



## **ALIA By-Laws**

*As amended to October 2022*

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## DEFINITIONS

In addition to the definitions in Rule 1.1 of the Constitution, in these By-Laws unless the context otherwise requires:

**“Distinguished Members”** means Personal Members of the Association who have held office as Director, Vice-President or President of ALIA and Personal Members who have been conferred with a Fellowship;

**“Financially Active Group”** means a Group which generates income to spend on activities;

**“Financial Member”** means a natural person or Corporation admitted to membership of the Association who/which has paid all fees due at that time;

**“Group”** means a group endorsed under By Law 2;

**“Honorary Member”** means a member who is provided with this status by the Board and who is not required to pay fees;

**“Personal Member”** means a natural person admitted to membership of the Association under any of the following categories: Associate Certified Professional, Associate, Library Technician Certified Professional, Library Technician, Allied Field, General Member, Student Member;

**“Unfinancial Member”** means a natural person or Corporation admitted to membership of the Association who/which has not paid all fees due at that time;





## By-Law 1: Membership

Amended November 2000, March 2006, July 2014, February 2017, December 2017, June 2018, September 2019, May 2020, October 2022.

This By-Law should be read in conjunction with the Constitution, with particular reference to section 7.

### Part 1: Application

1. A person applying for membership will complete the current application form and agree to uphold the objects of the Association and comply with the requirements of the Association's Constitution and By-Laws. The categories of membership include:
  - Associate Certified Professional
  - Associate
  - Library Technician Certified Professional
  - Library Technician
  - Allied Field
  - General Member
  - Student Member
  - Institutional Member
  - Corporate Member
  - Honorary Member
2. Each application for membership will be considered by the Chief Executive Officer within 40 days of receipt and the decision will be communicated to the candidate as soon as practicable after that. The grounds on which any refusal is made will be documented and the applicant advised of the reason.
3. If applicable the member will be entitled to use an allocated postnominal. The Board may add to the list of postnominals from time to time.
4. A candidate may appeal in writing to the President within three months after receipt of notice of the decision of the Chief Executive Officer. The President shall arrange for the matter to be heard by an appeals committee of three Members appointed by the Board as soon as practicable and within 90 days of receipt of a notice of appeal.
5. Any Member may be elected an Honorary Member by the passing of a resolution by the Board.

### Part 2: Membership record

6. In respect of each Personal, Institutional and Corporate Member the Chief Executive Officer shall keep in the membership record:





- a) the full name of the Member;
- b) address for the service of notices;
- c) the place of residence;
- d) the date of admission to membership;
- e) the date when the Member became or ceased to be an Associate or Library Technician Member, Allied Field or a Certified Professional Member;
- f) the date when a general Member ceased to be a Member;
- g) for Associates, Library Technician, Allied Field and Certified Professional Members, the date and description of each degree, diploma, certificate or other qualification of any university, tertiary or vocational education provider or other recognised education provider;
- h) in respect of each Institutional and Corporate Member, the Chief Executive Officer shall enter the name of its authorised representative; and
- i) the amount, due date for payment and date of payments of each annual or other fee payable by the Member.

### **Part 3: Associate membership**

7. The Chief Executive Officer may approve a person becoming an Associate of the Australian Library and Information Association if they apply and produce evidence to show they meet the conditions for admission for Associateship described in these By-Laws.
8. If an application to become an Associate of the Australian Library and Information Association is rejected, the applicant may appeal the decision through the appeals process described in clause 4 of this By-Law.
9. Associate Members will be provided with a certificate of Associateship.
10. A person may use the distinction of Associate of the Australian Library and Information Association only while the person is a Financial Member of the Association.
11. An application for Associate status shall not be considered unless the applicant has paid the applicable fees.
12. A person shall be qualified as an Associate if they:
  - a) have completed an undergraduate qualification in library and information studies accredited by the Australian Library and Information Association as conferring eligibility for Associate membership; or
  - b) have completed a postgraduate qualification in library and information studies accredited by the Australian Library and Information Association as conferring eligibility for Associate membership and either an undergraduate level course or its equivalent that has been accepted by the tertiary institution conducting the





aforementioned course as meeting the prescribed entry requirements for the course; or

- c) have, effective from 1 January 1994, completed the Registration Examination of the Library Association of Australia; or have completed the Certificate in Librarianship from the Sydney Technical College before 1976 or commenced the Associate Diploma in Librarianship from Royal Melbourne Institute of Technology prior to 1970, **and** provide documentary evidence that they are holders of an undergraduate degree.

13. All persons admitted to Associate membership of the Australian Library and Information Association may use the post nominals AALIA.

#### **Part 4: Library Technician membership**

14. The Chief Executive Officer may approve a person becoming a Library Technician Member of the Australian Library and Information Association if they apply and produce evidence to show they meet the conditions for admission for Library Technician membership as described in these By-Laws.
15. If an application to become a Library Technician Member of the Australian Library and Information Association is rejected, the applicant may appeal the decision through the appeals process described in clause 4 of this By-Law.
16. Library Technician Members will be provided with a certificate stating they have met the competencies for endorsement as a Library Technician Member.
17. A person may use the distinction of Library Technician Member of the Australian Library and Information Association only while the person is a Financial Member of the Association.
18. An application for Library Technician membership shall not be considered unless the applicant has paid the applicable fees.
19. A person shall be qualified as a Library Technician Member if they have completed a diploma qualification in library and information studies accredited by the Australian Library and Information Association as conferring eligibility for Library Technician membership.
20. All persons admitted to Library Technician membership of the Australian Library and Information Association may use the post nominals ALIATec.

#### **Part 5: Widened eligibility**

21. For the purposes of admission to Associate and Library Technician membership, the widened eligibility processes shall include:





- a) For overseas qualifications:
    - i. completion of a course in library and information studies that is equivalent to at least an Australian bachelor's degree for Associate membership or an Australian Diploma for Library Technician membership, and is recognised by such other library and information associations as shall, from time to time, be approved by the Board as conferring eligibility for Associate membership; or
    - ii. satisfies criteria established through conditions described in a Memorandum of Understanding with such other library and information associations as shall, from time to time, be approved by the Board as conferring eligibility for Associate or Library Technician membership; or
    - iii. have completed a qualification which is assessed as equivalent to at least an Australian bachelor's degree for Associate or Australian Diploma for Library Technician that includes a substantial component of library and information studies, and have evidence of professional competence.
  - b) For qualifications awarded in Australia, have completed a qualification which is assessed as equivalent to at least an Australian bachelor's degree for Associate membership or Diploma for Library Technician membership, that includes a substantial component of library and information studies, and have evidence of professional competence.
22. The Chief Executive Officer may approve a person becoming an Allied Field Member of the Association if they hold equivalent qualifications in allied fields as shall, from time to time, be approved by the Board.
  23. Application for Associate or Library Technician membership through widened eligibility shall not be considered unless the applicant has paid the applicable fees.
  24. Applicants may appeal a decision through the appeals process described in clause 4 of this By-Law.

#### **Part 6: Certified Professional membership**

25. Current Associate, Library Technician and Allied Field Members who maintain compliance with the ALIA PD Scheme (ALIA's continuing professional development framework) may upgrade their membership to Certified Professional status.
26. An additional Certified Professional membership post nominal shall be (CP) ie AALIA(CP), ALIATec(CP) or AlliedField (CP).
27. Certified Professional Members may apply for a Certified Professional Certificate and listing after successful completion of each ALIA PD Scheme triennium.





28. Certified Professional Members may undertake ALIA PD Scheme specialisations and add a specialisation post nominal after 12 months' compliance.
29. Current Certified Professional Members may apply for the additional status of Distinguished Certified Professional if the person:
  - a) has been a Certified Professional Member of the Australian Library and Information Association for at least five years; and
  - b) demonstrates professional/technical and personal knowledge and skills; and
  - c) provides evidence of a significant degree of autonomy in decision-making in practice; and
  - d) is currently employed in the Australian library and information sector or an allied sector.
30. A person may use the post nominal (DCP) only while a person is a Member of the Association and maintains ALIA PD Scheme compliance in accordance with clause 29 herein.

#### **Part 7: Associate Fellow membership**

31. Associate and Library Technician Members awarded Associate Fellow membership prior to 1 July 2013 may continue to use the post nominal AFALIA or AFALIATec as long as they maintain compliance with the ALIA PD Scheme.

#### **Part 8: Code of conduct**

32. All Members of the Australian Library and Information Association are required to abide by the Association's Code of Conduct.
33. If a complaint is received about a Member being in breach of the Australian Library and Information Association Code of Conduct or for some other cause, the Company Secretary will seek to resolve the matter in the first instance.
34. If the complaint is considered by the Company Secretary to be of a serious nature, it will be reported to a Sub-Committee, which is formed pursuant to clause 15 of the Constitution, at the earliest opportunity and an investigation will be undertaken.
35. If, after examining the evidence, the Sub-Committee judges that a Member has acted against the Australian Library and Information Association's objects and core values, and/or to the serious detriment of the Association and the library and information profession, the committee can recommend to the Board that the membership be withdrawn.
36. A Member who is disbarred may appeal against the decision to the Board.





**Part 9: Schedule of fees**

37. The Schedule of Fees is reviewed annually and any changes take effect from the following 1 June.

**Part 10: Annual Member meetings**

38. The Board shall convene a meeting of Members in each State and Territory every year for the purpose of providing a forum for discussion and feedback from Members about the Association, its current activities and future strategy.







## By-Law 2: Divisions/Groups

Amended June 2001, November 2004, September 2006, October 2006, July 2014, September 2019, December 2021, October 2022.

This By-Law should be read in conjunction with the Constitution, with particular reference to section 6, and in conjunction with the ALIA Groups Handbook

### Part 1: Groups

1. Divisions of the Australian Library and Information Association shall be commonly known as Groups.
2. A Group may be formed by Members gaining the endorsement of the Chief Executive Officer to form a Group, as outlined in Part 2 of this By-Law.
3. The Board may initiate a Group to fill an identified need not met by a Member-initiated Group, as outlined in Part 2 of this By-Law.

### Part 2: Endorsement process

4. Proposed Groups shall formally apply to the Chief Executive Officer for endorsement against criteria as determined from time to time.
5. The Chief Executive Officer shall assess each application for endorsement. This may include consideration of the Group's
  - a) ability to fulfil the objects of the Association;
  - b) purpose and program;
  - c) past achievements of purpose and goals;
  - d) financial viability; and
  - e) proposed communication with Members.
6. Groups shall be endorsed for an initial period as determined by the Chief Executive Officer.
7. Any Group seeking to continue beyond the initial period endorsed by the Chief Executive Officer must reapply to the Chief Executive Officer for endorsement.

### Part 3: Membership and office-bearers

8. Members of the Association may join a Group at any time, without charge.
9. If allowed for within a Group's rationale, non-members of the Association may join a group and may be charged a fee to join the Group. For fee-for-service activities offered by a





Group, non-members of the Association should be charged at least 30% more than Members of the Association. The fee will be set by the Group Convenor, Treasurer or Secretary.

10. Subject to Clause 14 of this By-Law, a Group may formulate a set of procedures governing the selection of office bearers.
11. Each Group must have at least two office bearers, these being a Convenor and Secretary. A Financially Active Group must also appoint a Treasurer.
12. Group office bearers must be Personal Financial Members of the Association or the appointed representative, or the formal nominee of the appointed representative, of a Financial, Institutional or Corporate Member.

#### **Part 4: Operation**

13. Subject to the written approval of the Board first being obtained, Groups may adopt or alter rules to suit their special needs. At all times and in all circumstances, Corporations Law and the Association's Constitution and By-Laws shall take precedence over the rules of Groups.
14. In the conduct of its affairs, a Group should be guided by the Association's Groups Handbook.
15. Proposals to alter operations of Groups, including proposals requiring further funding, shall be submitted to the Chief Executive Officer as part of the Group's normal reporting process in accordance with clauses 17 and 18 below
16. Groups are to submit an activity and achievements report to the Chief Executive Officer annually.
17. Financially Active Groups will be required to submit an annual budget to be approved by the Chief Executive Officer. Groups funding will be included in the Association's annual budget and monthly financial statements.
18. Income and expenditure transactions will be managed through the Business Director and quarterly reports will be provided to financially active Groups.
19. No bank account shall be opened or operated without the approval of the Board.

#### **Part 5: Dissolution of a group**

20. A Group shall be dissolved if:
  - a) the Group applies to the Chief Executive Officer to be dissolved; or
  - b) the Chief Executive Officer is of the opinion that the Group should be dissolved.





## By-Law 3: Elections

Amended May 2000, March 2004, December 2008, July 2014, February 2016, May 2018, September 2019, October 2022.

This By-Law should be read in conjunction with the Constitution, with particular reference to section 12.

1. Ballots shall be held to elect the President and the Board. For all ballots, the following rules shall apply.

### Part 1: Nomination

2. The Chief Executive Officer or appointed person or organisation shall call for nominations through ALIA communication channels.
3. Nominations shall be in writing, signed by two Financial Members of the Association and shall include the consent in writing of the candidate. Nominations shall reach the Chief Executive Officer (or the person or organisation conducting the ballot as decided by the Chief Executive Officer) by the published closing date and time. Nominations which are not received by the closing time shall be excluded subject to Part 2 of this By-Law.
4. Withdrawal of nominations in writing will be permitted after the close of nominations.
5. Candidates for office shall be Personal Financial Members of the Association and shall, together with their written consent to nomination, supply a curriculum vitae and a statement of professional concerns. Each statement shall not be more than 100 words. Words in excess of 100 words may be excised by the Chief Executive Officer or by the person or organisation conducting the ballot as decided by the Chief Executive Officer, without consultation. Statements of professional concerns shall not be defamatory, misleading, offensive or deceptive. If the Chief Executive Officer or person or organisation conducting the ballot is of the opinion that a statement of professional concern information is defamatory, misleading, offensive or deceptive, or is likely to mislead or deceive, and the candidate refuses to alter the text of the statement, the statement may be edited prior to publication and a note included to the effect that the text has been edited in accordance with this By-Law. Curriculum vitae and statements of professional concerns must be received by the close of nominations.
6. If the number of Members nominated for election exceeds the number of vacancies, the Chief Executive Officer, or person or organisation conducting the ballot as determined by the Chief Executive Officer shall conduct a ballot as described in Part 4 of this By-Law.
7. If the number of Members nominated for election is equal to the number of vacancies, the Chief Executive Officer, or authorised person conducting the ballot shall declare those members elected.





### **Part 2: Nominating committee**

8. If the number of Members nominated for election is fewer than the number of vacancies, the Chief Executive Officer, or authorised person conducting the ballot shall request the Board to convene a Nominating Committee.
9. There shall be a Nominating Committee convened by the Chief Executive Officer, comprising three Directors of the Association, not being candidates for election for the ensuing term.
10. The function of the Nominating Committee shall be the identification of possible candidates for each vacant position. Once candidates have been identified and agree to the nomination, any two members of the Nominating Committee may sign the nomination form, which shall include the consent in writing of the candidate. The candidate shall comply with clause 5 hereof.
11. The Nominating Committee may accept and review nominations which may have been received after the closing date and excluded under clause 3.

### **Part 3: Administration of the ballot**

12. Eligible Financial Members of the Association may vote in an election. Members are eligible to vote in the election if they are financial Members of the Association at the nomination closing date and time as published according to clause 3. A voter roll comprising eligible voters will be compiled at the conclusion of the nomination period.
13. Only the nominated representatives of Institutional Members may vote for the Director representing Institutional Members.
14. The Chief Executive Officer shall conduct the ballot or may appoint another individual or organisation to conduct the ballot. Any person involved in organising the ballot shall not be a candidate for any office for the ensuing term.
15. In the Chief Executive Officer's absence, the Board shall appoint a person or organisation to conduct the ballot, who shall not be a candidate for any office for the ensuing term.
16. The ballot paper (electronic or print) will contain the name of the office to be filled and the names of the candidates, listed in alphabetical order.
17. The ballot paper, where electronic, will also contain a link to the candidates' CVs and statements of professional concerns.
18. Prior to the ballot commencing, candidates may nominate in writing a scrutineer to oversee the conduct of the ballot following the closure of the poll.





#### **Part 4: Conduct of the ballot**

19. The method of the ballot will be determined by the Company Secretary in consultation with the Board and shall be consistent with By-Law 3, Parts 6-8 inclusive.
20. Instructions for election voting (including the description of the method of the ballot) will be sent (by post or email) to all Members who are entitled to vote, no later than 30 days prior to the closing of the ballot. Instructions to vote shall include the curriculum vitae and statement of professional concerns or a link to the curriculum vitae and statement of professional concerns for each candidate.
21. Failure of a ballot paper/instructions to reach a Member, or failure of a completed ballot paper to reach the Chief Executive Officer, by or on the day fixed for the closure of the poll, shall not invalidate the ballot.
22. In the case of the ballot being conducted within the Australian Library and information Association, the Chief Executive Officer shall be assisted by the Company Secretary or other person as determined by the Chief Executive Officer.
23. Where there is one position only to be filled, a standard preferential system is to be used, as described in part 6. Where more than one position is to be filled, a multiple preferential system is to be used as described in part 7.

#### **Part 5: Voting methods**

##### **Postal votes**

24. Each voter shall record a vote on the ballot paper by numbering the squares against the names of the candidates in the order of the voter's preference for the office. Voters will be required to place their completed ballot paper in a blank envelope, which will then be sealed and placed in another envelope addressed to the Chief Executive Officer or election company and bearing on its face the words 'Ballot Paper'. On the back of the envelope shall be entered the voter's name and address. Failure to comply with each of these conditions will render the vote invalid.
25. The Company Secretary or election company shall open the postal envelopes only rejecting those ballot papers found to be incorrectly completed and declared to be informal.

##### **Electronic voting**

26. For eligible voting Members who have a registered email address with the Australian Library and Information Association, the voting preference will be via electronic voting.





27. If an eligible voting Member does not have an email address registered with the Association, the eligible voting Member shall be sent materials to enable them to vote by postal voting as described above.
28. Members voting online shall be sent by email instructions for casting their votes. The instructions will provide the means by which a vote may be completed; the electronic address at which the ballot may be lodged; a password (if required) and the closing date and time of the ballot.
29. Failure of voting information to reach a Member, or failure of a completed electronic ballot to reach the person or organisation conducting the ballot, by or on the day fixed for the closure of the poll, shall not invalidate the ballot.

#### **Part 6: Standard preferential system**

30. Where there is one position to be filled, a standard preferential system is to be used.
31. In this system, a voter is required to indicate a preference for each candidate on the ballot paper or ballot screen by using the numbers 1, 2, 3, etc, up to the number of candidates.
32. A candidate must poll an absolute majority (ie in excess of 50%) of all formal votes to be elected.
33. If, after all first preference votes have been counted, no candidate has obtained an absolute majority of all formal votes, then the candidate with the fewest number of first preference votes is excluded. (First preference votes are number 1s). That excluded candidate's second preference votes are then distributed to the remaining candidates.
34. If, after that exclusion, no candidate has obtained an absolute majority of formal votes, the next remaining candidate with the fewest votes is excluded and ALL of his or her votes (ie first preference votes PLUS those votes received from the first excluded candidate) are distributed to the remaining candidates.
35. The above process is continued until one candidate obtains an absolute majority of formal votes and is elected.
36. If, after any exclusion, the next available preference is for a previously excluded candidate, then that preference is disregarded and the vote is distributed to the continuing candidate for whom the next available preference is shown.

#### **Part 7: Multiple preferential system**

37. Where more than one position is to be filled, a multiple preferential system is to be used.





38. The multiple preferential system accomplishes with one ballot the election of more than one candidate by a majority number of electors who cast formal votes.
39. Voters are required to mark their preference at least to the number to be elected. Preferences are to be expressed on the ballot paper or ballot screen by using the numbers 1, 2, 3, etc.
40. Votes are classified into two categories:
  - a) Preferences marked on a ballot paper or ballot screen up to the number of candidates to be elected are called primary votes. They have equal value and are credited to the candidate for whom they are cast, whether they are marked 1, 2, 3, etc, up to the number of candidates to be elected. For example, where two candidates are to be elected, preferences 1 and 2 are primary votes of equal value.
  - b) All preference votes beyond those primary votes are called secondary votes and rank according to their numerical number.
41. The primary votes for each candidate are counted and the candidate having the fewest number of primary votes is excluded from the count and his/her preferences are distributed among the continuing candidates.
42. Ballots where an excluded candidate has obtained a primary vote are examined and the votes distributed to continuing candidates according to the first of the available secondary votes expressed on each ballot paper. For example, if there are two candidates to be elected, the votes of an excluded candidate will be distributed to the third ranked preference on their ballot.
43. All votes in the possession of a candidate at the time of his/her exclusion are transferred to continuing candidates according to the next available preference. This process of exclusions is continued until only the number to be elected remains in the count.
44. At all times care must be taken to ensure that a vote is not transferred to any continuing candidate more than once.
45. The candidate who has received the greatest number of votes shall be declared elected and written declaration of the result of the count shall be provided to the President of the Association and all the candidates, within seven days of the ballot's conclusion.

#### **Part 8: Other**

46. An order of precedence shall be applied to the Board categories for election purposes. The order of precedence is: President, Institutional Director and general Directors. In the instance of a candidate nominating for more than one position, and being successfully





elected to more than one position, they shall be declared elected to the position in the higher category and excluded from the lower order position.

47. In the case of an equality of votes between candidates, the Company Secretary or organisation conducting the ballot will select one candidate by lot in the absence of agreement between the candidates. The candidate selected shall be excluded as if they had obtained the fewer number of votes.
48. The results of the ballot shall be conveyed to all members of the Association through the Australian Library and Information Association communication channels.
49. Challenges to the process of the election must be lodged with the Chief Executive Officer within 72 hours of the declaration of the poll.







## By-Law 4: Board

Amended July 2014, February 2015, September 2019, October 2022.

This By-Law should be read in conjunction with the Constitution, with particular reference to sections 12, 13 and 14.

### Part 1: Directors

1. The Board shall comprise the following seven Directors with voting powers who shall be appointed as given below:
  - a) a President elected by all Members;
  - b) five Directors elected by all Members; and
  - c) one Director elected by Institutional Members.

The Board may elect from the Directors other than the President a Vice-President.

2. Election of Directors by eligible Members in accordance with clause 1 above shall be conducted as described in By-Law 3.
3. All voting Directors shall be personal Members of the Association and represent the interests of the organisation as a whole rather than those of a particular constituency. The Board may commission advice from a suitably qualified person or persons.

### Part 2: Terms of office

4. The term of office of a Director including the President shall be three years, and shall commence at the Annual General Meeting following election to office.
5. The Vice-President will be appointed for a term of one year at the first meeting of the Board after the Annual General Meeting.

### Part 3: Resignation of Director and of President

6. A Director may, by not less than one month's notice to the President, resign from office. The President may, by not less than one month's notice to the Board, resign from office.

### Part 4: Casual vacancies – President/Vice-President

7. The Board shall fill a casual vacancy in the office of President as follows:
  - a) If the office of President shall become vacant, the Vice-President shall take over the presidency until the conclusion of the Annual General Meeting at which the position of President would be filled in the normal process as prescribed in By-Law 3.





In such circumstances, the casual vacancy in the office of Director shall be filled in accordance with part 6.

**Part 5: Casual vacancies – Vice-President**

8. Should the Vice-President become unable or unwilling to perform the functions of the Vice-President during the one-year term, the Board may appoint another Director to the position of Vice-President for the remainder of the term.

**Part 6: Casual vacancies – Directors other than President**

9. Casual vacancies in the office of a Director other than the (occurring by removal under clause 10 or by resignation or death) shall be dealt with as follows:
  - a) a casual vacancy may be filled by another Personal, Financial Member appointed by the President.
  - b) the Member appointed to fill such a vacancy shall serve in the office of Director until the expiration of the term of the Director whom the Member has replaced or the next AGM, at the discretion of the Board.
  - c) the filling of any vacancy will be undertaken with a view to maintaining the normal rotation of Directors as prescribed in the Constitution.

**Part 7: Declaring a Director's position vacant**

10. Declaring a vacancy.
  - a) If a Director becomes incapable of carrying out the duties of the position or leaves Australia permanently, the Chief Executive Officer may request the Board to declare the position vacant.
  - b) If a Director ceases to be a Personal, Financial Member during the term of office, the Chief Executive Officer may request the Board to declare the position vacant.
  - c) The position of a Director may become vacant if a Director is removed under the provisions of Corporations Law.





## By-Law 5: Awards

Amended March 2002, March 2003, September 2005, November 2005, November 2006, July 2014, July 2016.

### Part 1: Awards

1. The Association seeks to recognise individuals and organisations contributing in an outstanding manner to the Association or library and information services with the following awards:
  - a) HCL Anderson Award
  - b) Redmond Barry Award
  - c) Metcalfe Award
  - d) Fellow of the Australian Library and Information Association
2. The HCL Anderson Award and Redmond Barry Award shall be recognised as the premier awards of the Association. Nominations for each premier award shall be called for annually.
3. The HCL Anderson Award, Redmond Barry Award, Metcalfe Award and Fellow of the Australian Library and Information Association shall be peer nominated.
4. Nominees for Association peer-nominated awards shall not be advised that they are being nominated for an award.
5. Nominations for the HCL Anderson Award, Redmond Barry Award and Metcalfe Award shall be considered by a National Awards Panel appointed for this purpose by the Board (Part 2 of this By-Law).
6. An Association award can be conferred posthumously providing the nomination has been received prior to the date of death of the nominated person.
7. A listing of the awards and their recipients shall be published on the Association's website.
8. The Association may offer other awards as determined by the Board.

### Part 2: National Awards Panel

9. The National Awards Panel shall consist of five members appointed by the Board for a term of two years.
10. The membership shall be the immediate past President, two past Presidents and two other Distinguished Members of the Association.





11. The immediate past President shall be the convenor of the Panel for the first year of their term and then shall serve as a Distinguished Member of the Panel for a second year.
12. The Board shall appoint one distinguished Member in each year. Members may not serve more than two consecutive terms.
13. Each nomination for the HCL Anderson Award, Redmond Barry Award and Metcalfe Award shall be accompanied by two written referee reports, and the National Awards Panel may seek further referee reports as required.
14. Determination shall be by a majority of panel members. In case of an equality of votes, the convenor of the panel shall have a second or casting vote.
15. The National Awards Panel shall advise the Board of the voting pattern for nominations recommended to the Board for conferring of an award.
16. The National Awards Panel reserves the right not to make an award if nominations do not justify it. The Board may cite nominations as highly commended.
17. Nominations must remain confidential. Only the award recipient's name and citation will be made public.
18. If a member of the National Awards Panel is nominated for an Award, then that member shall absent themselves from discussion and voting.

### **Part 3: HCL Anderson Award**

19. The Board may confer the HCL Anderson Award on any person who is an Associate Member of the Association in recognition of outstanding service to the library and information profession in Australia, to the Australian Library and Information Association, or to the theory of library and information services. The nominated person is required to be a current financial Member of the Association unless the nomination is posthumous.
20. Nominations for the HCL Anderson Award shall be submitted to the Chief Executive Officer on the prescribed form and by the date determined by the Board.
21. Recommendations from the National Awards Panel for the HCL Anderson Award shall be considered by the Board at the first practicable meeting following the closing dates.

### **Part 4: Redmond Barry Award**

22. The Board may confer the Redmond Barry Award on a person who is not eligible for Associate or Technician membership of the Association and who may or may not be a Member of the Association, and who has rendered outstanding service to or promotion of a library and information service or libraries and information services, or to the theory or practice of library and information science, or an associated field.





23. Nominations for the Redmond Barry Award shall be submitted to the Chief Executive Officer on the prescribed form and by the date determined by the Board.
24. Recommendations from the National Awards Panel for the Redmond Barry Award shall be considered by the Board at the first practicable meeting following the closing dates.

#### **Part 5: The Metcalfe Award**

25. The Board may award the Metcalfe Award to a personal financial Member in their first five years of practice in libraries and information services. Achievement would be commensurate with experience and should show a contribution beyond the normal requirements of the nominee's employment. This may include but not be limited to initiative, a commitment to innovation in practice, and leadership.
26. Nominations for the Metcalfe Award shall be submitted to the Chief Executive Officer on the prescribed form and by the date determined by the Board.
27. Recommendations from the National Awards Panel for the Metcalfe Award shall be considered by the Board at the first practicable meeting following the closing dates.

#### **Part 6: Fellow of the Australia Library and Information Association**

28. The Board may confer the distinction of Fellow on an Associate or Technician or Certified Professional Member who, in the opinion of the Board has made a distinguished contribution to the theory or practice of library and information science.
29. Before determining whether, in the opinion of the Board, a Member has made a distinguished contribution to the theory or practice of library and information science the Board shall examine any evidence it considers appropriate, including, but not necessarily limited to:
  - a) a record of sustained high achievement and leadership in the field of library and information science;
  - b) an outstanding contribution to the objects and work of the Australian Library and Information Association;
  - c) academic and professional qualifications;
  - d) authorship of publications on bibliography or library and information science;
  - e) conduct of research or development in any field of library and information science.
30. Nominations for the award of the distinction of Fellow shall be submitted to the Chief Executive Officer on the prescribed form. Each nomination may be made by any two or more Association Members and be accompanied by at least two written referee reports.





31. Nominations for Fellow of the Australian and Library and Information Association shall be considered by the Board at its next meeting.
32. The Board shall issue to the member a Certificate of Fellowship under the prescribed conditions.
33. The Certificate of Fellowship shall be signed by the President and by the Chief Executive Officer.
34. A person may use the distinction of Fellow of the Australian Library and Information Association only while the person is a financial or an Honorary Member of the Association
35. A member shall not normally be made a Fellow of the Association unless the member:
  - a) has at least eight years standing as an Associate or Technician Member of the Association, and
  - b) has paid all subscription fees due or overdue.
36. Post nominal letters FALIA may be used by Associate Members who are Fellows of the Australian Library and Information Association; the post nominal letters FALIA Tec may be used by Library Technician Members who are Fellows of the Association; Fellows of the LAA may choose to use either FLAA or FALIA.





## **By-Law 6: ALIA Committees and ALIA representatives on other bodies**

Amended May 2008, July 2014.

This By-Law should be read in conjunction with the Constitution, with particular reference to sections 6, 15, 16 and 17.

1. The Board may appoint:
  - a) Committees to perform particular functions; and
  - b) Association representatives on other external bodies.
2. Resolutions establishing Committees should specify:
  - a) term of the Committee;
  - b) the minimum and maximum number of Members;
  - c) terms of reference including purposes, powers and deliverables;
  - d) reporting requirements; and
  - e) provisions for reviewing the work of the Committee.
3. The standard term of appointment for individuals to ALIA Committees is three years. The Board is required to endorse all appointments of Committee Members.
4. The Board reviews Committees every year, with the options of retaining or dissolving existing Committees, and appointing new Committees.
5. The standard term of appointment for individuals to external bodies is three years, but this may be varied according to the requirements of the external body. The Board is required to endorse all appointments to external bodies.
6. The Board reviews ALIA's engagement with external bodies every year, with the options of maintaining ALIA's involvement or withdrawing from the body.
7. Generally, members of ALIA Committees and Association representatives on other bodies may serve up to two consecutive terms, with further terms approved by the Board.
8. The appointment of the Chief Executive Officer to any Committee should also include the phrase 'or the Chief Executive Officer's delegate' in order to allow administrative flexibility.
9. Committee membership should be based, as much as is practicable, on expertise of the subject matter of the Committee, consistent with the need to provide sectoral representation as necessary.





10. All nominees for appointment to Committees or as Association representatives on other bodies shall be Financial Members of the Association for the period of their term, except where special expertise is required.
11. Each year the Board may appoint or may call for nominations for appointment to vacancies on Committees and as Association representatives on other bodies, after consultation with current Committee members or representatives where appropriate.
12. The Board may require a curriculum vitae of not more than 100 words from nominees for vacancies on Committees and for Association representatives on other bodies.
13. Members of Committees and Association representatives on other bodies appointed by the Board shall take office at the next Annual General Meeting following the appointment, unless otherwise determined by the Board.
14. The Board shall fill casual vacancies on Committees and for Association representatives on other bodies.
15. A chair or co-chairs for each ALIA Committee is/are either appointed by the Board or elected from within the Committee.
16. Each ALIA Committee will have a Board member who is responsible for liaising with the chair or co-chairs of an ALIA Committee.
17. Reports on ALIA Committee activities and from Association representatives on other bodies shall be included in the Association's reporting mechanisms to the Board. As a minimum, an annual report is to be submitted to the Chief Executive Officer by 31 January reporting on the work of the ALIA Committee or external committee for the previous calendar year.
18. Where a member of a Committee has an interest in a matter being discussed by the Committee, that member must declare an interest and abstain from further discussion of the matter.







## By-Law 7: The ALIA Research Fund

Amended July 2014.

### Part 1: Establishing and growing the ALIA Research Fund

1. The Australian Library and Information Association Research Fund (**the Fund**) was established in 2003 to support research that aligned with the objects of the Association. The Fund comprised initial monies from the ALIA operating surplus, supplemented by donations from Members.
2. ALIA Members and other stakeholders are encouraged to donate to the Fund and these donations are eligible for an income tax deduction, where the donor has stated in writing that the gift is made for the purposes of research in accordance with the objects of the Fund.
3. The Association shall comply with all requirements of the Australian Federal Government and the Australian Taxation Office in relation to the Fund.

### Part 2: Objects of the Fund

4. The Fund shall be used for research projects that have the following characteristics. They must:
  - a) align with the objects of the Association and conform with the requirements of ALIA's Approved Research Institute status; and
  - b) undertake rigorous analysis and measurement of the subject matter; and
  - c) identify and assess the economic, social and cultural benefit to the Australian community of library and information services; or
  - d) involve research into any aspect of library and information science, including developments in the capture, organisation, storage and dissemination of information and knowledge; or
  - e) comprise research into, and quantifiable or qualitative analysis of, the activities of library and information professionals and the professional practice of library and information science in Australia.
5. The results of the research shall be made available for further dissemination as determined by the Australian Library and Information Association.
6. The Fund shall not be used to provide scholarships, for the organisation of conferences, congresses and symposia, nor for the publication of information other than the results of the funded research.
7. No payments shall be made from the Fund other than payments in respect of research activities or in meeting costs associated with the conduct of the Fund and in accordance with clause 3 of this By-Law.





### Part 3: The Research Fund Committee

8. The Fund shall be administered on behalf of the Board by a committee comprising no fewer than five Members, the majority of whom shall be suitably qualified for assessing the relevant areas of research. The ALIA Research Fund Committee (the Fund Committee) shall include two ALIA Directors, one of whom will be Chair of the Fund Committee. A nominated employee of the Association shall attend meetings of the Fund Committee but shall not be entitled to vote.
9. The Fund Committee will advise the Board about the eligibility of proposed research projects for funding. The final decision about payments from the Fund lies with the Board.
10. The Fund Committee will convene at least once every year and the quorum for these meetings will be three Members.
11. The committee may seek to raise monies for the Fund by gifts, donations and bequests from such sources as it may consider appropriate.

### Part 4: Accounts

12. The Chief Executive Officer shall keep proper accounts with respect to the Fund and all monies received by and for the purposes of the Fund, and expended from the Fund.
13. Monies received by the Fund may be invested by the Association and interest accruing to the Fund may be used for research or to defray costs associated with the conduct of the Fund.

### Part 5: Winding up the Fund

14. In the event of the Fund being wound up, any surplus assets remaining after the payment of the Fund's liabilities shall be transferred to the research fund account of another organisation in Australia which has been endorsed as an Approved Research Institute for the purposes of the Income Tax Assessment Acts.

