

Constitution of the Library and Information Science Student Association

A Chapter of the American Library Association
The University of North Carolina at
Greensboro

Revised Mar 2021

Article I: Name

Section 1: The students enrolled in the Graduate Program of the Department of Library and Information Science 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 The University of North Carolina at Greensboro's Library and Information Science Student Association (UNCG LISSA, also referred to throughout this document as LISSA, and previously known as the Library Science/Education Technology Graduate Student Association).

Article II: Purpose

Section 1: LISSA shall promote professional and social interaction among its members. It shall sponsor educational, professional, and social activities. The organization shall also function to provide input in the curriculum and program development of the Department of Library and Information Science 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 1: LISSA membership is open to all students regardless of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.

Section 2: LISSA will not tolerate any discrimination against or harassment of persons on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, genetic information, veteran status, disabling condition, or age.

Section 3: Voting is open to all UNCG students, faculty, and staff. Those outside of or in no way affiliated with the university may not request membership.

Section 4: Group Member Removal Process: At any time, the executive board of LISSA has the right to revoke membership. Any officer or general body member may be removed for the following:

- Being in violation of the group's mission, purpose, and constitution,
- Failure to fulfill duties as outlined in the constitution,
- Engaging in behavior that is in direct opposition to the constitution or the Student Code of Conduct

The removal process begins with a written warning from the head officer and advisor of the group. If violations continue after warning, the group's executive board will vote on membership revocation. Written notification is required to be sent to the removed member within 1 week of decision.

Article IV: Meetings

Section 1: Meetings shall be held on a regular basis as defined by the Executive Committee.

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 LISSA shall consist of President, Vice President, Secretary, Treasurer, Marketing Manager, and two First-Year Representatives, as well as other officers as appointed. These officers shall constitute the Executive Committee. All members of the Executive Committee are considered essential. If there are not enough representatives nominated or elected for the above positions of the Executive Committee then the position will be considered vacant and appointments made by the President.

Officers shall be elected for a term of one academic year (the First-Year Representative may occupy a different office in their 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. If elected, students are allowed to hold a position on the board, but not for more than two years. Offices other than First-Year Representative must be held by students who have attended at least one semester.

Section 2: Duties.

President: The President shall be the principal 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. The President shall act as the liaison between LISSA and the UNCG community, participating in Campus Activities and Programs' leadership development as prescribed. The incoming President shall be responsible for registering LISSA as an official University student group for the upcoming academic year with Campus Activities and Programs (this is done through Spartan Connect prior to the end of the academic year during which new officers were elected, but may change according to CAP guidelines).

Vice President: The Vice-President shall assume the duties of the President in the absence of the President. They shall attend meetings along with the President and perform other duties as may be prescribed by the membership. They will become President if the President is unable to finish the term. The Vice President will also be the primary contact on all email correspondence as necessary with the primary duty of ensuring email is checked regularly.

Secretary: The 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. The Secretary shall maintain a current roster of members and remove all members who have graduated at the end of each semester in addition to adding the official meeting minutes to Spartan Connect.

Treasurer: The Treasurer shall be responsible for receiving, depositing, recording, and disbursing of all monies; shall report on the association's finances; shall assist with planning and executing fundraisers and events. The Treasurer is the liaison between Campus Activities and Programs (CAP) Office and responsible for all such communications.

Marketing Manager: The Marketing Manager shall maintain LISSA's social media (Facebook, Twitter, Instagram, and any other adopted platforms), platforms and presence, and advertise/promote any LISSA sponsored events and functions on social media and via email. In conjunction with the Secretary, the Marketing Manager is responsible for updating events and documents in Spartan Connect.

First-Year Representatives: The First-Year Representatives shall observe and participate in

LISSA meetings and events; shall represent the interests of first-year students; and shall perform other duties as may be prescribed by the membership. There will be two First-Year Representatives. The First-Year Representatives will be responsible for communicating with LISSA members in various geographic locations to designate student meet-up (virtual or in person) hosts/representatives, based on expressed interest from LISSA members. Meetups could be in-person or virtual.

Faculty Meetings: Members of the LISSA Executive Board will alternate being the student representative for the Library and Information Science Faculty Meetings, and will attend those meetings as prescribed by the LIS department chair.

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 LISSA membership.

Section 2: Two student representatives will be appointed by the LISSA executive committee to serve as senators in the UNCG Graduate Student Association. The representatives will report all significant communications to the LISSA membership.

Article VII: Faculty Advisor

Section 1: LISSA shall have a Faculty Advisor as selected by the chair of the Department of Library and Information Science. The Advisor (or representative) should be in attendance at all Association functions whenever possible.

Article VIII: Publications

Section 1: LISSA shall establish and maintain a Campus Activities & Programs (CAP) required student organization page (i.e. Spartan Connect) as well as communicate updates to the LIS Department administrative assistant to distribute via Department Listservs. Additionally, LISSA shall work within CAP guidelines to promote and distribute organizational notices.

Article IX: Amendments

Section 1: This Constitution and its Bylaws may be amended by a majority vote of

members.

Bylaws of the Library and Information Science Student Association

A Chapter of the American Library Association

The University of North Carolina at Greensboro

Article I: Membership

Section 1: LISSA membership is established by joining as a member through Spartan Connect. Funds may be collected by donations, fundraising, and departmental contributions.

Article II: Nominations and Elections

Section 1: The Executive Committee shall open nominations for officer positions approximately two months before the end of the spring semester. This nomination process will be open to all students in the program that meet the requirements defined within each officer position. A nomination form will be sent out electronically and remain open for a period of approximately two weeks. From these nominations, a slate of officer nominees is 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 for voting. 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 fundraising-revenues as well as departmental funds, if available. Special events may receive funding through the UNCG Graduate Student Association or Student Government Association depending on the program.

Section 3: The President or the Treasurer may disburse the association's monies in amounts up to and including \$100.00. Any disbursement of monies greater than that amount must receive approval by the Executive Committee or the Faculty Advisor.

Section 4: A financial report shall be submitted by the Treasurer at the end of each fiscal year to the membership. The Treasurer will report any income and/or expenses at monthly meetings.

Section 5: Financial records of the Treasurer shall be audited by the LISSA Faculty Advisor or a qualified LISSA Executive Committee member at the end of the fiscal year.

**Article VI:
Amendments**

Section 1: Constitution and Bylaws amendments shall be announced at a general LISSA meeting and communicated through the organization's communication platforms. Members will be given the opportunity to review and vote on changes for a period not less than one week, and then voted on through Spartan Connect.