

# Constitution of the Library and Information Studies Student Association

A Chapter of the [American Library Association](#)

The University of North Carolina at Greensboro

Revised August 2012

## Article I: Name

**Section 1:** The students enrolled in the Graduate Program of the Department of Library and Information Studies at the University of North Carolina at Greensboro (UNCG) do hereby establish the Student Chapter of the American Library Association, which shall further be known as ALA/LISSA. LISSA is an acronym for Library and Information Studies Association (previously known as the Library Science/Education Technology Graduate Student Association). Students are encouraged to apply for membership in the [American Library Association](#); however, membership in ALA is not a requirement for joining LISSA.

## Article II: Purpose

**Section I:** ALA/LISSA shall promote professional awareness and social interaction among its members. It shall sponsor educational and social activities. The organization shall also function to provide input in the curriculum and program development of the Department of Library and Information Studies at UNCG. LISSA shall serve as a liaison representing student interests to the Department, the University Graduate Student Association, the UNCG community, and beyond.

## Article III: Membership

**Section I:** The membership is open to all graduate students and all Department faculty at UNCG without regard to race, creed, color, age, sex, religion, sexual orientation, or national origin. However, voting privileges shall be restricted to students who are currently enrolled in LIS Department courses.

**Section 2:** Membership is open to students throughout the year and is terminated upon graduation, or the end of the membership period for which the student has already paid for, whichever occurs first.

## Article IV: Meetings

**Section 1:** Meetings shall be held on a regular basis.

**Section 2:** The President shall call a meeting of the Executive Committee when it is deemed necessary.

## Article V: Officers

**Section 1:** Officers.

The presiding officers of ALA/LISSA shall consist of President, Vice President, Secretary, Treasurer, and First-Year Representative, as well as other officers as appointed. These officers shall constitute the Executive Committee. Officers shall be elected for a term of one academic year (the First-Year Representative may occupy a different office in his or her second year). The president is required to join ALA during the term of office; the other officers are strongly encouraged to do so as well.

## **Section 2: Duties.**

President shall be the principle executive officer responsible for the implementation of policies or activities prescribed by the membership; shall preside at all meetings of the association; shall perform other duties as may be prescribed by the membership.

Vice-President shall assume the duties of the President in the absence of the President; shall perform other duties as may be prescribed by the membership.

Secretary shall record meeting minutes and shall report all previous minutes to the membership; shall be responsible for all other clerical duties as may be prescribed by the membership.

Treasurer shall be responsible for receiving, depositing, recording, and disbursing of all monies; shall report on the association's finances; shall maintain a roster of all ALA/LISSA members.

First-Year Representative shall observe and participate in ALA/LISSA meetings and events; shall represent the interests of first-year students; and shall perform other duties as may be prescribed by the membership.

Additional appointed officers shall represent the specific interests of members to the ALA/LISSA executive board and shall perform other duties as may be prescribed by the membership.

## **Article VI: Representatives**

**Section 1:** Student representatives will be appointed by the LISSA executive committee in consultation with the Department Chair and faculty to serve on various faculty committees. Each representative will report all significant communications to the ALA/LISSA membership.

**Section 2:** A student representative will be appointed by the LISSA executive committee to serve on the University Graduate Student Association. The representative will report all significant communications to the ALAILISSA membership.

## **Article VII: Faculty Advisor**

**Section 1:** ALA/LISSA shall have a Faculty Advisor as selected by the chair of the Department of Library and Information Studies. The President will report all financial and other matters pertaining to the operation of ALA/LISSA to the Advisor. The Advisor (or representative) should be in attendance at all Association functions whenever possible.

## **Article VIII: Publications**

Section 1: ALA/LISSA shall establish and maintain an independent web page or blog as well as communicate updates on the LISSA page of the LIS Department website to the Department web manager(s).

## **Article IX: Amendments**

Section 1: This Constitution and its Bylaws may be amended by a majority vote of those present at a general meeting.

# Bylaws of the Library and Information Studies Student Association

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## Article I: Membership

**Section 1:** ALA student dues are payable directly to the American Library Association, according to ALA rules and regulations.

**Section 2:** LISSA membership dues are payable to any ALA/LISSA officer or to the LIS Department. The amount of LISSA dues will be \$8 per semester or \$12 per academic year.

**Section 3:** Members may be asked to donate additional contributions for special events.

## Article II: Nominations and Elections

**Section 1:** The Executive Committee shall determine a slate of officer nominees to be presented to a general meeting at least one week prior to the annual general election which shall take place at the end of the spring semester each year. At that initial general meeting, other nominations and volunteers for the officer positions will be accepted.

**Section 2:** Election of the new officers shall be held by a vote at the end of the spring semester, with at least one week provided to the membership between announcement of the candidates and the vote. The newly elected officers will be responsible for assuming duties at the beginning of the Fall semester of the next academic school year. The new executive committee shall have at least one organizational meeting prior to the start of the Fall semester.

## Article III: Officers

**Section 1:** The Vice-President shall assume the office of the President should this office become vacant. All other office vacancies shall be filled by appointment by the President. Any officer may be removed from office by a majority vote of the executive committee for the following reasons: unethical behavior and/or noncompliance with duties as specified in the Constitution and Bylaws of LISSA.

## Article IV: Committees

**Section I:** Special committees will be appointed as needed with the advice of the organization.

## Article V: Finances

**Section 1:** The fiscal year shall be one academic year.

**Section 2:** General funds will be the membership dues of the association as well as any other fund-raising revenues.

**Section 3:** Any monies allocated by the University Graduate Association to ALA/LISSA shall be used for promoting communication among the association's members through the use of publications or as permitted by the membership.

**Section 4:** The President or the Treasurer may disburse the association's monies in amounts up to and including \$50.00. Any disbursement of monies greater than that amount must receive approval by the Executive Committee and the Faculty Advisor.

**Section 5:** A financial report shall be submitted by the Treasurer at the end of each fiscal year to the membership.

**Section 6:** Financial records of the Treasurer shall be audited by the LISSA advisor or a qualified LISSA member appointed by the executive committee at the end of the fiscal year.

## Article 6: Amendments

**Section 1:** Constitution and Bylaws amendments shall be announced at a general LISSA meeting, made available to the membership for a period not less than one week, and then voted on in a consecutive, separate general meeting.