

**Student Chapter of the American Library Association (sALA) at the University of Washington**

# **Constitution**

## **ARTICLE I: Official Name**

The official name of this organization shall be the Student Chapter of the American Library Association at the University of Washington.

## **ARTICLE II: Purpose**

The purposes of this organization are:

1. To facilitate and encourage participation in the American Library Association.
2. To increase awareness and use of the resources of the American Library Association, including publications, promotional materials, scholarships, and conferences.
3. To provide a local forum for the exchange of ideas and information about trends, issues, and opportunities in the profession.
4. To develop skills and relationships that will enable students to have a creative impact on the profession.
5. To promote involvement in professional activities beyond the classroom and provide iSchool students with opportunities for networking and professional development.
6. To increase awareness of national issues in library and information science.
7. To increase ALA members' awareness of the UW iSchool and the accomplishments of its students.

## **ARTICLE III: Membership Requirements**

All members of the organization shall be:

1. Currently enrolled in the Information School at the University of Washington.
2. Membership in the American Library Association and affiliated state chapters such as the Washington Library Association is encouraged but not required.

## **ARTICLE IV: Activities**

1. The chapter shall hold periodic General Meetings, open to all Information School students, faculty and staff, as well as local ALA members and other interested parties, as the Officers deem necessary.
2. The chapter reserves the right to hold closed leadership meetings as necessary.
3. Activities and programs will be planned with the purposes set forth in Article II.
4. Activities and programs sponsored by sALA will be open to individuals who are not chapter members.
5. Only MLIS students of the Information School at the University of Washington who are members of the American Library Association are eligible to vote in matters concerning this organization.

## ARTICLE V: Officers

1. The Officers of this organization shall consist of a President, Vice-President, Secretary, Publicity Officer, Web Developer, and Online Representative. Each of these leadership positions may be held by one individual or by two co-officers.
2. An Executive Board shall exist and consist of the Officers and the Faculty Advisor as Member Ex-Officio. The Faculty Advisor does not have voting privileges and must only serve in an advisory capacity.
3. The officers shall have the following responsibilities:
  - a. The **President** shall head the Executive Board and have the ultimate responsibility for the functioning of the organization and its relationship with ALA headquarters. The President shall convene and conduct the General Meetings and has the primary responsibility for recruitment. The President shall be responsible in coordination with the other Officers for the planning of organization activities that relate to the WLA Annual Conference and the ALA Midwinter Meeting and Annual Conference, if sALA chooses to participate in said conferences.
  - b. The **Vice President** shall assume the duties of the President in his/her absence and shall assume the office of President should it become vacated during the stated term of office. The Vice President shall assume the duties of Treasurer and shall maintain control of the bank book and shall be responsible for payment of any bills by sALA.
  - c. The **Secretary** shall be in charge of taking meeting minutes, compiling them, and disseminating them to the Officers for their personal files. The Secretary shall also be responsible for coordinating with the other Officers in the planning and execution of the organization's activities. The Secretary shall also coordinate the chapter annual registration with the Student Activities Office of the University of Washington.

- d. The **Publicity Officer** shall be responsible for the planning and coordination of organization activities in cooperation with the other Officers and the general membership. The Publicity Officer shall also be primarily responsible for collecting and disseminating information received from ALA headquarters. The Publicity Officer shall be able to form an ad hoc Program Committee as needed.
- e. The **Web Development Officer** shall be responsible for creating and maintaining the organization's presence on the Internet. The Web Development Officer shall coordinate with the other Officers to disseminate the organization's information electronically.
- f. The **Online Representative** shall be responsible for representing the interest of online students and organizing web-hosted events, and/or making regular events available by webcast for online students.

## **ARTICLE VI: Elections and Terms of Office**

### 1. Elections:

- a. All MLIS students currently enrolled at the Information School at the University of Washington are entitled to run for office or vote for the officers of this organization. ALA membership is encouraged but not required for the purpose of Officer Elections.
- b. Student ALA membership is required of Officers.
- c. Nominations for officers shall be invited annually and coordinated by the outgoing officers.
- d. Elections shall take place by ballot at a general election, through an online nomination, submission, and election process. The outgoing Executive Board will oversee nominations and that there is equal voting representation, and the Faculty Advisor will only help in an advisory capacity only.

### 2. Terms of Office.

- a. Terms for all Officers shall be for one (1) year.
- b. In the event of a vacancy prior to the expiration of a term of office, the President will appoint an interim officer to serve. The Faculty Advisor cannot decide on an interim officer but can serve in an advisory capacity only. If fewer than 3 months remain until the end of the term, the interim officer will serve the remainder of the term. If more than 3 months remain, the President will solicit nominations for a special election to take place within 4 weeks of the vacancy. If no nominations are received to fill the office, the interim officer will serve the remainder of the term. The interim officer is eligible to run in the special election.

## **ARTICLE VII: Committees**

Committees shall be appointed as necessary by the Executive Board. The Publicity Officer will work with an ad hoc Planning Committee as needed.

## **ARTICLE VIII: Meetings**

1. Meetings will be held as often as necessary but no less than twice per quarter. The secretary will be responsible to announce future meetings to all members through email, and the Web Developer will be responsible for announcing future meetings through other social media accounts and the organization's website.
2. All questions of Parliamentary Procedure shall be decided in accordance with the forms laid down in the most current edition of Robert's Rules of Order.
3. A quorum shall consist of 5 out of the 6 officers present plus the number of voting members present at any regular or special meeting.

## **ARTICLE IX: Amendments**

Proposed amendments to this Constitution may be introduced by a member at any meeting or by petition to the President. Ratification shall be determined by a majority of those present at the next meeting of the organization.

## **ARTICLE X: Ratification**

Ratification of this Constitution shall be determined by the Officers.

## **ARTICLE XI: Affiliations**

1. The Student Chapter of the American Library Association (sALA) is a part of the American Library Association, which connects MLIS students of the Information School of the University of Washington with the main body of ALA members.
2. Through this affiliation ALA provides the following:
  - a. Information regarding membership to ALA and its various divisions and round tables.
  - b. Conference fees and accommodations for one Student ALA member nominated by sALA to attend ALA's annual conference (in exchange for working half-time at the conference), if that nomination is approved by ALA for one of the Staff-to-Student program placement opportunities.
  - c. Information regarding other Student ALA groups at other Library Schools throughout the United States.

Ratified, November 12, 1985, Seattle, Washington.

Article VI, Section A, parts 2 and 3 amended October 29, 1990.

Article IV, Section D, amended October 21, 1991.

Article XI amended October 21, 1991.

Article V, Section C, part 2 amended March 5, 1993.

Amended January 25, 2002 to reflect changes in Officer's titles and duties.

Amended January 25, 2002 to reflect organization name change to SALA.

Accepted by Executive Board January 25, 2002.

Article III, Section B amended October 11, 2002. Article IV,  
Sections A and B amended October 11, 2002.

Article V, Section C, parts 1 and 3 amended October 11, 2002.

Article VI, Section A, parts 1 and 2 amended October 11, 2002.

Article II, parts 5 and 7 amended October 12, 2012.

Constitution amended October 22, 2012. Article V, parts 1 and 3 amended on October 07, 2014.

Article VI, Section 2.a and Section 1.d, amended May 18, 2018.

Article XIII, Section 1, 2 and 3, amended May 18, 2018.

Article V, Section 2, amended May 18, 2018.