

McGill University

School of Information Studies

American Library Association Student Chapter

Constitution

ARTICLE I - Official Name

- A. The official name of this organization shall be the American Library Association Student Chapter at McGill University, School of Information Studies.

ARTICLE II - Purpose and Aims

- A. To facilitate and encourage participation in the American Library Association.
- B. To acquaint members with goals, objectives, and resources of the American Library Association.
- C. Promote the social, cultural, intellectual, and professional growth of its members.
- D. To provide the members of the student chapter with official representation to the American Library Association and other relevant organizations.
- E. To actively promote involvement in professional activities beyond the classroom.
- F. To provide a local forum for the exchange of ideas and information about trends, issues, and opportunities in the profession.
- G. To develop skills and relationships that will enable students to have a creative impact on the profession.

ARTICLE III - Membership Requirements

- A. Membership shall be open to all students at McGill University.
- B. Official membership in the American Library Association shall be encouraged but not required.
- C. A member in good standing is defined as: Attending meetings and/or reading meeting notes and/or serving on a committee.
- D. An officer of this organization must be a matriculated student at the School of Information Studies and a member of the American Library Association.

ARTICLE IV - Activities

- A. The chapter shall hold a general membership meeting at the beginning of the Fall and Winter Semesters and thereafter as necessary.
- B. Activities and programs will be planned in accordance with the purposes set forth in Article II.
- C. Activities and programs sponsored by the Chapter will be open to all individuals.

ARTICLE V - Officers and Leadership

- A. The officers of the organization shall consist of the two Co-Presidents, two Shadow Co-Presidents, a Communications Officer, a Secretary, and a Treasurer.
- B. The Leadership Board shall consist of the Officers, Faculty Advisor as Member Ex-Officio, as set forth by the aforementioned officers.
- C. The Officers shall have the following responsibilities:
 - a. The Co-Presidents shall have the ultimate responsibility for the functioning of the organization and its relationship with ALA headquarters. They will be second year students in the School of Information Studies. The Co-Presidents shall convene and conduct the general membership meetings. The Co-Presidents shall maintain and update Student Chapter website, craft and organize activities and events, and publicize activities and events using appropriate communication channels. The Co-Presidents shall distribute to its members information regarding the ALA events, trends, and opportunities, such as the ALA Mid-Winter, ALA Annual Conferences. The Co-Presidents shall also act as liaison between the Student Chapter and other student groups.
 - b. The Shadow Co-Presidents shall aid the Co-Presidents and will be first year students in the School of Information Studies. The Shadow Co-Presidents shall become ipso-facto Co-Presidents in their second year. The Shadow Co-Presidents shall observe and aid the Co-Presidents in their duties outlined in the above section.
 - c. The Communications Officer shall assist the co-Presidents in creation and distribution of publicity materials for the chapter, using appropriate channels.
 - d. The Secretary shall be responsible for record keeping and documenting and distributing the Student Chapter's general meetings minutes.
 - e. The Treasurer shall be responsible for financial matters pertaining to the organization. The Treasurer shall represent the financial interests of the Student Chapter to the McGill Information Studies Student Association and the American Library Association. The Treasurer shall keep a record of financial transactions and present a financial report at the beginning of each meeting.
 - f. The Faculty Advisor shall be solicited by the Co-Presidents and approved by the members of the Student Chapter. The Faculty Advisor shall act as an active partner with the Student Chapter in fulfilling the purposes and aims set forth in Article II.

ARTICLE VI - Elections and Terms of Office

- A. Elections:
 - a. All members of the Chapter are entitled to vote for the officers of the organization. Nomination and elections of officers shall be supervised by the Co-Presidents and coordinated as needed by the Faculty Advisor for the Fall Semester. Nominations will be accepted by letter or during the first meeting. All elections shall take place by during the meeting at the beginning of the semester. Vacancies in offices other that Co-Presidents (see Article V) shall be filled by appointment of the Leadership Board.

- B. Terms of Office:
 - a. Terms for all officers shall be for one academic year.

ARTICLE VII - Committees

- A. Committees shall be assigned as necessary by the Co-Presidents and Leadership Board.

ARTICLE VIII - Parliamentary Procedures

- A. 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 - Amendments

- A. Proposed amendments to this Constitution may be introduced by any member at any meeting, or by petition to the Co-Presidents. Ratification shall be determined by majority vote.

ARTICLE X - Ratification

- A. Ratification of this Constitution shall be determined by the Leadership Board, in consultation with the ALA Student Chapter.