

UNIVERSITY OF ARIZONA

Graduate Library School

AMERICAN LIBRARY ASSOCIATION STUDENT CHAPTER

CONSTITUTION

PREAMBLE

The students of the Graduate Library School of the University of Arizona hereby establish the Student Chapter of the American Library Association, which shall further be called ALA/LSO, with LSO serving as the acronym for Library Students Organization, which shall serve as the local social arm of the chapter. Those LSO students who do not wish to become members of ALA shall have the option of paying local dues and holding membership only in LSO. They may participate in social activities and programs sponsored by the chapter.

PURPOSE

ALA/LSO shall encourage and facilitate participation in the American Library Association, work to promote scholarly achievement and professional awareness among its members, and promote active, imaginative research in the field of Library and Information Science.

In serving this purpose, the ALA/LSO shall pursue the following objectives:

To promote communication and interaction among all members of the GLS community - students, faculty and staff. To provide student representation on faculty policy-making committees. To function as a problem-solving forum and agent of change in the GLS community.

In order to help students better plan their study and career strategies, ALA/LSO shall provide students with significant information on ALA resources in the area of publications, scholarships, conferences and promotional material.

This chapter shall work to increase awareness of issues and trends in library and information science, to provide data on timely issues and concerns, and to act as a local forum for the exchange of ideas which benefit the entire GLS community.

STANDARDS

ALA/LSO supports the aims and standards of the Graduate College, University of Arizona, and the Graduate School of Library Science. These include the academic requirements of the GLS as set forth in the LSO Handbook.

MEMBERSHIP

Membership shall be open to all part-time and full-time students presently enrolled at the University of Arizona, Graduate Library School. Membership privileges shall be granted to all those who pay dues and maintain the GPA required for continuation in the program. Faculty of the GLS and their spouses are granted honorary membership in ALA/LSO, and are entitled to all privileges with the exception of voting.

Only registered ALA members shall be allowed to vote on resolutions which pertain to American Library Association matters, including the election of the student delegate to the annual convention.

All students currently enrolled in the GLS and actively participating in its programs shall be allowed to vote on matters pertaining to the LSO.

Membership in ALA/LSO shall not be denied on the basis of race, sex, color, creed, physical impairment or national origin.

FINANCES

LSO membership dues are payable each semester at a rate agreed upon by the chapter.

Student membership dues to ALA at reduced membership rate are payable at any time on an individual basis. Students are eligible for discounted membership for two years only, after which time they must pay the full membership dues.

ALA/LSO general membership meetings shall be held on a regular day and time, monthly, when deemed convenient. Executive Council shall meet monthly, or as necessary during the Fall and Spring semesters. Summer session meeting dates shall be determined by the Executive Council.

As part of the orientation activities, ALA/LSO shall sponsor a welcoming event for all students in the Fall and Spring semesters.

OFFICERS

The officers of this organization shall be President/ALA Representative, Vice President/Treasurer/ASUA Representative, Faculty/Student Relations Representative, Secretary, Publications Editor, and Student Program Coordinator. All LSO officers and representatives may delegate responsibilities as needed.

Responsibilities of the President/ALA Representative shall include: Executive authority on all matters concerning membership, functions of the organization, ALA/LSO sponsored projects and activities. The President shall preside at all meetings of the Executive Council and general membership and communicate the activities, needs, and suggestions of ALA/LSO members to the faculty advisor and GLS Program director.

The American Library Association Student Representative must meet conditions which are specifically stipulated in the By-laws. S/he shall represent the interests of the ALA at the Graduate Library School of the University of Arizona. The Representative shall promote the advantages of membership in ALA to all GLS students, communicate to the student organization all significant information which ALA distributes. S/he shall notify students of up-coming ALA-related activities, speakers, and programs taking place in the Southwestern United States.

The ALA Student Representative shall be responsible for planning and coordinating activities which relate to the ALA Midwinter Meeting and the Annual Conference. S/he shall work closely with the Student Program Coordinator, the GLS Program Coordinator and the Library School Director to insure comprehensive information availability.

The Vice President/Treasurer shall assume any function the President shall designate, and assume the responsibilities of the President when s/he is absent. As Treasurer, s/he shall collect dues, maintain accurate financial records and coordinate all fund-raising activities for the organization. The Treasurer shall maintain lists of LSO members and ALA student members. S/he shall also act as liaison to the Arizona Student Union Organization by submitting fund applications and informing ASUA of new officers within the chapter. The ASUA Representative shall gather GLS student opinions and represent the students at scheduled ASUA meetings; s/he shall report ASUA activities and issues at LSO general membership meetings.

The Secretary shall record the minutes of all ALA/LSO executive, general and special meetings and make them available to all students no later than one week after the respective meeting. The Secretary shall report all communication sent to organization.

The Student Program Coordinator shall coordinate and schedule programs and activities with the organizers of all activities, the Publication Editor, and the GLS Program Coordinator. The Program Coordinator shall chair the Hospitality Committee to coordinate welcoming activities and information for students newly entering the program. Other GLS officers and representatives shall assist with these activities. S/he accepts suggestions and requests for programs and speakers from all members and communicates with the GLS Program Coordinator on upcoming events.

The Publication Editor shall compile, edit and produce all group publications, coordinate the in-house publication of the Newsletter, and the GLS Handbook. The editor shall appoint assistants and solicit volunteers for special projects as necessary.

Faculty/Student Relations shall attend all regularly scheduled Faculty Meetings and represent the GLS student body. Student issues are a standing agenda item at each meeting. This officer shall function as a grievance and resolution mechanism for individuals and groups within the ALA/LSO membership.

ELECTIONS

Elections for Executive Officers shall take place during the final periods of the fall semester and the spring semester. Officers elected in the fall shall serve in the spring. Those elected in the spring shall serve in the summer and the fall. Re-elections are permitted. Nominations shall be made by signing the nomination sheets at the GLS. Additional nominations shall be accepted up to the day before the election.

A ballot box will be available to members eligible to vote in Room 2 at the GLS during their normal business hours for five consecutive days. Votes will be counted by current Executive Officers who are not running for re-election. Winners names shall be posted. In the event of a tie, a run-off election will be held.

REMOVAL OF OFFICERS

Elected officers may be removed from office by a vote consisting of two-thirds of the total number of votes cast in the previous election. A petition consisting of 25 per cent of the number of votes cast in the previous election is necessary to call for a removal election. Two weeks shall elapse between completion of the petition and submission to the Executive Council and the removal election. During that time, a general meeting shall be held. Regular balloting procedure will follow.

EXECUTIVE COUNCIL

The Executive Council shall consist of six ALA/LSO officers and the chairpersons of the standing committees who hold a voting place on faculty policy-making committees. The Council shall hold an executive meeting one week before the general membership monthly meeting to prepare the agenda and address new issues.

The president shall nominate and the Executive Council shall approve a faculty sponsor/advisor who will advise the chapter on questions of GLS policy and ALA/LSO operations. The faculty sponsor shall be informed by the ALA/LSO president of all financial and other matters pertaining to the operation of the chapter.

Non-students must receive permission to attend Executive Council meetings.

COMMITTEE REPRESENTATIVES

Representatives to faculty policy-making committees shall be elected by the membership during the regular biannual elections. These students shall serve on the following committees:

Standing Committee representatives shall include Computer Lab, Curriculum Evaluation, Internship/Scholarship, and Library Staff Development. These positions may be combined as one or separated according to the needs of the coming semester(s). Additions and deletions to this list may be made by amending the Constitution the semester prior to the proposed change(s).

Committee representatives shall be elected by the membership according to the established election procedures. Committee representatives shall serve the same elected periods as LSO officers and be elected on the same schedule as LSO officers; re-elections are permitted. Representatives shall report at general membership meetings.

COMPUTER LAB shall gather student opinions and present these opinions to the Computer Lab Committee at their meetings. This position has one vote at the meetings and shall report activities and issues at LSO general membership meetings. This representative shall report directly to the Faculty/Student Relations officer.

CURRICULUM EVALUATION COMMITTEE shall gather student opinions about present, future and proposed courses and present these opinions to the Faculty Curriculum Committee. The committee shall further the process by which both faculty and courses are evaluated by investigating and proposing to the faculty new content and formats of evaluating instruments. This representative shall report directly to the Faculty/Student Relations officer.

INTERNSHIP/SCHOLARSHIP shall interact with the GLS administration, faculty, and staff as requested by those groups. The position represents the GLS student body and shall make reports at LSO general meetings. This representative reports directly to the Faculty/Student Relations officer.

LIBRARY STAFF DEVELOPMENT shall interact with the Main Library's Staff Development Committee in those activities specified by that group. Duties shall include Colleague Notebook updating and revisions. Duties include development of awareness among the GLS students by posting and removing notices on the GLS windows on a weekly basis. Reports shall be made at LSO general meetings. This position reports directly to the Student Program Coordinator.

AD HOC COMMITTEES shall be created and chairs elected by the Executive Council as the need arises. Duties of all ad hoc committees shall be set by the Council. Chairpersons of these committees shall report to the Executive Council but shall not be voting members thereof. If a chair shall become vacant during a semester, a new chairperson shall be elected at the general membership meeting, as soon as possible after the vacancy occurs.

SEARCH COMMITTEE representatives for the purpose of serving to select new faculty members shall be nominated by signing the nomination sheet at the GLS. Elections shall be held at the next LSO general meeting, and elections shall be by simple majority of the membership present.

AMENDMENTS

Proposed amendments to the Constitution shall be made at regular membership meetings.

Amendments to this Constitution shall be binding by a vote of two-thirds of the members present at a regular general meeting or a special meeting at least one month after amendments are proposed.

--Amended by vote at the 10/90 General Membership Meeting

LIBRARY STUDENTS ORGANIZATION, UNIVERSITY OF ARIZONA

BY-LAWS

I. Requests from non-LSO organizations for financial support must be submitted to the Executive Council in writing at least one week in advance of the general membership meeting which precedes the date monies are required.

II. The LSO shall sponsor a welcoming activity for students.

III. General membership meetings shall be held at a time determined to be most convenient, once per month during Fall and Spring semesters.

IV. Executive council meetings shall be held as necessary during the Fall and Spring semesters.

V. The summer session meeting dates shall be determined by the newly elected executive council.

VI. Voluntary dues shall be determined at the first meeting of each semester.

VII. Robert's Rules of Order (latest ed.) shall be regarded as authority for any procedure not described in the constitution and bylaws.

VIII. Amendments to the bylaws shall be binding by a vote of a simple majority of the members present after formal announcement at least two weeks in advance of the proposed change and date of vote.

IX. The ALA Student Representative elected for the Spring semester shall be the nominee for the Students-to-ALA Project at the annual conference. Room and board are normally paid for the Student Representative by ALA, depending on funds, with GLS contributing travel funds as their budget permits. In the event that the ALA Student Representative cannot attend the annual conference, the Spring term President of ALA/LSO shall attend in his/her place and if neither the Student Representative nor the President can attend, the Vice President shall go. In the event that the Vice President cannot attend, the ALA/LSO Secretary shall attend. Whoever works at the Students-to-ALA project must be a personal member of ALA and enrolled full-time in the GLS program in the Spring semester before the annual conference. A report of the Students-to-ALA project shall be made to a general ALA/LSO membership meeting in the Fall following the conference. To facilitate this reporting function, the ALA Student Representative should be enrolled in the GLS program for the Fall semester in which the report is to be given.

Revised: May 4, 1989