



Founded in 1974

CONSTITUTION

ARTICLE 1 – NAME, LOGO AND SCECSAL REGION

1.1 – Name

a). The name of the organization shall be the Standing Conference of Eastern, Central and Southern African Library and Information Associations hereafter referred to as **SCECSAL** (pronounced SKEKSAL).

b). SCECSAL shall be registered as an independent, non-profit organization (NGO) in a country in the SCECSAL region [as defined in Section 3.1(a) of this constitution] to be selected following the guidelines to be agreed upon by the member Associations. However, the decision to register SCECSAL as an NGO shall require approval, **through a secret ballot vote**, by at least **two thirds** of paid up SCECSAL member Associations at a face-to-face SCECSAL General Council meeting.

1.2 - Logo

a). The SCECSAL logo shall consist of a map of Africa with the three SCECSAL regions – Eastern, Central and Southern Africa shaded in **Green, Yellow (Gold) and Blue** respectively, and the remaining part of the map (non-SCECSAL region) shaded in Grayscale; the acronym, made up of the letters SCECSAL, in Blue; and the full-name of the organization - Standing Conference of Eastern, Central and Southern African Library and Information Associations - in Green.

b). SCECSAL member Associations and Organizations shall be free to use the SCECSAL logo on their information products i.e. leaflets, brochures, posters, banners, websites, conference materials, books, reports and other communication materials, to indicate their association with SCECSAL. However, such use, including the colours of the various elements of the SCECSAL logo, shall conform to the **SCECSAL Logo Use Guidelines** available from the SCECSAL Secretariat.

1.3 - SCECSAL Region

a). The **SCECSAL region** shall include countries located in Eastern, Central and Southern Africa, and for this constitution, these are: Angola, Botswana, Burundi, Comoros, Congo Republic, Democratic Republic of Congo, Djibouti, Eritrea, Kingdom of eSwatini, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, Somalia, South Africa, South Sudan, Sudan, Tanzania, Uganda, Zambia and Zimbabwe.

b). For membership purposes, the SCECSAL General Council shall be free to expand the geographical coverage of the SCECSAL region by a decision supported by at least **two thirds** of paid up SCECSAL member Associations.

ARTICLE 2 - DEFINITIONS

a). **Library, information and knowledge profession** is defined as a profession which focuses on some aspect of information (whether in digital or non-digital formats) creation, collection, organization, storage, dissemination, diffusion, or utilization.

b). **Library, information and knowledge professional** is defined as including librarians, archivists, records managers, information managers, information scientists, information entrepreneurs, knowledge managers, documentalists, and information technology/systems specialists.

c). **National library (information) association** is defined as a legally registered association operating at the national level whose membership largely include library, information and knowledge professionals.

ARTICLE 3 – AIM AND OBJECTIVES

3.1 - Aim

a). The **aim** of SCECSAL shall be to promote the library, information and knowledge profession in the SCECSAL region through national library (information) associations.

3.2 - Objectives

a). The objectives of SCECSAL shall be to:

- i. Provide a platform for connecting national library (information) associations to facilitate discussion on issues of mutual interest and the exchange of knowledge including good practices and current trends in the profession;
- ii. Promote regional and international understanding and co-operation on matters relating to the library, information and knowledge profession;
- iii. Disseminate research in library, information and knowledge field through publications, conferences, seminars, and other medium such as the World Wide Web, Open Access platforms and social media;
- iv. Advocate for and promote Open Data and Open Access to publicly funded research;
- v. Advocate for fair copyright legislations that recognise the need to maintain a balance between the interests of rights holders and users in the region;
- vi. Facilitate capacity development for library, information and knowledge professionals through training, networking, staff exchange, study visits, seminars, workshops and other appropriate activities;
- vii. Promote cooperation with among library, information and knowledge professional associations and organizations within and outside the SCECSAL region;

- viii. Promote the use and application of information and Communication Technologies (ICTs) in library, information and knowledge work;
- ix. Commission and encourage research in the library, information and knowledge field with a special focus on the SCECSAL region;
- x. Undertake such other activities as shall promote the development of the library, information and knowledge profession in the SCECSAL region.

ARTICLE 4 - MEMBERSHIP

4.1 – Categories of Membership

a). SCECSAL members shall consist of:

- i. National library (information) associations (here after referred to as **SCECSAL Member Associations**) from countries in the SCECSAL region.
- ii. Organisation or associations (here after referred to as **SCECSAL Affiliates**) from within or outside the SCECSAL region involved in or with an interest in the development of the library, information and knowledge profession in the SCECSAL region.

4.2 – Membership Benefits

a). **SCECSAL member Associations** in good standing shall be entitled to:

- i. a seat on the SCECSAL General Council with a right to vote on all decisions of the Council;
- ii. a representative on the SCECSAL Committee of Focal Points (CFP);
- iii. all their bona-fide members paying reduced registration fees at SCECSAL conferences and at other SCECSAL related events (i.e. courses, workshops, etc.) compared to participants from non- SCECSAL member Associations;
- iv. hold all other privileges and benefits of SCECSAL that shall be determined from time to time and accorded to members Associations.

b). **SCECSAL Affiliates** shall enjoy the following benefits:

- i. participate in the meetings of the SCECSAL General Council as observers with no voting rights
- ii. two officers paying reduced registration fees (same as those paid by members of bona fide SCECSAL member Associations) at SCECSAL conferences and other SCECSAL related events (i.e. courses, workshops, etc.)
- iii. hold all other privileges and benefits of SCECSAL that shall be determined from time to time and accorded to SCECSAL Affiliates.

4.3 – Application for Membership and Contact Address

a). Applications for membership shall be made in writing to the SCECSAL Secretariat which shall consult the SCECSAL General Council to approve the application. The decision of the General Council shall be communicated to the applicant within **two (2) months** from the date of receipt of the application. If admitted, the Association or Organization applying for membership shall be informed of its financial obligations to SCECSAL and its representative shall be required to attend and participate, as an observer, at the forthcoming biennial SCECSAL General Council Business Meeting (hereafter referred to as the **SCECSAL Business Meeting**) at which the membership shall be confirmed. All financial dues to SCECSAL shall be paid immediately at the end of the SCECSAL Business Meeting.

b). A Member Association or Associate Member shall ensure that always the SCECSAL Secretariat has its correct **official contact electronic mail address** and all communication sent to that address shall be deemed to have been delivered to the member.

4.4 - Withdrawal from SCECSAL

a). A Member Association or **SCECSAL Affiliate** may withdraw from SCECSAL upon written **24-month** notice to the SCECSAL Secretariat. A member withdrawing from SCECSAL shall not be relieved from fulfilling any outstanding constitutional or other obligations approved by the SCECSAL General Council.

b). Requests to withdraw from SCECSAL shall be discussed at the immediate **face-to-face** or **virtual** meeting of the SCECSAL General Council and approval shall only be granted if the applicant has met all its obligations to SCECSAL.

c). All rights, title, and interest, both legal and equitable, of a member in the SCECSAL and to its properties, shall end upon confirmation of the termination of the membership by the SCECSAL General Council.

4.5 - Members' List

a). The SCECSAL Secretariat shall announce the names of full-paid up member Associations at the SCECSAL General Assembly and publish the list on SCECSAL digital platforms.

ARTICLE 5 – GOVERNANCE STRUCTRE

a). SCECSAL governance structure shall consist of the **SCECSAL General Council, SCECSAL Committee of Focal Points** and the **SCECSAL Secretariat**.

5.1 - SCECSAL General Council

a). The SCECSAL General Council shall be the highest decision-making body on all aspects of SCECSAL, including policy direction, vision and strategy and shall consist of the Presidents/Chairpersons of the member Associations.

b). In the absence of its President/Chairperson, a member Association shall be free to designate, **and inform the SCECSAL Secretariat in writing**, any member of its **Executive Committee** to represent the Association at the meetings of the SCECSAL General Council or SCECSAL events. Such a representative shall enjoy the same rights and privileges as the Presidents/Chairpersons of the other member Associations.

c). The SCECSAL General Council shall have full and final responsibility for the affairs of SCECSAL, especially its finances, aims and objectives, and policies.

d). The SCECSAL General Council shall have the right to establish committees or create advisory groups, as it sees fit, and to appoint individuals from among bona fide members of the member Associations and SCECSAL Affiliates to serve on the committees/advisory groups.

e). SCECSAL shall come up with bylaws, standing rules, guidelines and such other actions as the General Council may take consistent with this constitution.

5.1.1 – President and Vice President of SCECSAL General Council

a). The member Association to host the next SCECSAL conference shall hold the office of President of the SCECSAL General Council and shall chair all the meetings of the Council. The term of office shall be for two (2) years starting on 1 May following the SCECSAL conference at which the Association is confirmed as the host for the next conference and ending on 30 April in the year of the conference it shall be hosting.

b). The member Association that hosted the recent past SCECSAL Conference shall hold the office of Vice-President of the SCECSAL General Council and shall serve as Vice Chair of the Council and assume the responsibility immediately after the SCECSAL biennial conference it hosted.

c). If the Chair is unable to carry out the constitutional responsibilities the member Association serving as Vice Chair of the SCECSAL General Council shall assume the responsibility of Chair.

d). In the absence of both the Chair and Vice Chair at any meeting, the member Associations shall elect from amongst those present a Chair for that meeting or event.

5.1.2 – SCECSAL Business Meetings

a). The SCECSAL General Council shall hold its biennial **face-to-face SCECSAL Business Meetings** on the **second day** of the SCECSAL Conference.

b). The SCECSAL General Council shall also hold at least **two (2) virtual meetings** in a year, one each in the months of **February** and **October** and shall be free to hold other ad hoc virtual meetings to discuss and make decisions on matters as and when they arise.

c). In between the SCECSAL Business Meetings, the SCECSAL General Council shall hold its meetings and conduct its day-to-day business, discuss and agree or vote on binding decisions, using information and communication tools or online platforms that it shall decide to use.

d). The SCECSAL Secretariat shall circulate draft copies of the minutes of all the meetings of the SCECSAL General Council for corrections/inputs to all the Presidents/Chairpersons or their designated representatives, within **one (1) week** of the meetings, and the final copies of the minutes for adoption within **three (3) weeks** of the meetings. Unless there are objections from the members, the minutes of the meetings **shall be considered adopted once the deadline sent by the SCECSAL Secretariat for their adoption passes**. Once adopted the minutes shall be made available to all member Associations and SCECSAL Affiliates.

e). The SCECSAL Secretariat shall be free to disseminate the decisions of the SCECSAL General Council that could be of interest to the library and information professionals in the SCECSAL region using any appropriate media including digital communication media or platforms.

5.2 - SCECSAL Committee of Focal Points

5.2.1 - Composition of the Committee and Reporting Lines

a). The SCECSAL Committee of Focal Points (CFP) shall be composed of representatives, one each appointed by paid up SCECSAL member Associations.

b). A member association may appoint any person, other than the President/Chairperson of its Executive Committee, to represent it on the CFP. A CFP member who becomes Chairperson/President of a SCECSAL member Association shall automatically cease to be a member of the CFP and the Association shall appoint a replacement within **three weeks** using the guidelines provided in the constitution or agreed upon by the SCECSAL General Council.

c). The CFP shall elect its Chair and Vice Chairperson who shall hold office for a minimum term of **four years** renewable to a maximum of two terms.

5.2.2 - Duties of the Committee

a). Under the authority of the SCECSAL General Council, the main duties of the CPF shall be to:

- Execute the decisions of the SCECSAL General Council;
- Monitor and report on implementation of the SCECSAL General Council decisions and recommendations from the SCECSAL conferences by the member Associations;
- Develop and implement a biennial workplan;
- Manage day-to-day business of SCECSAL;
- Draft policy documents for discussion by the SCECSAL General Council;
- Advise the SCECSAL General Council;
- In consultation with the SCECSAL Secretariat, prepare the agenda and required documents for the face-to-face and virtual meetings if the SCECSAL General Council;

- Assist with the preparation of shortlists of the nominations for SCECSAL Awards;
- Exercise certain powers delegated to it by the SCECSAL General Council.

b). The SCECSAL Committee of Focal Points, through its Chairperson, shall report to the SCECSAL General Council and he/she shall participate in the meetings of the SCECSAL General Council as an observer.

5.2.3 - Term of Office

a). To ensure continuity, all members of the SCECSAL Committee of Focal Points shall **serve on the Committee** for a **minimum term of four (4) years renewable to a maximum of three (3) terms** at the discretion of the member Association that appointed them the CFP.

b). The SCECSAL General Council shall have the power, by a decision of **two thirds** of paid up SCECSAL member Associations, to request a member Association to withdraw/replace its representative on the CFP if such action shall be in the interest of SCECSAL.

c). The SCECSAL General Council shall have the power to dissolve the SCECSAL Committee of Focal Points, if it is not satisfied with the work of the Committee, by a vote of at least **two thirds** of paid up SCECSAL member Associations and request the member Associations to make new appointments to the Committee.

5.2.4 - Meetings of the Committee

a). The SCECSAL Committee of Focal Points shall hold its meetings and conduct its day-to-day business, discuss and agree or vote on binding decisions, using information and communication tools or online platforms that it shall decide to use.

b). The Chairperson of the SCECSAL Committee of Focal Points shall participate in the face-to-face SCECSAL Business Meetings, as an observer, and the SCECSAL conferences and **the cost** (i.e. travel, registration, accommodation, and a reasonable per diem) for such participation shall be borne by the member Association hosting the SCECSAL conference as a component of the budget for the conference.

5.3 - Permanent SCECSAL Secretariat

5.3.1 – Mandate

a). The mandate of the Permanent SCECSAL Secretariat (hereafter referred to as the **SCECSAL Secretariat**) shall be to:

- Provide **administrative support to all meetings** (face-to-face and virtual) of the SCECSAL General Council and the CFP;
- Produce and maintain **records of the meetings** of the SCECSAL General Council;
- Manage **SCECSAL archives**;
- Manage the **bidding process for hosting SCECSAL conferences** using the guidelines approved for this purpose;

- v. Implement the **SCECSAL communication and visibility plan**, including managing and maintaining the SCECSAL website and social media platforms, renewal of registration of the **scecsal.org** domain, etc.;
- vi. **Maintain SCECSAL** information databases including the SCECSAL member Associations' and partner organizations' contact information/database;
- vii. Manage the process for the **SCECSAL Author of the Year Award** and special or ad hoc awards that may be introduced;
- viii. Administer SCECSAL collaborations initiatives and partnerships;
- ix. Support the SCECSAL Conference National Organizing Committees (NOCs) to **organize the SCECSAL Conferences**;
- x. Ensure LOCs produce and **distribute SCECSAL Conference proceedings** and related reports in time;
- xi. Ensure **quality of all official** SCECSAL publications and monitor adherence to **SCECSAL logo** use and **publications'** guidelines;
- xii. Manage **corporate SCECSAL finances/accounts**;
- xiii. Prepare and **report on SCECSAL's finances**;
- xiv. Carry out activities assigned by the SCECSAL General Council.

5.3.2 Location of the Secretariat

- a). The physical location of the SCECSAL Secretariat shall be in a SCECSAL member country to be selected by the SCECSAL General Council using the guidelines agreed upon for this purpose.
- b). If SCECSAL is registered as an independent, non-profit organization, as indicated in **Article 1.1 (b)**, the SCECSAL Secretariat shall also be in (**or re-located to**) the same country where SCECSAL shall be registered.

5.3.3 Management of the Secretariat

- a). The Member Association hosting the SCECSAL Secretariat, on one hand, and the remaining members, on the other hand, shall sign a Memorandum of Understanding (MoU) stipulating their obligations regarding support to be provided to the SCECSAL Secretariat.
- b). The SCECSAL General Council, in close consultation with the member Association hosting the SCECSAL Secretariat, shall appoint a person to manage the Secretariat for a term of six (6) years, renewable at the discretion of the General Council.
- c). The person to manage the SCECSAL Secretariat, on whatever arrangements (i.e. paid or volunteer basis, etc.) shall meet the minimum qualifications and other requirements to be approved by the SCECSAL General Council.
- d). The person managing the SCECSAL Secretariat shall **report to the President of the SCECSAL General Council**.

5.3.4 SCECSAL Secretariat at the SCECSAL Conferences

a). The person in charge of the SCECSAL Secretariat shall participate in and provide support to the face-to-face SCECSAL Business Meetings and SCECSAL conferences and the cost (i.e. travel, registration, accommodation, and a reasonable per diem) for such participation shall be borne by the member Association hosting the SCECSAL conference as a component of the budget for the conference.

b). The SCECSAL General Council, by a decision of two thirds of paid up SCECSAL member Associations, shall have the right to review, revise or do away with financing the attendance of the person in charge of the Secretariat at the face-to-face SCECSAL Business Meetings and SCECSAL Conferences if the SCECSAL Secretariat is deemed to be in good financial position to finance partly or fully the attendance of the officer at the SCECSAL conferences and other meetings.

5.3.5 Relocation of the SCECSAL Secretariat

a). The SCECSAL General Council shall have the right to re-locate the SCECSAL Secretariat by a decision of **two thirds** of paid up SCECSAL member Associations obtained through a secret ballot vote for any of the following cases:

- i. The member Association hosting the Secretariat contravenes the laws of the country governing its registration and operation;
- ii. The member Association hosting the Secretariat misappropriates SCECSAL funds;
- iii. Any other contraventions deemed necessary by the SCECSAL General Council to warrant the re-location of the Secretariat.

b) For reasons indicated in Articles 1.1(b) and 5.3.2(b), the SCECSAL Secretariat shall automatically be located in or re-located to the country where SCECSAL shall be registered as an NGO.

5.3.6 Dissolution of the SCECSAL Secretariat

a). The SCECSAL General Council shall have the right to dissolve the SCECSAL Secretariat by a decision of **two thirds** of its members obtained through a secret ballot vote if it is established that the Secretariat is not serving the purpose/functions for which it was established.

b). The SCECSAL Secretariat shall automatically dissolved if SCECSAL is dissolved by the member Associations.

c). Immediately following the decision to dissolve the SCECSAL Secretariat, member Associations shall discuss and agree on how they shall dispose of the Secretariat's assets and share the liabilities. **In no case may the assets be distributed amongst the member Associations.**

ARTICLE 6 – SCECSAL CONFERENCES

6.1 – Frequency and Dates of the Conferences

a). SCECSAL member Associations shall organize non-profit **biennial** conferences, hereafter referred to as **SCECSAL Conferences**, in **the last week of the month of April**,

b). A member Association wanting to change the dates of the conference from the last week of April shall give reasons in writing and seek approval of the SCECSAL General Council. Approval shall only be given if the request is supported by at least **two thirds** of paid up SCECSAL member Associations and shall only be to move the conference to the **week preceding last week of April**.

6.2 Selection of hosts for SCECSAL Conferences

a). Selection of the hosts for SCECSAL conferences shall be according to the rules and guidelines approved by the SCECSAL General Council.

b). In the event of failure to find a host for the biennial conference, after following the approved guidelines for this purpose, the SCECSAL General Council, through the SCECSAL Secretariat, shall have the power to offer any member Association **from any SCECSAL sub-region** the right to host the conference. The sub-region from which the member Association is located shall not lose the right to host the conference in the event the next conference is supposed to held in that sub-region.

6.3 National Organizing Committee and Reporting Lines

a). The member Association hosting the SCECSAL Conference shall appoint an ad-hoc committee - National Organizing Committee (NOC) - which shall be responsible for organizing the conference.

b). The NOC shall have its Chairperson, Secretary and any other officers it shall see fit. However, in terms of reporting lines, the NOC shall report to the President/Chairperson of the SCECSAL member Association hosting the conference.

c). All official communications to the member Associations regarding arrangements for the biennial conference shall be done by the President/Chairperson of the SCECSAL member Association hosting the conference.

6.4 Participating in the SCECSAL Conference and Registration Fees

a). Unless provided for in this Constitution, **all delegates**, including speakers and paper presenters, Presidents/Chairpersons of member Associations, resource persons, etc. **shall finance their participation in the SCECSAL Conferences**, and provision of any form of support to any individual or groups of individuals to facilitate their participation in the conference shall be at the sole discretion of the SCECSAL member Association hosting the conference.

b). **Conference registration fees** for participants who are bona fide members of SCECSAL member Associations or SCECSAL Affiliates (**only two individuals this case**) in good standing **shall be less than that for non-members**. This arrangement shall also apply to all SCECSAL events, including training workshops, seminars, etc. where payment of fees shall be required.

c). For the purpose of SCECSAL Conference registration fees and any other privileges to be accorded to bona fide members of member Associations or SCECSAL Affiliates, the onus of proving membership or affiliation to such associations or organizations shall be the responsibility of the individual(s) wishing to be accorded such privileges.

6.5 SCECSAL General Assembly

a). The General Council shall hold a General Assembly on the last day of the SCECSAL biennial conference to discuss matters of general interest to library and information professionals in the SCECSAL region. Attendance at the General Assembly shall be open to all conference participants who shall be free to provide inputs into the deliberations. However, **voting** on decisions to be taken at the General Assembly shall be limited to the **members of the SCECSAL General Council** present at the meeting **and shall be by show of hands**.

b). The agenda for the General Assembly shall be prepared by the SCECSAL Secretariat in consultation with the President of the SCECSAL General Council and the Chairperson of the SCECSAL Committee of Focal Points.

ARTICLE 7 - FINANCE

7.1 – Financial Year

a). The SCECSAL Secretariat shall prepare a budget, on biennial cycle starting on 1 May in the year of the biennial SCECSAL Conference through 30 April in the year of the next biennial conference and submit it for approval by the SCECSAL General Council.

7.2 – Bank Accounts

a). SCECSAL shall maintain a bank account for general administration and shall have the right to maintain bank accounts for special purposes (i.e. projects, trust funds, etc.). Opening a bank account for special purposes shall require approval by at least two thirds of paid up SCECSAL member Associations.

b). **Signatories** to the SCECSAL bank accounts shall be the President/Chairperson of the member Association hosting the SCECSAL Secretariat, the SCECSAL Secretariat Manager and the SCECSAL Focal Point of the host Association.

7.3 – Membership Fees

a). Member Associations shall pay a **biennial membership fee** to the SCECSAL Secretariat **by the close of business on the first day of the biennial SCECSAL Conference** in the amount and currency to be determined by the SCECSAL General Council.

b). The SCECSAL General Council shall **review** the biennial membership fees **every four years** (two SCECSAL biennials).

c). A member Association hosting the SCECSAL Conference shall contribute to the SCECSAL Secretariat **twenty-five (25) percent of the funds remaining after balancing the SCECSAL conference books**. Such funds, together with membership fees collected from member Associations on behalf of SCECSAL, shall be deposited into the SCECSAL bank account **within five (5) months** from the last day of the SCECSAL Conference.

d). A copy of the **audited** financial statement of the SCECSAL conference shall be submitted to the SCECSAL Secretariat **within five (5) months** from the last day of the SCECSAL Conference.

ARTICLE 8 - PUBLICATIONS

8.1 - Conference Proceedings

a). The Member Association hosting the SCECSAL Conference, working closely with the SCECSAL Secretariat, shall:

- i. **Publish a book** containing all the papers to be presented at the conference and give a copy to each conference fee paying participant during on-site registration for the conference.
- ii. Submit **digital/PDF publisher versions** of the book and individual papers/chapters to the SCECSAL Secretariat for archiving in the SCECSAL Open Access Digital Repository or any other digital repository designated by the SCECSAL General Council and such papers shall be made **accessible online at least 48 hours** after the SCECSAL Conference.
- iii. Produce and distribute, **by 31 May** in the year of the SCECSAL Conference, a **SCECSAL Conference report** using the template/guidelines and format approved by the General Council.

8.2 - Other Publications

a). The SCECSAL General Council shall commission publications (both print and e-publications) on any theme/topic in the library, information and knowledge field. Such publications shall be produced and distributed under the umbrella and branding of SCECSAL.

8.3 - Biennial Country Reports

a). SCECSAL Member Associations shall submit digital copies (preferably in MS-WORD and PDF) of their Biennial Country Reports to the SCECSAL Secretariat **by 31 March** in the year of the SCECSAL Conference using the report template and guidelines approved by the General Council. **Only the reports received by 31 March shall be presented at the SCECSAL General Assembly.**

b). All biennial country reports shall be published on appropriate SCECSAL approved digital platforms for wider dissemination **on the last day of the SCECSAL conference** at which they shall be presented.

ARTICLE 9 – SCECSAL AWARDS

9.1 – Awards

a). To encourage research and authorship amongst library, information and knowledge professionals in the SCECSAL region, SCECSAL shall award the **SCECSAL Author of the Year Award**, in the form of a plaque and the **Best SCECSAL Conference Paper/Presenter Award** in form of a certificate.

b). To honour and recognize individuals that have made outstanding contributions to the development, growth and sustainability of SCECSAL as an organization, SCECSAL shall award the **SCECSAL Excellence Award** in form of a plaque.

c). Nomination and selection of all SCECSAL awardees shall be according to the guidelines approved by the SCECSAL General Council for specific awards.

d). The SCECSAL General Council shall be free to initiate other special awards to honour individuals and organizations as it sees fit.

ARTICLE 10 – INTEREST GROUPS

a). The SCECSAL General Council shall encourage the formation of special interest groups associated with SCECSAL **objectives or themes that cut across** (i.e. Information Technology, Copyright, Capacity Development, Marketing, etc.) in the library, information and knowledge field.

b). Special interest groups shall be established according to the guidelines and procedures approved by the SCECSAL General Council.

c). Individuals wishing to form a special interest group shall apply to the SCECSAL Secretariat and the SCECSAL General Council shall review and accept or reject the application.

c). Space shall be provided to special interest groups during the biennial SCECSAL Conference to hold their meetings and events. However, arrangements to hold such events should be communicated to the conference organizers at **least 12 months** before the conference to facilitate their inclusion in the conference programme.

d). Costs associated with hosting events, by Special Interest Groups, that are outside the costs budgeted for the conference shall be charged to the Groups.

e). Special interest groups affiliated to SCECSAL shall be required to pay a biennial affiliation fee to be decided upon by the SCECSAL General Council and reviewed from time to time.

ARTICLE 11 – AFFILIATION

- a). The SCECSAL General Council, by a decision of at least two thirds of the members, shall have powers to:
- i. Affiliate SCECSAL to any international organization having similar or comparable objectives.
 - ii. Establish partnerships with organizations such as the African Union, Southern African Development Community (SADC), Common Market for Eastern and Southern Africa (COMESA), the East African Community (ECA), etc.

ARTICLE 12 – QUORUM AND VOTING

- a). The quorum for any meeting (including virtual meetings) of the SCECSAL General Council shall be **two-thirds of its paid-up member Associations** including the Chairperson, present at the time of the meeting.
- b). Only official representatives of **member Associations** shall have the right to vote on SCECSAL matters during the SCECSAL Business Meetings or at any other SCECSAL events.
- c). **Voting on matters** discussed at the face-to-face SCECSAL Business Meeting shall be either by a **show of hands** or **secret ballot**, depending on decision of the members present at meeting. **The Chairperson shall cast his/her vote in the event of a tie.**
- d) Voting on matters **discussed in between the face to face SCECSAL Business Meetings** shall be by use of any appropriate voting means (i.e. electronic voting, by email, etc.) agreed upon by the SCECSAL General Council and the results of such voting shall be binding. **The Chairperson shall cast his/her vote in the event of a tie.**
- e). Unless specifically indicated in this constitution, a motion shall be passed by a simple majority of the votes cast. **The Chairperson shall cast his/her vote in the event of a tie.**

ARTICLE 13 – SANCTIONS AND LIFTING OF SANCTIONS

- a). When a member Association or SCECSAL Affiliate fails to meet its constitutional or any other **financial obligations** to SCECSAL by the deadlines set in this constitution or by the decisions of the SCECSAL General Council, the Council, through the SCECSAL Secretariat, shall:
- i. shall seek an audience with the member Association / SCECSAL Affiliate to establish the reasons for this, discuss workable solutions, and agree on the best way and deadlines to settle the financial obligations;
 - ii. if an agreement cannot be reached on how best to settle the financial obligations, the SCECSAL Secretariat shall recommend to the SCECSAL General Council the suspension of the member Association from SCECSAL;

iii. the member Association shall be suspended from SCECSAL by a **simple majority decision**, through a secret ballot vote, of the paid-up members of the SCECSAL General Council.

b). A member's suspension from participating in SCECSAL activities shall only be lifted **after paying the full amount(s) due plus a 20% surcharge** on the amounts to the SCECSAL Secretariat.

d). The SCECSAL General Council shall have the power to **expel, by a simple majority decision**, from SCECSAL a member Association that fails to meet its constitutional and financial obligations for two consecutive biennials.

ARTICLE 14 – AMENDING THE CONSTITUTION

a). Proposals to amend any provisions of the SCECSAL Constitution shall be submitted to the SCECSAL Secretariat by **31 January** of the year in which the proposals shall be tabled at the face-to-face SCECSAL Business Meeting.

b). All proposals to amend any provisions of the constitution should:

- i. Indicate the article or clause to be amended
- ii. Provide proposed text for the amendment or new article/clause
- iii. Provide rationale for the proposed amendment or introduction of the new article/clause.

c). The SCECSAL Secretariat shall distribute the proposed amendment(s) to the members of the SCECSAL General Council by **1 March** in the year in which the proposals shall be tabled at the SCECSAL Business Meeting.

d). All proposals to amend the SCECSAL Constitution shall be discussed and adopted or rejected by the SCECSAL General Council **only at the face-to-face SCECSAL Business Meeting**. If adopted, the amendments shall be with immediate effect and copies of the revised constitution shall be distributed and posted on the SCECSAL website by the Secretariat within **seven (7) days** of adopting the amendments.

ARTICLE 15 – DISSOLUTION OF SCECSAL

a). SCECSAL **may be dissolved** by a decision, through a secret ballot vote of at least **three quarters** of the representatives of paid up member Associations present at the face-to-face meeting of the SCECSAL General Council.

b). All rights, title, and interest, both legal and equitable of member Associations in the SCECSAL and to its properties, shall end upon the confirmation of the results of the secret ballot vote of the decision to dissolve SCECSAL.

c). Immediately following the decision to dissolve SCECSAL, the member Associations shall discuss and agree on how they shall dispose of SCECSAL assets and share the liabilities. **In no case may the assets be distributed amongst the member Associations.**

ARTICLE 16 – INTERPRETATION OF THE CONSTITUTION

a). The SCECSAL General Council shall have the final word on the interpretation of any article or section in this constitution, provided that such interpretation is supported by a two-thirds majority of the votes cast by the Member Associations present at the meeting.

*Passed and adopted by the SCECSAL 2000 General Assembly on 15th April 2000 in Windhoek, Namibia, and as amended by the SCECSAL General Council on **24th April 2018** in **Entebbe, Uganda.***

Note: *The motion to adopt the amendments to the constitution was moved on **29th May 2018** at the SCECSAL General Council **virtual meeting** and was supported by two thirds of the paid-up member Associations.*