

THE CONSTITUTION OF THE ASSOCIATION OF UNIVERSITY LIBRARIANS OF NIGERIAN UNIVERSITIES

Introduction

In 1972/1973, the Committee of University Librarians of Nigerian Universities (CULNU), which is now the Association of University Librarians of Nigerian Universities (AULNU), was formed with a membership of only six universities that were then established in the country. In order to effectively guide its activities and achieve the desired objectives, the first constitution was formulated in 1973, and was later revised in 2013 and 2016. The current Constitution was revised and adopted at the 99th Meeting of the Association held at the American University of Nigeria, Yola on 24th May, 2016. The Constitution provides the following:

I. Name:

The Association shall be known as the "Association of University Librarians of Nigerian Universities," and may be referred to by the acronym, AULNU (formerly known as CULNU).

II. Preamble:

The Association of University Librarians of Nigerian Universities shall be the forum for discussing matters and formulating policies relating to university libraries in Nigeria in particular and advising on Librarianship and Information Science in general. The Association shall hereafter be referred to as AULNU.

III. Aim and Objectives:

- (a) To advise and make recommendations to the National Universities Commission and Association of Vice-Chancellors of Nigerian Universities on matters concerning the general development of university libraries in Nigeria.
- (b) To advise other bodies on the same matters as may be appropriate, from time to time.
- (c) To formulate standard for operation and services in Nigerian university libraries.
- (d) To promote library cooperation in the country generally and specifically, among university libraries.

- (e) To monitor the work of agencies connected with the development of libraries and librarianship in Nigeria, with a view to making recommendations/representations, as may be deemed necessary.
- (f) To consider other matters specifically referred to it by the National Universities Commission, the Association of Vice-Chancellors of Nigerian universities and other relevant bodies.
- (g) To promote seminars, workshops and conferences.
- (h) To promote the welfare and interests of its members.
- (i) To do any other thing that would enhance the practice of Librarianship and Information Science in Nigerian university libraries.

IV. Membership:

Membership of AULNU shall be open to all university libraries in Nigeria.

V. Relationship with other Bodies:

AULNU may establish formal relationships and cooperate with similar bodies within and outside Nigeria.

VI. Officers:

The officers of AULNU shall be:

- i. Chairman
- ii. Vice-Chairman
- iii. Secretary
- iv. Assistant Secretary
- v. Treasurer
- vi. Public Relations Officer (PRO)

The six officers shall constitute the Executive Committee, which will be invited to attend any meeting at AULNU's expense.

VII. Appointment of Officers:

- (a) **Chairman:** The office of Chairman shall be rotated among members on the basis of the seniority appointment as University Librarian. The most senior University Librarian may not be elected Chairman if he/she has less than two (2) years to serve as University

Librarian. This provision is to ensure that the Chairman is able to serve the two-year tenure. The Chairman shall represent the Association on various bodies and communicate with national and international bodies on its behalf. The tenure of the Chairman may be extended by a majority vote of members present, for not more than one year.

- i. He is the Administrative head of the Association.
- ii. He shall Chair all Association's meetings.
- iii. He shall liaise with other relevant bodies in ensuring that University Library Standards are sustained.
- iv. He shall represent the Association in relevant government and other agencies (e.g., LRCN, NLA, NLN).

(b) **Vice-Chairman:** The Vice-Chairman shall be elected among the members and shall hold office for a period of three (3) years. He shall:

- i. Assist the Chairman in performing or carrying out all the functions listed in (a) i - iv;
- ii. Act in the absence of the Chairman.

(c) **Secretary:** The Secretary shall be elected among the members and shall hold office for a period of three (3) years. The Secretary is to, among other things:

- i. Take minutes during meetings;
- ii. Ensure that they are produced and circulated to all members;
- iii. Maintain proper and contact information of all members;
- iv. Liaise with Chairman to ensure that all external correspondences with serve as a custodian of all relevant documents and records of the Association.

(d) **Assistant Secretary:** The Assistant Secretary shall be appointed among the members and shall hold office for a period of three (3) years. He shall:

- i. assist the Secretary in performing or carrying out all the functions listed in (c) i – v; and
- ii. act in the absence of the Secretary.

(e) **Treasurer:** The Treasurer shall be elected from among the members and shall hold office for a period of three (3) years. He shall:

- i. be the custodian of all financial transactions of the Association;
 - ii. ensure that all dues are paid by members as at when due;
 - iii. submit a statement of accounts to the General Meeting of the Association
 - iv. carry out other financial transactions as may be directed by the Association
 - v. carry out all payments on behalf of the Association for services rendered, as approved.
- (f) **Public Relations Officer (PRO):** The Public Relations Officer shall be elected among the members and shall hold office for a period of three (3) years. He shall:
- i. ensure that notices of meetings are published;
 - ii. publish newsletter and other related publications of the Association;
 - iii. ensure that the Association's website is updated regularly and remain functional;
and
 - iv. keep members abreast of all developments regarding the activities of the Association vis-a-vis government policies on university libraries.

Note:

Any University Librarian interested in contesting for any of the offices listed above, should:

- i. be active member of the Association;
- ii. his or her institution must be current in payment of dues to the Association;
- iii. have at least three (3) years before the expiration of his/her tenure.

VIII. Sub-Committees:

AULNU may set up sub-committees (Standing or Ad-Hoc) that will assist it in achieving its aims and objectives. Standing committees shall report on the activities at every meeting and submit an audited financial report yearly. All Ad-Hoc committees shall stand dissolved at the conclusion of their assignment.

IX. Secretariat:

The Secretary of the Association shall rotate based on the present location of the office of the Chairman until AULNU is able to own or rent a building or office space in Abuja, the Nation's Capital City, to serve as Secretariat, with its own staff.

X. Finance:

- (a) Each University Library shall pay an annual membership subscription and other levies that may be specified from time to time for the running of the AULNU Secretariat and the annual programmes of the Association.
- (b) The Association shall maintain a bank account.
- (c) The Treasurer shall deposit all monies on behalf of the Association in designated bank account(s).
- (d) There shall be three signatories to AULNU's bank account, namely: Chairman, Secretary and Treasurer. The Chairman and Secretary or the Treasurer (in the absence of the Secretary) shall be adequate signatories for the purpose of withdrawing money from AULNU's bank account at any time.
- (e) The Treasurer shall render an account of the state of AULNU's finances at every meeting of the Association.

XI. Change of Signatories:

All signatories to AULNU's bank account shall sign the necessary documents on the day of their election/appointment. Officials of the bank concerned may be invited to collect the completed forms.

XII. Meetings:

a. Frequency:

- (1) Meetings shall be held two (2) times in a year.
- (2) The date and place of the subsequent regular meeting shall be decided at the preceding meeting.
- (3) An emergency meeting may be held if requested in writing to the Chairman by a number of members not less than half of the total number of paid-up financial members.
- (4) The Chairman may also call an emergency meeting where circumstances warrant it.

b. Quorum:

- (1) The quorum for meetings shall be half of the paid-up financial membership of AULNU. In the absence of the Chairman, the members present shall elect one among themselves to preside over the meeting.

- (2) Where a meeting was duly summoned and no quorum was formed, the members present shall constitute an Ad-Hoc sub-committee to deliberate on specific matters and any decision on such matters be referred to the next meeting for ratification.

XIII. Amendments:

- (1) A request for an amendment to this Constitution shall be communicated to the Chairman in writing and shall be copied to the other members of the Association by the initiator, and shall be considered at the next possible meeting of the Association.
- (2) An amendment shall be deemed to be carried, if supported by two-thirds of members, or the whole number immediately above two-thirds of members present at the meeting.

Date: 24th May, 2016