

## **HISTORICAL BACKGROUND**

The history dates back to 1955 and had its beginnings in Singapore. Mrs. Hedwig Anwar and the late Mr. Wilfred J. Plumbe first conceived the idea of setting up of a library association covering Malaya and Singapore. Using the name of the University of Malaya Library they sent out circulars to all librarians and interested persons inviting them to attend a preliminary meeting to discuss the possibility of the formation of a library group or association. The circular was sent out towards the end of 1954 and about 47 persons responded by attending the meeting held at University of Malaya Library, Singapore on Friday, January 7<sup>th</sup>, 1955 at 8.30 p.m. These 47 people came from both Malaya and Singapore, the largest number coming from University of Malaya Library, Singapore. The meeting chaired by Mr. E. H. Clark unanimously agreed that there should be a library organization to unite all interested in library work. A subsequent meeting held in the Raffles Library on Friday, March 25 1955 and attended by 36 members agreed to the formation of the association named the Malayan Library Group.

The objectives of the Malayan Library Group (MLG), as laid down in its constitution were:

- (i) to unite all persons engaged in library work or interested in libraries in Malaya
- (ii) to promote a better administration of libraries
- (iii) to encourage the establishment and development of libraries in Malaya
- (iv) to encourage professional education and training for librarianship
- (v) to undertake such activities, including the holding of meetings and conferences

The Group was registered by the Registrar of Societies in Singapore on June 6, 1955. The first Chairman was Mr. L. M. Harrod, Vice-Chairman was Mr. Wilfred J. Plumbe and the Secretary was Mrs. Hedwig Anwar. The University of Malaya Library, Singapore became the Secretariat.

At the Annual General Meeting (AGM) in November 1958, the MLG changed its name to the Library Association of Malaya and Singapore.

However, the Association was unable to re-register in Malaya because of the Malayan Government's policy not to grant registration to societies covering both Malaya and Singapore.

An extraordinary general meeting of the Library Association of Malaya and Singapore which was held in Singapore on February 27, 1960 agreed that the Association be formally dissolved,

followed immediately by the inauguration of the Library Association of Singapore, of which Mrs. Hedwig Anwar was elected President and the late Mr. Wilfred J. Plumbe became the first President of the Library Association of the Federation of Malaya.

With the formation of Malaysia, the name of the Library Association of the Federation of Malaya was changed to Persatuan Perpustakaan Malaysia (PPM) or the Library Association of Malaysia.

At its AGM in 1999, the by-laws of the Association were amended to change the name to Persatuan Pustakawan Malaysia (PPM) or Librarians Association of Malaysia.

# CONSTITUTION (AMENDMENT) 1998

## I. NAME AND DEFINITIONS

### 1. Name

The name of the Association shall be the Persatuan Pustakawan Malaysia, hereinafter referred to as the PPM.

### 2. Definitions

The following words and expressions shall have the meanings hereinafter assigned to them:

“A recognized professional qualification” means a qualification in library and information related studies which is recognized by the Government of Malaysia or the PPM.

Words in the masculine gender include the feminine.

“A.G.M.” means Annual General Meeting.

“E.G.M.” means Extra Ordinary General Meeting.

“A Council Member” means a Professional Member or a Life Member who has been elected or co-opted to serve on the Council.

“Member” means all categories of membership.

“In benefit” means having paid up the current year’s subscription.

## II. ADDRESS

### 1. Registered Address

The official registered address of the PPM shall be No.14, Jalan 17/23, 40000 Shah Alam, Selangor, and its postal address shall be Peti Surat 12545, 50782 Kuala Lumpur, Malaysia.

### 2. Place of Meeting

Its place of meeting shall be the registered address or at such place as may from time to time decided upon by Council.

### **3. Change of address**

The registered address shall not be changed without prior approval from the Registrar of Societies.

### **III. LANGUAGE**

The official language of the PPM shall be Bahasa Malaysia.

### **IV. OBJECTIVES**

The objectives of the PPM shall be:

1. To provide independent professional views and advice on all matters related to development of libraries, information centres and the profession.
2. To unite all persons engaged in libraries and information work and/or studies.
3. To develop and promote standards in all aspects of the library and information profession and services.
4. To provide and support education and training to enhance the knowledge, qualifications and status of members of the profession.
5. To promote and monitor the legislation affecting the profession and provision of libraries and information services.
6. To formulate legislation and work towards its adoption in the development of the library and information profession and services.
7. To conduct, support and encourage research for the advancement of library and information profession and services.
8. To ensure the effective dissemination of relevant information through publications in various media.
9. To forge strategic alliances with national, regional and international organizations leading towards globalization of library and information profession and services.
10. To foster cooperation and establish close liaison with government authorities, members of the public and other professions.
11. To strive towards regulating the practice of librarianship by effecting a Code of Ethics and the registration of members.
12. To undertake fund-raising activities, including soliciting donations in cash and kind, to finance activities consistent with the objectives of the PPM.

13. To purchase, acquire and own property for the benefit of PPM with the proviso that the Association shall not develop or turn to account any interest in such property for commercial purposes.
14. To invest, operate bank accounts and negotiate loans from banks and other financial institutions, appoint trustees, and undertake any other activities related to fund-raising and ownership of property.
15. To promote and support educational, cultural and social activities for the benefit of society.

## **V. PATRONS**

The Council of the PPM shall have the power to invite such person or persons whom it considers appropriate to be Patrons of the PPM and its activities.

## **VI. AFFILIATION WITH OUTSIDE BODIES**

The Council of the PPM shall have the power to affiliate the PPM with outside bodies approved by the Registrar of Societies.

## **VII. MEMBERSHIP**

### **1. Categories of Membership**

There shall be seven categories of membership:

- (a) Professional Member - A person residing in Malaysia, who holds a recognized professional qualification.
- (b) Corresponding Professional Member - A person not residing in Malaysia or a Malaysian citizen resident abroad for a period in excess of one year, who holds a recognized professional qualification.
- (c) Life Member - A person who has been a Professional Member for not less than five consecutive years and having paid up the current subscription, has compounded by one payment all his future subscriptions.
- (d) Student Member - A person pursuing the profession in this field or related fields at an institution of higher learning.
- (e) Honorary Life Member - A person who in the opinion of the Council has rendered distinguished service in promoting librarianship.
- (f) Institutional Member - Any library or library associations interested in the objectives of the PPM.

- (g) Affiliate Member
  - (i) Individual - A person interested in the objectives of the PPM who does not hold a recognized professional qualification.
  - (ii) Institutions - Any institutions other than stipulated in Clause VII.1 (f) interested in the objectives of the PPM.

## **2. Admission of Members**

- (a) (i) Professional, Student and Affiliate (Individual) Member - Any person who is eligible under VII.1.(a), (d) or (g)(i) may apply to Council for membership using prescribed forms and duly sponsored by one Professional or Life Member.
  - (ii) Corresponding Professional Member - Any person who is eligible under VII.(1)(b) may apply to Council for membership or change of status of membership using the prescribed forms.
  - (iii) Institutional Member - Any library, library associations or other institution which is eligible under Clause VII.1. (f) or (g)(ii) may apply to Council for membership using the prescribed forms.
- (b) No application shall be entertained unless accompanied by the prescribed fee.
  - (c) The Council may by simple majority admit or reject an application provided that no application shall be rejected unreasonably.
  - (d) No university or university college student may be a member without written permission of the Head of Institution concerned.

## **3. Registration of Members**

The Council shall maintain a Register of members. Every person or body whose application for membership has under Clause VII.2 been accepted shall be entitled to be admitted and registered as a Member.

## **4. Nomination and Election**

- (a) Only Life and Professional Members who have been paid up members for at least the last three consecutive years and currently residing in the country shall be entitled to stand for election at the A.G.M. or E.G.M.
- (b) Only Life and Professional Members in benefit currently residing in the country shall be entitled to nominate and vote at the A.G.M. or E.G.M.

## 5. Resignation

Any member who wishes to resign from PPM shall give two weeks notice in writing to the Honorary Secretary.

## VIII. SUBSCRIPTION

### 1. Rates

The rates for annual subscription shall be:

(a) Professional Member

Members who are receiving a gross income of:

Below RM1,500 per month or not gainfully employed	RM30.00
RM1,501 - RM2,500 per month	RM40.00
RM2,501 - RM5,000 per month	RM50.00
RM5,001 and above per month	RM70.00

(b) Corresponding Professional Member RM50.00

(c) Life Member (one time payment) RM700.00

(d) Student Member RM10.00

(e) Institutional Member RM500.00

(f) Affiliate Member

(i) Individual RM30.00

(ii) Institutions

- Public RM50.00

- Corporate RM100.00

### 2. Dues

Annual subscriptions shall be due on the 1st January each year and are not refundable.

### 3. Penalty

If any member shall fail to pay his subscription by the 30th June each year, he shall be given notice of his arrears. If he fails to settle his arrears after such notice has been given, he shall be deemed to have his membership suspended. Any member who is entitled to vote at the A.G.M. or the E.G.M. shall not be eligible to vote if he fails to pay his subscription before the A.G.M. each year.

#### **4. Joining Fee**

All categories of members RM30.00

#### **5. Rejoining Fee**

The Council shall have the power to impose a rejoining fee of RM10.00 and whatever fees due for all categories of members who have allowed their membership to lapse through arrears.

6. (a) Members shall be entitled to receive Annual Report, newsletters and other non-sale publications and attend A.G.M. and E.G.M. Members shall be charged at a reduced cost for all sale publications.
- (b) Members shall be entitled to special concessions to attend talks, seminars or other related activities organized or jointly organized by the PPM. Institutional members may have one representative each at all PPM activities.

### **IX. MEETINGS**

#### **1. A.G.M.**

- (a) The A.G.M. shall be held not later than 31st March each year upon a date, time and place to be decided by the Council of the PPM.
- (b) The A.G.M. shall:
- (i) Appoint at the end of every two year period two Scrutineers who shall be Professional/Life Members and who shall not be nominees to the incoming Council.
  - (ii) Confirm the minutes of the last A.G.M. and any subsequent E.G.M.
  - (iii) Receive and consider the Annual Report.
  - (iv) Receive and consider the Honorary Treasurer's Report and the audited accounts for the previous year.
  - (v) Elect members to the Council of the PPM by secret ballot, at the end of every two years period.
  - (vi) Consider amendments to the Constitution, and any other issues of which notice in writing has been given to the Honorary Secretary at least one month before the meeting is due to be held.
  - (vii) Appoint one or more Honorary Auditors who shall not be Office-Bearers of the PPM.



- (viii) Consider any other matter, subject to the Chairman's approval, of which no previous notice has been given with the proviso that no decision can be taken.
- (c) Notice of the A.G.M. shall be given in writing to all members by the Honorary Secretary at least seven weeks before the date fixed for such A.G.M.
- (d) At the end of every two-year period:
  - (i) An Election Officer (not the Honorary Secretary) who shall be a Professional/Life Member and preferably a Council Member not seeking election, shall be appointed by Council at least 10 weeks before the A.G.M. The Election Officer shall be responsible for the proper conduct of the nominations and election to office before and at the A.G.M. His term shall automatically end one week after the A.G.M.
  - (ii) Nomination forms shall be sent to the Professional/Life Members seven weeks before the date of the A.G.M. Nominations duly proposed by Professional/Life Members and with the consent of the nominee shall be in the hands of the Election Officer not later than five weeks before the date of the A.G.M.
  - (iii) The Election Officer shall distribute the ballot papers not later than three weeks before the A.G.M. and such ballot papers shall be returned to him on or before the date of the A.G.M. Notwithstanding the above, where sufficient nominations have not been received by this date, nominations may be accepted from the floor at the A.G.M. and voted on by secret ballot.
  - (iv) At least two weeks before the A.G.M. the Honorary Secretary shall circulate to members the Agenda, Minutes of the previous A.G.M. or E.G.M., the Annual Report and the audited Statement of Accounts.
- (f) Any member may submit a resolution to the A.G.M. provided notice is given in writing to the Honorary Secretary at least three weeks before the A.G.M.

## **2. E.G.M.**

- (a) An E.G.M. shall be convened:
  - (i) Whenever the Council deems it desirable
  - (ii) At the joint request in writing of not less than forty members or one-third of the total number of registered members, whichever is the lesser.

- (b) Notice and agenda for such meeting shall be forwarded by the Honorary Secretary to all members at least two weeks before the date of the meeting. Such meeting shall be convened not later than three weeks from the date of Council's decision or receipt of requests from members.
- (c) No other business shall be transacted at the meeting except that which is specified in the notice for which the meeting is convened.

### **3. Quorum**

- (a) The quorum for the A.G.M. or E.G.M. shall be one-half of the total professional membership or twice the Council Membership, whichever is the lesser.
- (b) If no quorum is present half-an-hour from the time appointed for the meeting, such meeting shall be adjourned and reconvened within one month. Should the members then present be insufficient to form a quorum, those present shall be deemed to constitute a quorum but will have no power to alter, amend or make addition to the Constitution.
- (c) In the case of an E.G.M. requisitioned by members, if a quorum is not present, the meeting shall be cancelled and no meeting shall be requisitioned for the same purpose until a lapse of at least six months.

### **4. Chairman**

The A.G.M. and E.G.M. shall be chaired by the President or in his absence, the Vice-President, or in their absence, by a member chosen from among those present.

### **5. Voting**

- (a) Voting shall be by a show of hands unless ballot is demanded by the meeting.
- (b) A resolution or motion shall be deemed to be carried if a simple majority of members present and voting in its favour.
- (c) The Chairman shall have the casting vote.

### **6. Minutes of the A.G.M. and E.G.M.**

The Honorary Secretary shall circulate to Members of Council a copy of the minutes of each year A.G.M. and E.G.M. within one month of the date of such meeting

## **X. COUNCIL**

### **1. Executive Body**

The Council shall be the governing and executive body of the PPM.

### **2. Members**

- (a) The Council shall consist of the President, the First Vice - President, hereafter referred to as Vice - President I, the Second Vice - President, hereinafter referred to as Vice - President II, the Honorary Treasurer and six Council Members who shall be elected at the A.G.M. by secret ballot. The President shall appoint the Honorary Secretary from among the elected Council Members. However, where this is not possible, the President may appoint from Professional/Life Members as stipulated in clause VII. 4 (b).
- (b) Council shall also consist of the Immediate Past President.
- (c) Council shall have the power to co-opt up to four members, who shall be Professional or Life Members.
- (d) Council shall have the power to appoint the Honorary Assistant Secretary and Honorary Assistant Treasurer from among Council Members.

### **3. Eligibility**

- (a) Only Professional/Life Members are eligible to be elected to Council.
- (b) All Principal Office-bearers and every officer performing executive functions shall be Malaysian citizens.

### **4. Terms of Office**

Members of Council shall hold office for a period of two years and may seek re-election provided only that the President shall not seek re-election in the same capacity for more than two consecutive terms.

### **5. Vacancies**

In the event of a vacancy arising in the Council, the Council is empowered by a simple majority to fill the vacancy. Notwithstanding this, should a vacancy arise in the office of the President, the Vice - President I shall assume office as Acting President.

In the event of a vacancy arising in the office of the President and the Vice-President I simultaneously, the Vice-President II shall assume office as Acting President. In the event of a vacancy arising in the office of the President and the Vice - Presidents simultaneously, the Council is empowered to elect an Acting President from its Members.

In the event of the dissolution of the entire Council owing to the resignation of the members en bloc, an E.G.M. shall be convened to elect an ad hoc Council to conduct the affairs of the PPM until the next A.G.M.

## **6. Meetings**

- (a) Council meetings shall be held at least four times a year.
- (b) Fourteen days notice shall be given to Council members prior to each meeting.
- (c) The President may call an emergency meeting of Council without such notice. The quorum at all Council meetings shall be at least half the strength of the Council.
- (d) Any member of the Council who fails to attend two consecutive meetings without due reason shall be deemed to have resigned from the Council.

## **7. Issues Arising**

- (a) Issues arising in Council shall be decided by a simple majority vote.
- (b) The Chairman shall have the casting vote.

## **8. By-Laws**

The Council shall have the power to set up by-laws within the framework of the Constitution. The Council shall also have the power to repeal, rescind, revoke or vary any by-laws.

## **XI. TRUSTEES**

### **1. Appointment**

A general meeting of the PPM shall have the power to appoint two (2) or more trustees which shall in any case not exceed four (4) and in whom the property and investments of the PPM shall be vested.

The appointment of the trustees shall be effected by a simple majority vote and in the event of a tie, the President shall have the casting vote.

### **2. Eligibility**

Trustees shall be appointed from amongst Professional or Life Members of the PPM who shall not be members of the Council. The trustees shall have attained the age of majority and shall not be mentally disordered or of unsound mind and shall not be a bankrupt.

### **3. Term of Office**

The Trustees shall hold all investments and property in the trust for the PPM and hereby agree that they will at the request and cost of the PPM transfer the investments and property to such person or persons at such time or times and in such manner or otherwise deal with the same as the PPM in general meeting or the Council shall direct or appoint and will do all such acts and things and execute such documents as may be necessary to procure the appropriate registration or entry in the register of the aforesaid title or titles to give effect to any such transfer or dealing or if so required to enable the interest of the PPM to be protected.

#### **4. Termination**

- (a) Trustees are appointed for an indefinite period

The office of a Trustee shall be automatically terminated:-

- (i) By reason of his death or
- (ii) By reason of his absence from Malaysia for a period exceeding twelve (12) months or
- (iii) By reason of his refusal to act or
- (iv) By reason of his desire to be discharged.

- (b) In a general meeting a simple majority vote which in the event of a tie the President shall have the casting vote, make the decision to terminate the office of a trustee:-

- (i) By reason of his unfitness to act or
- (ii) By reason of his incapacity to act or
- (iii) By reason of his misconduct

#### **5. Resolution of Disagreement**

If there is a disagreement between the Trustees and the Council it shall be brought to a General Meeting of the PPM and the decision of the members present therein shall be final and conclusive.

6. The provision of the Trustee Act 1949 in so far as the said provisions are not inconsistent with the foregoing clauses and the clauses in the Instrument creating

the trust shall have full force and effect and shall be taken to form an integral part of the Instrument creating the trust.

## **XII. FUNCTIONS OF PRINCIPAL OFFICE BEARERS**

### **1. President**

- (a) The President shall be responsible for the management of the general business of the Association.
- (b) The President shall preside at all general and Council meetings and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting.
- (c) The President or his nominee shall represent the PPM in its dealing with outside persons or organizations with approval of the Council Members.
- (d) The President or his nominee who shall be among the Council Members shall conduct all communications with the mass media on official matters.

### **2. Vice - Presidents**

- (a) Vice - President I
  - (i) The Vice-President I shall be responsible for all fund-raising activities of the PPM.
  - (ii) The Vice-President I shall act as Chairman in the absence of the President and shall deputize for the President whenever necessary.
- (b) Vice - President II

- (i) The Vice-President II shall be responsible for coordinating all PPM activities and projects carried out by its Committees or Groups, and for liaising between the Committees/ Groups and Council.
- (ii) The Vice-President II shall act as Chairman in the absence of the President and the Vice - President I simultaneously, and shall also deputize for the President whenever necessary.

### **3. Honorary Secretary**

- (a) The Honorary Secretary shall conduct the business of the PPM in accordance with its rules and shall be responsible for conducting all correspondence and keeping all books, documents and papers except the accounts and financial records.
- (b) The Honorary Secretary shall record the proceedings of A.G.M., E.G.M. and Council Meetings.
- (c) The Honorary Secretary may communicate with the mass media with the prior consent of the President.
- (d) The Honorary Secretary shall present to Council a draft Annual Report not later than 15th February each year.

### **4. Honorary Treasurer**

- (a) The Honorary Treasurer shall be responsible for the finance of the PPM.
- (b) The Honorary Treasurer shall send membership renewal notice by 1st January each year.



- (c) The Honorary Treasurer shall keep account of all financial transactions and shall be responsible for their correctness.
- (d) The Honorary Treasurer shall in conjunction with the President or Vice - Presidents sign all cheques on behalf of the PPM.
- (e) The Honorary Treasurer shall present to Council a quarterly Statement of Accounts, an audited Annual Statement of Accounts and an audited Balance Sheet not later than one month after the end of the financial year. The outgoing Honorary Treasurer shall also submit an audited Statement of Accounts for the period January to March to the incoming Council not later than one month after the A.G.M.
- (f) The Honorary Treasurer shall draw up an annual Budget Estimate for approval by Council.

**5. Honorary Assistant Secretary**

The Honorary Assistant Secretary shall assist the Honorary Secretary in the administration of the affairs of PPM except its financial affairs, as stipulated in Clause XII. 3 (a) to (d).

**6. Honorary Assistant Treasurer**

The Honorary Assistant Treasurer shall assist the Honorary Treasurer in keeping proper books of accounts for PPM as stipulated in Clause XII. 4 (c).

### **XIII. COMMITTEES AND GROUPS**

#### **1. Committees**

- (a) Council shall have the power to set up committees/special groups with specific terms of reference, the members of which may consist of Professional or Life Members.
- (b) The Chairman of a committee shall be nominated by Council by a simple majority vote. He shall hold office for not more than two consecutive years. Notwithstanding this, Council is empowered under special circumstances to extend the period.
- (c) The Members of a committee shall be nominated by Council and / or co-opted by the Chairman of the committee as deemed necessary.
- (d) The Chairman of the committee shall appoint an Honorary Secretary, and if deemed necessary, an Honorary Treasurer.
- (e) The quorum at committee meetings shall be half the strength of the committee.
- (f) Within the confines of its terms of reference, a committee may plan and implement its projects and activities, and may apply to Council for financial assistance.
- (g) For purposes of liaison, where the chairman is not a Council Member, the President, the Vice-President, the Honorary Secretary, or the Honorary Treasurer of the PPM shall be appointed by Council to serve as Ex-Officio Member of a committee or Group. Notwithstanding this, the Chairman of a committee or Group may be invited to specific meetings of Council.

## **2. Groups**

The Council is empowered to set up any Group for professional activities provided that such a request in writing is made to the Honorary Secretary by at least fifteen members who shall be Professional/ Life Members. Notwithstanding this, the Council may establish any such group even though no such request has been made, provided that there are at least fifteen members of the PPM to constitute such group. Non-members of the PPM may be invited to join the Group for specific projects wherever deemed necessary.

## **3. Liaison with the Mass Media**

The Chairman or Honorary Secretary of a committee or Group may, with the consent of the President, communicate with the Mass Media.

## **4. Annual Report**

The Honorary Secretary of a Committee or a Group shall forward not later than 31st January each year an audited Statement of Accounts and an audited Balance Sheet, together with a report of activities to the Honorary Secretary of the PPM for inclusion in the Annual Report.

# **XIV. FINANCES**

## **1. Control**

The Council shall be the body responsible for the control of the PPM finances.

## **2. Financial Year**

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

## **3. Petty Cash**

The Honorary Treasurer may hold a petty cash advance not exceeding RM500.00 at any one time. All monies in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Council. The account shall be made in the name of the PPM.

#### **4. Expenditure**

No expenditure exceeding RM10,000.00 at any one time shall be incurred without prior sanction of the Council, and no expenditure exceeding RM50,000.00 at any one time shall be incurred without prior sanction of the A.G.M. or E.G.M. Expenditure below RM10,000.00 at any time shall be incurred with the approval of the President and Vice-President I or Vice-President II.

#### **5. Audit**

- (a) One or more persons who shall not be Officer-Bearers of the PPM shall be appointed by the A.G.M. as Honorary Auditors.
- (b) The Honorary Auditor/s shall be required to audit the accounts of the PPM for the financial year and to prepare a report for the A.G.M.
- (c) The Honorary Auditor/s may also be required by the President to audit the accounts of the PPM for any period within his/their tenure of office at any date and to make a report to the Council.
- (d) Notwithstanding the above, the A.G.M may appoint professional Auditor/s to audit the accounts of the PPM.
- (e) The annual audited accounts and the list of trustees must be submitted yearly to the Executive Chairman of Inland Revenue Board of Malaysia at his office in Kuala Lumpur.

## **XV. AMENDMENTS TO THE CONSTITUTION**

### **1. Sanction**

Amendments to the Constitution shall be made only at the A.G.M. and shall not come into force without the sanction of the Registrar of Societies. Such amendments shall also have the sanction of the Executive Chairman, Inland Revenue Board of Malaysia. Amendment to the Constitution shall be forwarded to the Registrar of Societies within 60 days of being passed by the General Meeting.

### **2. Notice**

The proposed amendments to the Constitution shall be made in writing to the Honorary Secretary at least one month before the A.G.M. and shall be circulated to members at least two weeks before the A.G.M.

### **3. Approval**

Amendments to the Constitution must be approved by a two-thirds majority of the members present and voting.

## **XVI. PROHIBITIONS**

### **1. Debts and Liabilities of Members**

The funds of the PPM shall not be used to pay personal debts and liabilities of members.

### **2. Political Activity**

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

## **XVII. LIAISON WITH OTHER LIBRARY ASSOCIATIONS**

### **1. Joint Liaison Council**

- (a) There shall be Joint Liaison Council of the PPM and other Library Associations such as the Library Association of Singapore consisting of Council Members of those Associations.
- (b) The Joint Council of the PPM may set up joint committee with other Library Associations with similar interest.

### **2. Meetings**

- (a) The Joint Liaison Council shall determine the frequency of their meetings. The Chairman and the Secretary for each meeting shall be agreed upon by all Council Members of the Library Associations concerned.
- (b) The place and date of meeting shall be agreed to by the Joint Liaison Council.

### **3. Joint Committees**

The Joint Liaison Council may set up Joint Committees for the benefit of the library and information profession and services.

## **XVIII. DISSOLUTION**

### **1. By E.G.M.**

The PPM may be voluntarily dissolved at an E.G.M. by a resolution of not less than two-thirds of the Members present and voting.

### **2. Debts and Liabilities**

In the event of the PPM being dissolved as provided above, all debts and liabilities legally incurred on behalf of the PPM shall be fully discharged and the remaining assets shall be disposed of by the Government (State or Federal) or to organizations with similar objectives, as approved by the Executive Chairman, Inland Revenue Board of Malaysia.

### **3. Notice**

Notice of dissolution, signed by the Council shall be given to the Registrar of Societies within fourteen days of the date of the E.G.M. Such notice shall be sent to the Executive Chairman, Inland Revenue Board of Malaysia within fourteen days of the E.G.M.

## **XIX. INTERPRETATIONS**

### **1. Interpretation by Council**

Between the A.G.M. the Council shall interpret the Constitution of the PPM and when necessary, determine any point on which the Constitution is silent.

### **2. Decisions of Council**

Except when they are contrary to or inconsistent with the policy previously laid down by the A.G.M. the decision of the Council shall be binding on all members unless and until countermanded by a resolution of the A.G.M.

## **VISION**

To be leader of excellence in the development, promotion and support of Malaysian library and information professionals and institutions, in global knowledge industry.

## **MISSION**

Recognizing that libraries and information centres are strategic resources for national development, Persatuan Pustakawan Malaysia is committed to the creation of an information-rich knowledge-based civil society, through the promotion of information equity, lifelong and independent learning, and enhancement of library and information professionals.

## **STRATEGIC PLAN**

### **Annual**

- Membership drive.
- Complete infrastructure of the PPM Secretariat.
- Completion of the formulation of strategic plan and code of ethics.
- Review representation of IFLA Round Table, Sections and Sub-Committees.

### **Short Term (2000-2002)**

- Information literacy/functional literacy/reading
- Education and training
- Review existing legislation, plans and strategies e.g. JLC, constitutions
- Develop new plans and strategies
- Fund raising (Dana PPM, Fellowship, R & D, awards, new buildings, consultancy)
- Standards and guidelines
- Enhancement of homepage
- Career counseling
- Each Committee to come out with own brochure
- Malaysian Library Week activities



### **Long Term (5 Years)**

- Creation and enhancement of local electronic content
- Promote preservation and dissemination of cultural and intellectual heritage
- Achieve professional status through official recognition
- Negotiate with relevant agencies for reduction in costs of telecommunication and other public utilities
- Strive towards achieving ISO 9000 certification to have a higher profile in international organizations e.g. IFLA

### **Functions Of PPM Committees**

#### **Committee on Academic Libraries**

1. Contribute to the development of the profession via courses, seminars and training in various fields of academic library operations.
2. To increase the effectiveness of academic libraries by:
3. developing academic library guidelines and standards
4. identifying and disseminating information on the needs of academic libraries
5. encouraging library research and publishing by librarians in academic libraries
6. promoting the use of information technology in library services with focus on the information literacy programs among academic library users.

#### **Committee on Public Libraries**

1. Contribute to the development of the profession via courses, seminars and training in various fields of public library operations
2. Establish links between public library services throughout the country via Perpustakaan Negara Malaysia, Persatuan Pustakawan Malaysia and the Malaysian Council of Public Library Directors to strengthen the management and delivery of services.
3. Encourage library research and publishing by librarians in public libraries
4. Developing public library guidelines and standards

### **Committee on Special Libraries**

1. Contribute towards the development and excellence of the library profession through courses, seminars and training on various fields related to special libraries.
2. Enhance the effectiveness of special libraries through the formulation of guidelines and directories on Special Libraries.
3. Carry out projects directed by the PPM Council from time to time.
4. Submit annual reports and various other reports on special library activities to the PPM Council.
5. Encourage the formation of Special Libraries groups.

### **Committee on Services for Special Groups**

1. Report to Council on developments in library services for special groups
2. Advise Council on policies related to library services for special groups
3. To organize activities such as talks, seminars, forums, conferences and workshops on library services
4. To carry out projects recommended by Council such as preparation of memorandum and guidelines pertaining to library services.

### **Committee on Publication**

1. To contribute to the development of the profession
2. To receive reports from Council pertaining to activities and developments in librarianship for inclusion in Berita PPM
3. To publish Berita PPM on a regular basis
4. To carry out publishing projects as determined by Council
5. To prepare the annual report

### **Committee on School Resource Center**

1. To improve the quality of management and services of school resource centers in Malaysia

### **Committee on Information Technology**

1. To contribute to the development of the profession and Persatuan Pustakawan Malaysia in the management and use of information technology and IT skills.
2. To advise PPM on IT policies in libraries
3. To provide input to the master plan related to the development of the Malaysian digital library which will provide integrated links to libraries, research institutions, schools and private residences..
4. To prepare guidelines and standard pertaining to the use of IT in library and information services
5. To encourage the use of IT in libraries by organizing conferences, seminars, talks, workshops, forums and other activities.
6. To provide consultation services pertaining to the application of IT in library and information services.
7. To create strategic alliances with telecommunication, computer and information packaging agencies.

### **Committee on Intellectual Property**

1. To evaluate the development of the intellectual rights and matters related to it.
2. To study the effects of the intellectual property rights on libraries in Malaysia
3. To propose actions that should be taken by PPM to protect the interests of libraries and information centers.
4. To organize activities to educate librarians and information scientists on matters pertaining to intellectual property rights.

### **Sub-Committee on PPM's Building**

- 1) To manage the PPM building including its security and maintenance
- 1) To manage all financial matters such as payment of assessment, quit rent and rental income

### **Sub-Committee on PPM's Writing Award**

- 1) To trace published articles written by Malaysian librarians and short list them according to the criteria determined by Council
- 2) To prepare the awards and obtain sponsorship for the award
- 3) To contact the winner(s) to ensure that the winner(s) attend the prize-giving ceremony
- 4) To prepare the announcement on the winner(s), including the winners profile and information about the article

### **Sub-Committee on PPM's Fundraising and Development**

1. To plan and implement fundraising activities for PPM
2. To plan the development of PPM, such as infrastructure development and implement other activities related to the development of PPM as approved by the members and Council

### **PPM Groups**

1. To increase the professionalism of librarianship, librarians and PPM
2. To increase in networking of identified groups/activities among librarians
3. To organize special activities such as seminars, talks, publications for development of the profession
4. To promote membership of PPM

### **PPM Representations at National/Regional/International Level**

1. Represent PPM at all meeting of the Committee / Boards
2. Represent the view and opinion of PPM related to the activities of the Committees/Boards
3. Disseminate information on activities of the Committees/Boards to all member of PPM

4. Submit reports on the activities and developments of the Committees/Boards to PPM Council from time to time

## REFERENCE

Hedwig Anwar and Donald E.K. Wijasuriya .1976. *Malaysian Library Association history*. **Encyclopedia of Library and Information Science**. Vol. 17.