committee. This committee shall be the authority on the eligibility of applicants for membership. It shall encourage other librarians to join the Association.
- b) Committee on Conference and Kindred Activities. This committee shall take charge of planning, preparing, and carrying out conferences, workshops, seminars, conventions, for a and other such activities of the Association.
- c) Committee on Finance. This committee shall be in charge of raising funds for the Association by various means. The Treasurer shall serve as Co-Chairman.
- d) Committee on Publications. This committee shall be in charge of the publication of ASLP Bulletin, Newsletter and other publications of the Association. The Chairman of this Committee shall be the Editor and the members become the Editorial Staff.
- e) Nomination and Election Committee. This committee shall formulate rules and guide of the conduct of nomination and elections. Nominees shall be submitted to the Board of Directors for approval. The Committee shall supervise the election process from its planning to execution. The Ex-Officio President shall serve as the Chairperson of the Committee and may choose from its members from past Presidents or members of the Board
- f) Committee on Awards. This committee shall be composed of five (5) members; namely, the incumbent president, members of the Advisory Committee and a past president, and shall accept nominations for the various awards as follows:

“ASLP Service Award”. An award given to the immediate past president and to a member or a former member of the Association, near the close of an active professional career, for an extended and sustained period of distinguished service to the Association.

“ASLP Citation Award”. An award in due recognition to the most outstanding service and dedication to the cause of the Association of a member or group of members of the Association, or as an acknowledgement to the exceptional

support and encouragement of special librarianship.

- g) Advisory Committee. This Committee shall be composed of at least three (3) past Presidents appointed by the President with the concurrence of the Board.

Section 2. Members of the committee shall be at least three (3) but not more than five (5), including the chairman.

Section 3. The President with the approval of the Board of Directors shall designate a member of the Board as Co-Chairman of each Committee.

Section 5. "Ad hoc" committees shall be established as needed and shall submit a report upon completion of their work.

Section 6. Each committee shall submit to the Board of Directors a written annual report of its activities, which shall contain observations and recommendations for the guidance of the Board.

Section 7. Funds for committee expenses shall be authorized by the Board based on an estimated budget for one (1) year as submitted by each committee.

Section 8. Committees may establish sub-committees to assist in their work upon approval of the Board of Directors.

Article VII

NOMINATIONS AND ELECTIONS

Section 1. Eight (8) weeks prior to the November business meeting of the Association, the Nomination and Election Committee shall present to the Board of Directors a list of candidates together with the written acceptance of each (see ARTICLE IV, Section 2).

Section 2. Election shall be by secret ballot mailed to each voting member six (6) weeks prior to the business meeting. The candidates receiving the highest number of votes shall be declared elected by the Nomination and Election Committee at the Business Meeting. In the event of a tie, a majority vote of the members present at the business meeting shall determine the winner.

Section 3. The newly elected officers take their oath of office during the Association's General Assembly.

Section 3. Any candidate desiring to contest the results of an election shall within two (2) days after the announcement of the results, file with the President written protest stating the grounds therefore. The President shall forthwith call a special meeting of the Board and set a hearing attended by the contending parties.

Article VIII

PUBLICATIONS

Section 1. The Association shall publish an official organ, the "ASLP Newsletter and the ASLP Bulletin. Free copies of the Newsletter shall be distributed to paid members. The ASLP Bulletin shall be open for subscription.

Section 2. The Editorial Staff shall be designated by the Chairman of the Committee on Publications with the approval of the Board.

Article IX

DUES AND FINES

Section 1. An annual membership fee of THREE HUNDRED **PESOS (P300.00)** shall be paid Regular and Associate Members. Past Presidents automatically become lifetime members and are exempted from paying the membership fee.

Institutional/Sustaining members shall pay an annual fee of ONE THOUSAND PESOS (P1,000.00).

The amount of membership fee is subject to change based on prevailing inflation rate upon approval of the Board.

Article X

FISCAL MATTERS

Section 1. The Association year shall begin on January 1, and end on December 31 of each year.

Section 2. The Board of Directors shall see to it that the books of account are kept and maintained in accordance with sound accounting practices and that financial reports and statements are rendered promptly according to Section 4 and 6 of Article V.

Section 3. The President and the Treasurer must submit all the documents required by the Securities and Exchange Commission by the end of January of the year after their term.

Article XI

SEAL AND COLOR

Section 1. The seal of the Association shall be in a generally oblong shape and shall have the initials ASLP in bold letters occupying center space, with two (2) laurel branches framing the lower half of said initials. The full name of the Association shall appear in a box across the initials. Below the box, and across the letter S and L, shall appear the traditional symbols of learning made up of an open book and an oil lamp on top. The foundation date 1954 shall appear in small type below the Association initials.

Section 2. The colors of the seal when colored shall be of gold and green background with black outlines and letters.

Article XII

AMENDMENTS

Section 1. Proposed amendments/revision of the Articles of Incorporation and By-Laws approved by the Board of Directors must be present to the members of the Association in the General Assembly or in a meeting specially called for the purpose.

Section 2. The proposed amendments/revision shall be considered approved by a majority plus one of the total members eligible to vote.

Section 3. The duly approved amendments/revision must be submitted to the Securities and Exchange Commission.

Section.4 The duly approved amendments/revision take effect upon approval of the the Securities and Exchange Commission.

Approved by majority of the members of the Association of Special Librariaes of the Philippines, Inc. (ASLP) in a General Assembly held at the EFLC, Bangko Sentral ng Pilipinas on August 2, 2012.