

CONSTITUTION OF UNIVERSITY LIBRARIANS GHANA (ULG)

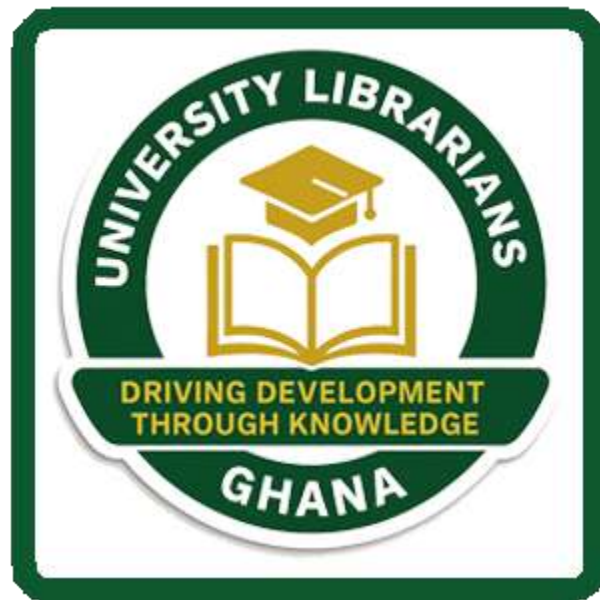


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CONSTITUTION OF UNIVERSITY LIBRARIANS GHANA (ULG)

Preamble

In order to form a vibrant Organisation to promote the generation and access to knowledge, we members of University Librarians of the Public and Technical Universities in Ghana, ordain and establish this Constitution on this day.....

Article 1 Name:

The name of the Organisation shall be University Librarians Ghana (ULG)

Vision

To be the leading organisation for innovative and inclusive library services to support academic excellence and lifelong learning.

Mission

To serve as a platform for networking, capacity building, and advancing the role of University Librarians in national and global academic communities.

Article 2 Objectives

The objectives of ULG shall include:

1. Formulate policies and standards for operations and services in public university and technical libraries in Ghana.

2. Advance the progress and activities of public university libraries in support of teaching, learning and research;
3. Promote Library cooperation within Ghana and beyond.
4. Promote professional development through conferences, seminars, workshops, etc.
5. Promote standards, status and conditions of service of public university librarians.
6. Foster consultation between its members on matters of common concern;
7. Serve as a Think Tank on library and educational matters in Ghana.

Article 3 Secretariat

The Secretariat shall be hosted by a member institution on a rotational basis. Each hosting term shall last for a period of two (2) years. Institutions with the capacity and resources to effectively carry out the functions of the Secretariat shall be eligible to host.

The Secretariat shall perform the following functions:

1. Organise and convene the Annual Meetings;
2. Coordinate and facilitate capacity-building workshops and training programmes for member institutions;
3. Promote and strengthen collaboration and coordination among member institutions;
4. Manage, maintain, and safeguard all official correspondence, records, and documentation of ULG.
5. Undertake advocacy, representation, and public engagement consistent with the objectives, policies, and decisions of ULG.

Article 4 Membership

4.1 Membership is open to all public and technical university librarians and their deputies.

4.2 Membership shall be contingent upon payment of annual membership dues.

Article 5 Executive Committee

5.1 The Executive Committee shall consist of the current Chair, Secretary, and Treasurer, and the immediate past Chair and Secretary, who will serve as ex officio members. The Chair of the Executive Committee shall be the University Librarian of the Host Institution, and the Deputy shall serve as the Secretary. Where the Chair is unavailable, the Secretary acts in his stead.

5.2 Duties of the Chair

1. Preside over all meetings of the Executive Committee and General Meetings;
2. Serve as the Head of Administration and principal executive officer of the ULG;
3. Act as the official spokesperson and representative of the ULG.
4. Serve as the primary liaison between the ULG and external or regulatory bodies.

5.3 Duties of the Secretary

1. Conduct and manage all official correspondence of the ULG;
2. Record and maintain accurate minutes and proceedings of meetings;
3. Keep and preserve all official records, documents, and archives;
4. Act on behalf of the Chair in his or her absence or in case of incapacity; and
5. Perform any other duties as may be assigned by the Chair or the Executive Committee.

5.3 Duties of the Treasurer

1. Oversee and supervise all financial matters of the ULG.
2. Prepare and present annual budgets and periodic financial statements to the Executive Committee and General Assembly;
3. Ensure proper management, accountability, and disbursement of the ULG funds; and
4. Maintain all financial records in accordance with approved financial regulations and accounting standards.

Article 6 Finance

6.1 All member Institutions shall pay annual agreed membership fees, which is subject to review.

6.2 ULG shall consider other alternative sources of funding.

6.3 All monies payable to ULG shall be paid into a valid ULG bank account, the details of which shall be provided to the Treasurer.

6.3.1 Signatories of ULG accounts shall consist of the Chair, Secretary and Treasurer.

6.3.2 Funds shall only be used for purposes approved by a meeting of ULG or the Executive Committee.

6.3.3. An audited statement of accounts shall be prepared annually by an independent auditor or external financial review for the year ending the academic year and presented to the ULG Annual meeting.

Article 7 Meetings

7.1 There shall be a General meeting. The notice of any meeting of ULG shall be sent to all members by the Secretary.

7.2 The quorum for a meeting of ULG shall be fifty (50) per cent of the registered members.

7.3 The Executive Committee may call an Emergency Meeting when immediate action or decision-making is required. Notice shall be given as early as possible, and decisions taken shall be ratified at the next General Meeting.

7.4 The Executive may also call emergency meeting when the need arises.

Article 8 Voting

8.1 A simple majority of the registered members shall determine votes.

Article 9 Amendment of the Constitution

9.1 This Constitution may be amended by a two-thirds majority of members voting in person or by proxy at a meeting, provided that notice of the proposed amendment has been given at the time of calling the meeting.

9.2 Procedure for Amendment

1. The Constitution shall be reviewed every five years to ensure its relevance and alignment with the Organisation's goals and operational needs.
2. The Executive Committee shall appoint a Constitution Review Committee to assess and recommend necessary amendments.
3. The review process shall be participatory, involving consultations with members before finalising proposed changes.

Article 10 Professional Standards and Values

1. Members shall uphold the highest standards of professionalism, integrity, and ethical conduct in all activities related to the Organisation.

2. Members shall promote transparency, accountability, and fairness in their professional duties and engagements.
3. Respect for diversity, inclusivity, and collaboration shall guide interactions among members.
4. Members shall commit to lifelong learning, professional development, and advancing librarianship and information management.

Article 11 Conflict of Interest Policies

1. Members shall disclose any personal, financial, or professional interests that may be at conflict with the objectives of the ULG.
2. No member shall unduly use their position for personal gain or to influence decisions favouring themselves or affiliated entities.
3. The Executive Committee shall establish a process for reviewing and managing potential conflicts of interest.

Article 12 Disciplinary Measures and Dispute Resolution

1. Any member found violating the ULG Code of Conduct shall be subjected to disciplinary action, including warnings, suspension, or expulsion, as determined by the Executive Committee.
2. Complaints against members shall be submitted in writing to the Executive Committee, which shall conduct a fair and impartial investigation.
3. Disputes among members shall be resolved through mediation and, where necessary, arbitration, following procedures established by ULG.

4. The decision of the Executive Committee on disciplinary matters are subject to approve by the General Meeting.
5. All disciplinary decisions are subject to appeal.

GLOSSARY OF TERMS

Annual Meeting

The yearly gathering of all members of ULG to review activities, make decisions, and plan future actions.

Capacity Building

Activities such as workshops, training, mentoring, and seminars aimed at improving members' professional skills and competencies.

Chair

The chief executive officer of ULG, who presides over meetings, oversees administration, and formally represents the Organisation.

Collaboration

Joint efforts among member institutions to improve library services, share resources, and strengthen professional networks.

Constitution

The fundamental governing document that outlines the structure, functions, rules, and principles of the University Librarians of Ghana (ULG).

Constitution Review Committee

A committee appointed by the Executive Committee to review the Constitution every five years and propose amendments.

Disciplinary Action

Measures taken against members who violate ULG's Code of Conduct, including warnings, suspension, or expulsion.

Ex Officio Members

Individuals who serve on the Executive Committee because they previously held key positions (e.g., immediate past Chair or Secretary).

Executive Committee

The leadership body responsible for administering ULG, implementing policies, and guiding strategic decisions.

Financial Regulations

Guidelines that govern how ULG's funds must be managed, recorded, audited, and reported.

General Meeting

A meeting of the full membership of ULG where important decisions, approvals, and discussions take place.

Host Institution

The member university hosting the Secretariat for a two-year term.

Membership Dues

Annual fees paid by members as a condition for maintaining active membership in ULG.

Mediation

A dispute resolution process that uses a neutral party to help members resolve conflicts amicably.

Mission

A statement describing the core purpose of ULG: to serve as a platform for networking, capacity building, and advancing the role of University Librarians in national and global academic communities.

Objectives

The formal aims of ULG.

Preamble

The introductory section of the Constitution that explains the purpose and intent behind forming ULG.

Professional Development

Activities designed to enhance members' skills, such as conferences, seminars, workshops, and training programmes.

Quorum

The minimum number of members (50% of registered members) required for ULG to conduct official business.

Secretary

The officer responsible for correspondence, record keeping, meeting minutes, and acting for the Chair when necessary.

Secretariat

The administrative office of ULG responsible for coordination, documentation, communication, and organisational management.

Simple Majority

More than half of the votes cast, required for general decision-making.

Think Tank

A consultative role of ULG in providing expert advice on library and educational matters nationally.

Treasurer

The officer in charge of ULG's financial management, budgeting, accountability, and reporting.

Two-Thirds Majority

The voting requirement for constitutional amendments.

University Librarians Ghana (ULG)

The professional association of University and Technical University Librarians in Ghana, established to promote knowledge access, library development, collaboration, and professional excellence.

Vision

The long-term aspiration of ULG

ABBREVIATIONS AND FULL MEANINGS

- **ULG** – University Librarians Ghana
- **EC** – Executive Committee
- **CRC** – Constitution Review Committee
- **AGM** – Annual General Meeting
- **EM** – Emergency Meeting
- **HoI** – Host Institution
- **ToR** – Terms of Reference
- **PD** – Professional Development

- **CoC** – Code of Conduct
- **FoI** – Conflict of Interest
- **FM** – Financial Management
- **MoU** – Memorandum of Understanding
- **QA** – Quality Assurance