

UNIVERSITY OF TORONTO  
Faculty of Information Studies

AMERICAN LIBRARY ASSOCIATION  
STUDENT CHAPTER

Constitution

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- ARTICLE I. The official name of this organization shall be the American Library Association Student Chapter at the University of Toronto.
- ARTICLE II. Purposes and aims:
- A. To acquaint members with the goals and objectives of the American Library Association and the local Student Chapter;
  - B. To encourage professional contacts within the field of librarianship both at the University of Toronto and elsewhere;
  - C. To provide an avenue for communication between members and the American Library Association;
  - D. To provide the members of the Student Chapter with official representation to the American Library Association and elsewhere; and
  - E. To actively promote involvement in professional activities beyond the classroom.
- ARTICLE III. Membership requirements:
- A. All members of this organization shall be:
    1. currently enrolled in the University of Toronto Faculty of Information Studies, and
    2. members of the American Library Association.
- ARTICLE IV. Activities:
- A. There shall be a meeting of the membership at the beginning of each academic year and thereafter as necessary,
  - B. Activities will be designed to encourage awareness of the depth and range of library-related work and research.

ARTICLE V. Executive Board and Officers:

A. Officers

The officers of this organization shall consist of a Chairperson, Co-chairperson, Funds Officer(s), and Program Committee Leader(s).

It shall be the responsibility of these officers to plan and administer the activities of this organization.

B. Executive Board

The Chairperson, Co-chairperson, Funds Officer(s) and the Faculty Advisor as ex-officio member shall constitute the executive board.

C. Office description:

1. The Chairperson shall head the Executive Board and shall have the ultimate responsibility for the functioning of the organization.
2. The Co-chairperson shall assume the duties of the Chairperson in the latter's absence and shall assume the office of the Chairperson should it become vacated during the course of the stated term of office. The Co-chairperson shall assist the Chairperson with the duties of the executive office, such as
  - a. meeting announcements
  - b. policy planning
  - c. correspondence and record-keeping
  - d. public relations
  - e. other necessary business.
3. The Funds Officer(s) shall be responsible for financial matters pertaining to the organization, including fund raising and petitions to university organizations, and shall present a financial report at the beginning and end of his/her/their term(s) of office.
4. The Program Committee Leader(s) shall be responsible for the planning and coordination of organizational activities in cooperation with the Faculty of Information Studies Student Council's Professional Development Committee.

The Program Committee Leader(s) shall also be responsible for alerting members to the time, place and programs of the

American Library Association Mid-Winter and Annual Conferences, coordinating member attendance (if possible) and participation, and making information available to those who did not attend.

5. The Faculty Advisor may be self-nominated, put forth by the Dean of the Faculty of Information Studies, or solicited by members of the Student Chapter. The Faculty Advisor shall act as a liaison between the Student Chapter and the American Library Association and between the Student Chapter and the Faculty of Information Studies.

ARTICLE VI. Elections and Terms of Office:

A. Elections

1. All members of the organization are entitled to nominate and/or vote for members of the Executive Board and the Program Committee Leader(s).
2. Nominations of officers shall be coordinated by at least one member of the Executive Board, or another designate agreed upon by a majority of the Executive Board, at the end of each academic year as necessary. This person will act as the Chief Returning Officer (C.R.O.).
3. Elections shall take place by secret ballot at a meeting of members of the Student Chapter at the end of the academic year. Judgement of adequate representation shall be at the discretion of the Executive Board. The C.R.O. will be responsible for counting elections ballots.
4. Vacancies in offices other than Chairperson that occur during the course of the normal term of office shall be filled by appointment of the Executive Board.

- B. Terms of office for all offices shall be for one year, beginning at the end of the Spring session (i.e., April to April), with no restrictions on the number of incumbencies.

ARTICLE VII. Committees:

- A. The Program Committee shall consist of those members interested in working with the elected leader(s) of that committee.
- B. Ad hoc committees shall be appointed as necessary by the Executive Board.

ARTICLE VIII. All questions of parliamentary procedure shall be decided in accordance with the forms laid down in the latest edition of Robert's Rules of Order.

ARTICLE IX. Proposed amendments to this Constitution may be introduced by any member at any meeting and shall be decided by a majority vote of those present at the next meeting of the organization.

ARTICLE X. Ratification of this Constitution shall be in accordance with the rules set forth for amendment to this document.

Ratified November 09, 2001

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