

Constitution of Library and Information Science Student Association

ARTICLE I – Organization Name and Mission

Section 1: Name

- A. The official name of this organization shall be Library and Information Science Student Association.
- B. The organization may also refer to itself as LISSA.

Section 2: Mission

The mission of LISSA is to enhance the academic and professional careers of its members: a) through the establishment of a network of university friends and colleagues, and b) by providing opportunities for professional enrichment on topics of current interest to the Association or to the information profession as a whole.

ARTICLE II – Governing Rules and Regulations

- A. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
- B. The most current version of Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this constitution.

ARTICLE III – Membership

Section 1: Membership Statement

- A. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
- B. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

Section 2: Additional Membership Requirements

- A. Membership in this organization is limited to any student who is currently enrolled in the Department of Library and Information Science at the University of North Texas.

Together with Article III, Section 1, these additional requirements define what it means to be an “active student member.”

Section 3: Voting Rights

Only active student members are eligible to vote.

ARTICLE IV – Officers

Section 1: Eligibility

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

Section 2: Additional Eligibility Criteria

The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

- A. Elected and Appointed Officers: Officers for the Association shall be elected annually in the Spring Semester by the Association's voting membership to serve the following functions: President, Vice-President, Director of Membership and Communication (Secretary), Director of Career Initiatives, Director of Academic Initiatives, Director of Networking, Director of Social Media and Marketing, and Undergraduate Representative.

Section 3: Titles and Duties

- A. The officers of this organization shall include a President, Vice President, Director of Membership and Communication (Secretary), Director of Career Initiatives, Director of Networking, Director of Social Media and Marketing, and Undergraduate Representative.
- B. Treasurer position is excluded because LISSA does not require membership dues and does not have any finances to track or budget for the Association.
- C. 1. The President shall:
- Serve as the official representative of the organization.
 - Supervise and coordinate the activities of the organization.
 - Serve as the liaison between the organization and the University community.
 - Call regular and special meetings and presides over meetings of the organization.
 - Prepare agendas for meetings.
 - Maintain communication with Student Activities and ensure that all organizational information, including registration, is current.
 - Ensure that all officers are performing their duties as defined in this Constitution.
 - Keep the advisor informed of the activities and functions of the organization.

- Be familiar with UNT policies (especially 07.019 Student Organization Policy and the Code of Student Conduct) as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.
- Ensures that the organization is meeting the needs of LIS students
- Makes changes as necessary to improve service to LIS students in coordination with the other members of the leadership team
- Develops and implements the strategic plan and ensures the organization is fulfilling its mission and vision
- Serves as a resource by being available to answer questions and solve problems that arise
- Facilitates communication among the Team and is responsible for communicating pertinent information
- Is the liaison between the Department and LISSA
- Is responsible for fulfilling the Department's expectations
- Attends faculty meetings
- Is responsible for remaining a registered student organization with Student Activities
- Maintain contact with alumni and facilitates networking alumni with current members

2. The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.
- The Vice-President shall assist the President in the performance of that position and shall serve in that position in the event that the President is absent.
- Coordinates and organizes LISSA activities and events, especially All Schools Day, along with the President.
- Plan academic portions of UNT LISSA Kickoffs and other LISSA events
- Develop and implement activities to provide academic support
- Organize and manage academic outreach events (either in person or online)
- Arranges local and online events with LIS Department staff and faculty as necessary.
- Serves as delegate between LISSA Leadership team and LIS department faculty and staff
- Maintain contact with alumni and facilitates networking alumni with current members

3. The Director of Membership and Communication (Secretary) shall:

- Notify members of meetings at least 48 hours in advance.

- Keep accurate minutes and records of all meetings.
- Maintain an accurate list of members and their contact information.
- Prepare the organization's registration profile and submit to Student Activities at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Check eligibility for potential officers, prior to annual elections.
- Keep a copy of the constitution and have it available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.
- Serve as the point of contact for adding/removing members from Canvas.
- Maintain membership records.
- Send welcome emails to new members.
- Create an organized list of members to provide to other members of the Leadership Team.
- Communicate to members how they can be involved.
- Inform members about job postings, and internships/fellowships in the LIS field or related fields via weekly email and Blackboard
- Inform members about scholarships and grants
- Assist individual members in finding their niche in the organization as needed.

4. The Director of Marketing and Social Media shall:

- Work with the other members of the leadership team to communicate all initiatives to members using Canvas, Facebook, LinkedIn, Twitter, and email
- Manage LISSA's online presence and image on Campuslabs, Facebook, LinkedIn, Twitter, Instagram, and Pinterest.
- Create content highlighting activities, events, and the UNT College of Information
- Engage with members through social media
- Assist in special projects as assigned by the President

5. Director of Networking and Professional Development shall:

- Develop and implement activities to enhance networking and career development of the organizations' members
- Connect members with the resources provided by UNT's Career Center, ALA, TLA and other LIS career resources
- Compile job, internship, and conference opportunities in the LIS field or related fields to send out to members
- Use resources provided by the LIS Department staff and other entities to facilitate the formation of School Librarian Certification exam study groups (either in person or online)
- Help members connect with resources related to their career interests
- Facilitate networking with other LISSA chapters of UNT's Cohorts
- Plan career development and networking portion of UNT LISSA events

- Assist in special projects as assigned by the President

7. The Undergraduate Representative shall:

- Encourage undergraduate students to get involved with UNT LISSA
- Bring event/networking ideas to connect with undergraduates
- Serve as the liaison between the organization and undergraduate student community
- Organize and manage academic outreach events (either in person or online)
- Assist other officers with events and projects
- Assist in special projects as assigned by the President

Section 4: Elections

- A. The nomination and election of officers shall occur annually at the membership meeting held in April.
- B. Any active student member may nominate someone or themselves for office.
- C. All active student members present will have the opportunity to vote by secret ballot.
- D. A candidate shall be elected by a majority of votes.
- E. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election.

Section 5: Installation and Term of Office

- A. Newly elected officers shall take office immediately following the membership meeting in May and their term will end immediately following the membership meeting the next May. If filling in positions in a new semester, newly elected officers shall take office upon reading the constitution and processing their duties with the President and/or Vice-President.
- B. Any change in officer information should be reported to Student Activities.
- C. The length of the term of office shall be no longer than one year.

Section 6: Vacancies

- A. Removal
 1. Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, violation of any provision of the Constitution, or for any action or conduct that is deemed detrimental to the welfare of the organization, members, or the University of North Texas.
 2. A petition to remove the officer in question must be submitted to the President (or Vice President in the event the officer in question is the President). Such a petition must contain the signature of at least a majority of the active student members of the organization. When such a petition is received, the President (or Vice President) shall call a meeting of organization to decide upon removal.
 3. The officer in question will be notified in writing of the grounds for removal at least one week prior to the meeting and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

4. An officer may be removed from office upon a 2/3 affirmative vote of active student members.
- B. Resignation-The resignation of an officer must be submitted to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance.
- C. Filling Vacancies
 1. The nomination and election process as stated in Article III, Section 4, will take place at the next membership meeting.
 2. The newly elected officer's term shall end at the annual installation of officers in the same month as Article III, Section 5 above.

Article V: Meetings

Section 1: Membership Meetings

- A. Membership meetings shall be held monthly (online or in-person) during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers and active student members are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers and organization's active student members.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

- A. Officer meetings shall be held monthly (online or in person) during the academic school year.
- B. Meetings are open to those defined in Article III.
- C. Officers are allowed one vote per motion.
- D. The quorum required to conduct business is a majority of the officers.
- E. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Special Meetings

- A. Special meetings may be called by the President, with the approval of the officers. A majority vote of the officers or active student members may also call a special meeting.
- B. The Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

Article VI: Advisor

Section 1: Eligibility and Selection

- A. The advisor shall be selected by the officers.
- B. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
- C. The advisor has no term limit as long as they remain eligible.

Section 2: Expectations

- A. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
- B. Have no voting rights within the organization.
- C. Be available to officers and members for consultation, advice, counsel, and as a resource.
- D. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
- E. Meet regularly with the President.
- F. Sign and/or approve required Student Activities and university paperwork.
- G. Attend the organization's meetings and activities when necessary.
- H. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

Section 3: Removal and Vacancy

- A. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
- B. Upon a majority vote of officers, the advisor will be removed from their duties.
- C. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

ARTICLE VII – Finances

Section 1: Dues

Dues and other fees, as well as the collection schedule, may be set by a majority vote of active student members. LISSA does not request membership dues. Any future dues and fees shall be established by the Leadership Team in consultation with the Faculty Advisor.

Section 2: Payment

- A. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University policy or local, state, and federal laws.
- B. The Treasurer and President shall be responsible for ensuring the payment of all debts accumulated by the organization.

Section 3: Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution, after each election.

Section 4: Dissolution

In the event that the organization ceases to exist, any funds remaining in the organization's bank account shall be donated to:

Development Office
American Library Association
50 East Huron Street
Chicago, IL 60611-2795

ARTICLE VIII – Statement of Non-Hazing

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article IX – Amendments

- A. An amendment to the constitution may be proposed by any active student member of the organization, and must be submitted in writing to the President.
- B. The proposed amendment shall be announced at a meeting at least two (2) weeks prior to the meeting when the vote will be taken.
- C. Two (2) weeks after the proposed amendment has been announced, the organization may vote to adopt the amendment by a two-thirds (2/3) vote of active student members.

History of Constitution

Created: July 31, 2015

Revised: July 29, 2021