



## **FOLIG Regulations**

### **Regulation 1: Membership / Rights and Privileges of Members**

1(a): Each Member shall be entitled to hold office and vote on all motions submitted for voting by members.

1 (b): Membership shall be defined to include Individual Membership, Senior Citizen Membership, Student and Corporate Bodies and all, except Corporate and Honorary member, shall be eligible to hold any elective position within the organization.

1(c): A corporate member shall be entitled to one vote and this right can only be exercised by the said corporate member through its accredited representative at all meetings.

1(d): All Members, except Honorary and Friends in Academia and Schools, shall be entitled to one vote. However, Honorary and Friends in Academia and Schools are entitled to all meetings of the organization as observers and can contribute to any debate.

1(e): All the powers vested in the Executives and the officers shall be subject to review by two-thirds (2/3) of the Membership present at their next succeeding regular meeting or at an intervening special meeting called for the purpose to overrule any action of such officer or the Executives.

### **Regulation 2: Membership Dues**

2(a) The Executives shall have the right to set the dues payable from time to time in accordance with the aims and purpose of the organization taking into consideration the economic and social conditions prevailing.

2 (b) Rights and Privileges

Each member of the organization is entitled to:

1. One vote at the Annual General Meeting. In the case of a Corporate Member the appointed or accredited representative shall cast the vote
2. Subscription to FOLIG newsletter
3. Access to our website
4. Apply for FOLIG awards
5. Discounts

6. Other privileges as determined

2 (c): Library Liaison Representatives

There shall be Library Liaison Representatives who will not be entitled to any voting rights but will be members and be accorded all rights and privileges. These Positions may be offered to the Ghana Library Association (GLA) and Consortium of Academic and Research Libraries in Ghana (CARLIGH).

### **Regulation 3: Powers and Management**

3(a): The Powers and Management of this organization shall be vested in its Board of Directors, Officers and the General Membership.

3(b): The Executive Board of Directors shall consist of the President, Vice-President, the Secretary, the Treasurer, three (3) elected trustee members, the Executive Director and Regional Directors.

3(c): Regional Directors—There shall be Ten (10) Regional Directors who shall be elected or/ appointed from Friends' groups to represent the following regions:

- Ashanti Region / Kumasi
- Brong Ahafo Region / Sunyani
- Central Region / Cape Coast
- Eastern Region / Koforidua
- Greater Accra Region / Accra
- Northern Region / Tamale
- Upper East / Bolgatanga
- Upper West / Wa
- Volta Region / Ho
- Western Region / Takoradi

3 (d): Officers shall be an administrative body charged with the carrying out of the day to day activities of the organization. It shall conduct open meetings on a monthly basis or as determined by the President and shall promote the general welfare and the best interest of the organization.

3(e): Compensation. Officers and Directors of this organization, whether elected or appointed shall serve without compensation.

### **Regulation 4: Election and Tenure of Office**

4(a): The officers of this organization shall consist of the Executive Director, the Secretary, the Treasurer and the Program Officer.

4(b): Tenure of Office

*All members elected to the Board shall serve for two (2) years as a term and will be eligible for re-election for another term.*

4(c): No member shall be elected to the same position for more than two (2) consecutive terms except the Executive Director and the Regional Directors of this organization.

4 (d): Elections

*Election of Board of Directors of this organization shall be made during the Annual General meetings of this organization in May of each year.*

4(e): Board of Directors shall be elected by show of hands or by voice vote. An election by secret ballot will be held if requested by any member having voting privileges.

4(f): Nominations Committee:

*The President of this organization shall cause a Nomination Committee to be created during March of each year. The Committee shall invite nominees for each office within the organization. The President shall nominate members in good standing to be members of the Nomination Committee and there shall be an approval of this Committee by the general membership of the organization. The said Committee shall elect from among the members of the Committee, a chairman, who shall preside all meetings of the Committee. It shall be the duty of the Nomination Committee to select, validate and present for the nomination to election, a minimum of one candidate for each office to be elected at the annual meeting.*

### **Regulation 5: Vacancies**

5(a): President: In the event a vacancy of the President due to ill health, death or resignation, the Vice-President of this organization shall assume full duties, responsibilities and powers of the Office of the President until a successor is duly elected at a general meeting called for such election for the remaining unexpired term. At the next meeting of general membership, a successor shall be elected to service for the remainder of the unexpired term.

5(b): All members in good standing of this organization may be elected to the Office of the President for the remainder of the unexpired term.

5(c): In the event of vacancy due to ill health, death or resignation of the Vice-President, Secretary, Treasure and/or Directors the President shall appoint a qualified member as successor to the remainder of the unexpired term, subject to approval by the executives or the board of directors at a meeting called for such purpose.

### **Regulation 6: Meetings**

6(a): Meetings of the Board of Directors

*A meeting of the Board may be called at the request of the President or any two (2) other members of the Executive Board of Directors. The President or members who convene the meeting will designate the time and place. The Secretary shall send written notice to the Executive Board of Directors.*

6 (b): Quorum: One/half (1/2) or 50% of the Members of the Executive Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Executive Board of Directors.

6(c): Meetings of the General Membership Annual General Meetings: The Annual General Meeting shall be held in accordance with the provisions of the Constitution.

1. Regular meetings of the membership shall be held on such dates as may be determined by majority of members by simple vote.
2. Quorum: Those members present at a meeting of the membership shall constitute a quorum for the transaction of all business.
3. Either the President or the Executive Board of Directors may convene special meetings of the membership. The Agenda for a special meeting must be written, mailed to the last known address of each member and must specify the business to be transacted at such special meeting.

### **Regulation 7: Contracts, Deposits, Control of Funds and Emergency Expenditure**

7(a): Contracts: The Executive Board of Directors, shall authorize any officers, agents or agents of the organization to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization and such authority may be general or confirmed to the specific instances, provided further that such authorization shall be in writing.

7(b): Debts: No member of this organization shall contract or cause to be made in the name of the organization, any debt of any nature whatsoever without the proper authorization of the Executive Board of Directors and general membership.

7(c): Deposits: All funds of the organization shall be deposited from time to time to the credit of the organization in such banks, trust companies or other depositories as the Executive Board of Directors may direct.

7 (d): Funds: All cheques, drafts or other orders for payment of the money, notes or other evidences of indebtedness issued in the name of the organization shall bear the joint signatures of the President and the Treasurer or any other authorized officer or other designee.

7 (e): Gifts: The Board of Directors may accept on behalf of the organization any contribution, gift, property bequeathed or devised in a Will for the use of the organization.

### **Regulation 8: Committees**

8(a): Designation: The Executive Board of Directors shall determine the committees deemed proper and necessary to fulfill the objectives and purpose of the organization. Each committee so constituted by the Executive Board of Directors shall prepare and present a report at each meeting of the general membership.

8 (b): Membership: The President in consultation with the Executive Board of Directors shall appoint the Chairman and the members of Committees deemed appropriate to fulfill the aims

and objectives of the organization. The President shall be an ex-officio member of all the Committees.

### **Regulation 9: Books and Records**

The organization shall keep and complete Books and Records of Accounts and shall also keep Minutes of the proceedings of the membership, Executive Board of Directors and Committee Meetings having any authority of the Executive Board of Directors. The organization shall keep at the registered or principal office, a record giving the names and last known addresses of the members entitled to vote. Any member or his agent or attorney may inspect all Books and Records of the organization, for any proper purpose at any reasonable time.

### **Regulation 10: Fiscal Year**

The fiscal year of the organization shall begin on the first day of June and end on the last day of May of the following year.

### **Regulation 11: Audit**

11(a): Annual Audit: An Annual Audit shall be conducted by the Audit Committee as designed by the Executive Board of Directors under Regulation 8 herein, at the close of the financial year and written report presented to the Executive Board of Directors within sixty (60) days following the close of the financial year.

11(b): Special Audit. The general membership or the Executive Board of Directors may cause the funds of the organization to be audited at any time as demanded by a majority of the members entitled to vote at a meeting convened for such purpose.

### **Regulation 12: Amendments to Regulations**

These regulations shall be amended by a simple majority of the members with the voting rights attending such special meetings provided written notice of the proposed amendments has been mailed to the last known address of each member five (5) days prior to the date of such meeting.