Library & Information Sciences Student Association Constitution

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Article I: Name

When assembled in matters relating to the extracurricular events and business of the students of library and information science at The University of North Texas, this organization shall be named the Library and Information Sciences Student Association/North Texas American Library Association/North Texas‐Texas Library Association (LISSA/NTALA/NTTLA).

Article II: Purpose

This Association is constituted for the purpose of enhancing 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 III: Members

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.

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.

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 18.4.2 (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.

C. 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, Director of Career Initiatives, Director of Academic Initiatives, Director of Networking, Director of Communication and Undergraduate Representative.

Section 2. Duties

1a. President:

*Duties to the University*

* Is responsible for remaining a registered student organization with Student Activities
* Is the liaison to the UNT campus and administration

*Duties to the LIS Department*

* Attends faculty meetings
* Is the liaison between the Department and LISSA
* Is responsible for fulfilling the Department’s expectations

*Duties to the Leadership Team*

* Recruits Leadership Team members as necessary
* 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

*Duties to the LISSA members and LIS students*

* Presides over meetings
* 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

1b. Vice-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.
* Works closely with the leadership team to market and publicize events using social media and print methods.
* 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.

1c. Director of Membership:

* Serve as the point of contact for adding/removing members from Blackboard
* 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
* Assist individual members in finding their niche in the organization as needed

1d. Director of Career Initiatives:

* Develop and implement activities to enhance career development
* Connect members with the resources provided by UNT's Career Center, ALA, TLA and other LIS career resources
* Inform members about job postings and internships/fellowships in the LIS field or related fields via weekly email and Blackboard
* Help members connect with resources related to their career interests
* Plan the career development portion of UNT LISSA Career Development Day.

1e. Director of Academic Initiatives:

* Develop and implement activities to provide academic support
* Use resources provided by the LIS Department staff and other entities to facilitate formation of EOP and School Librarian Certification exam study groups (either in person or online)
* Inform members about scholarships and grants
* Plan academic portions of UNT LISSA Career Development Day.

1f. Director of Marketing and Social Media

* Work with the other members of the leadership team to communicate all initiatives to members using Blackboard, Facebook, LinkedIn, Twitter, and email
* Manage LISSA's online presence and image on Blackboard, Facebook, LinkedIn, Twitter, and Pinterest.
* Create content highlighting activities, events, and the UNT College of Information
* Engage with members through social media

1g. Director of Networking

* Develop and implement activities to facilitate face to face and online networking
* Maintain contact with alumni and facilitates networking alumni with current members
* Facilitate networking with other LISSA chapters of UNT's Cohorts
* Help members be involved with professional associations
* Plan networking portions of UNT LISSA Career Development Day.

Article V: Officer Elections

Section 1. Eligibility: All members of the Association shall be eligible to hold office.

Section 2. Frequency of elections: Officer elections shall be held once a year during the Spring semester in the month of April.

Section 3. Elections Committee: The Elections Committee shall consist of three Association Officers. These members shall be: a committee chair appointed by the President, and two additional officers also appointed by the President, one of which should be a graduating officer (if applicable). The Elections Committee shall be responsible for soliciting all officer nominations in order to create a ballot for the general election. The Elections Committee shall also be responsible for the conducting of elections.

Section 4. Voting: The voting shall be by secret ballot and be conducted over a one‐week period. The polling place shall be in an area accessible to all Association members, either in person or online.

Section 5. Election: The candidates receiving the largest number of votes cast by the Association membership during the voting period will be named to the office for which the candidate was seeking election.

Section 6. Term of Office: Duties for Executive Committee members shall commence on the last day of the Spring semester. The term of office for each position shall be for one year.

Section 7. Vacancies: Vacant offices shall be filled by President appointment with Leadership Team approval. In the event that the office of President becomes vacant, the Vice‐President shall assume the office of President.

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. Duties: The Advisor shall serve as an ex‐officio member of the Leadership Team and shall be available for providing advice or guidance to the Team.

Article VIII: Statement of Non-discrimination

This student organization is open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability or veteran status. This includes, but is not limited to, recruiting, membership, organization activities, and opportunities to hold office.

Article IX: Statement of Non-Hazing

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 X: Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

Article XI: Dues and Fees

Dues and fees shall be established by the Leadership Team in consultation with the Faculty Advisor.

Article XII: Meetings

Section 1. Frequency: At least one general assembly of the Association shall be scheduled each semester, along with other programs, seminars, and activities. The Leadership Team shall meet at least three times per semester.

Section 2. Quorum: A quorum shall consist of four voting members

Article XIII: Amendments

Section 1. Proposal: Amendments to the constitution may be proposed by any member of the Association by providing the proposal in writing along with justification to the Leadership Team during one of its regular meetings. After discussion of the proposal, a vote shall be made to present the proposed amendment to the members of the Association for adoption.

Section 2. Adoption: When a proposed amendment is to be presented to Association members, a ballot shall be printed and distributed to the membership by an appointed member of the Elections Committee. Adoption of the amendment requires a two‐thirds majority of the votes cast.

Amendment I

On September 22nd, 2011, in a vote by the members of the Association in attendance (three officers and 14 active members) at the first LISSA/NTALA/NTTLA General Assembly meeting of School Year 2011/2012, By unanimous consensus, the following amendment to Article III (Membership) of this Constitution is adopted:

Individuals with a prior affiliation/enrollment within the College of Information and who are within one semester of their re‐enrollment and return to the College of Information (COI) may be granted/afforded full membership within LISSA/NTALA/NTTLA; that this form of membership may only be extended during the single semester which precedes their scheduled re‐enrollment within the COI and may not be renewed if the individuals do not re‐enroll in the COI in the following semester.