

Library and Information Science Student Association Constitution

Purpose and Goals of Group:

The Library and Information Science Student Association (LISSA) is the Rutgers University graduate student chapter of the American Library Association (ALA). Our goals include providing students with opportunities to make connections and share ideas. We strive to build a network that promotes reciprocity and professional development. LISSA is also a liaison with faculty and administration regarding concerns with the MI curriculum. We aim to improve the student experience in the program.

Benefits of Joining:

Getting involved with LISSA at the graduate student level opens the doors to statewide involvement with the New Jersey Library Association (NJLA) and on a national scale with ALA. The benefits of joining are that students can meet working professionals from various sectors of librarianship during events held both during and outside of meetings and can network with each other.

Time Commitment:

Members: Meetings are monthly and last thirty minutes. Beyond that, members can decide to volunteer with organizing events etc. and choose their level of involvement.

Leaders: The President and Vice President should expect to be working on LISSA related activities weekly. Every officer should also be actively involved in his or her role, which involves a steady commitment throughout the entire duration of the semester.

Leadership Positions:

President:

- Organizes speakers, events, and trips
- Coordinates LISSA sponsored events
- Creates Executive Board meeting and General meeting agendas
- Runs Executive Board meetings and General meetings
- Solicits ideas from MI students and faculty
- Maintains an awareness of what is happening in the library field

- Builds connections with NJLA members and acts a liaison / bridge between LISSA and NJLA; notifies students of ways they can get involved with NJLA and ALA
- Ensures that all of LISSA's responsibilities are being performed in a timely and professional manner
- Accepts and considers suggestions on how LISSA can better perform its mission

Vice President:

- Assists the President in a variety of ways
- Assists with the organization of LISSA sponsored events
- Attends and participates in Executive Board meetings and General meetings
- Builds connections with NJLA members and acts a liaison / bridge between LISSA and NJLA; notifies students of ways they can get involved with NJLA and ALA

Events Coordinator:

- Works directly with the President and Vice President on coordinating all LISSA events
- Works directly with the Treasure on ensuring funding for all LISSA events
- Works directly with the Website Administrator to promote all LISSA events
- Attends and participates in Executive Board meetings and General meetings
- Assists with setup and cleanup of LISSA events

Website Administrator and Social Media Specialist:

- Maintains and updates the LISSA online presence regularly throughout the semester
- Webcasts General meetings for online students
- Attends and participates in Executive Board meetings and General meetings
- Assists with setup and cleanup of LISSA sponsored events

Secretary:

- Attends and participates in Executive Board meetings and General meetings

- Keeps minutes of all Executive Board meetings and General meetings
- Emails monthly meeting minutes to the Website Administrator so they can be posted on LISSA's website and various social media channels
- Assists with setup and cleanup of LISSA sponsored events

Treasurer:

- Works with President and Vice President to create an annual budget to submit to GSA in September; assist the creation of an additional January budget submitted to GSA
- Regularly submits reimbursement requests to GSA / Student Services Office for LISSA throughout the semester
- Attends and participates in Executive Board meetings and General meetings
- Supplies food for the General meetings
- Assists with setup and cleanup of LISSA sponsored events

Graduate Student Association (GSA) Representative:

- Attends GSA monthly meetings and signs attendance for LISSA
- Acts as a representative of LISSA at GSA meetings
- Reports at LISSA meetings on what was discussed at GSA meetings
- Assists the Treasurer in creating an annual budget to submit to GSA in September; assist the creation of an additional January budget submitted to GSA
- Attends and participates in Executive Board meetings and General meetings

Curriculum Committee Representative:

- Attends Curriculum Committee meetings and acts as a representative for all MI students
- Solicits concerns and ideas from MI students to share at Curriculum Committee meetings
- Reports on what was discussed at Curriculum Committee meetings at LISSA meetings
- Attends and participates in Executive Board meetings and General meetings

Faculty Representative:

- Attends Faculty meetings and acts as a representative for all MI students
- Solicits questions, concerns, and ideas from MI students to share at Faculty meetings
- Reports on what was discussed at Faculty meetings at LISSA meetings
- Attends and participates in Executive Board meetings and General meetings

Online Student Representative:

- Liaison between online and on-campus LISSA members
- Solicits ideas and concerns from the online MI student community
- Advertises General LISSA meetings and events to online MI students
- Assists in webcasting General meetings for online students
- Attends and participates in Executive Board meetings and General meetings

Alumni Representative:

- Liaison between LISSA and Rutgers MI Alumni
- Attends and reports on Alumni Association Meetings
- Works with MI faculty and staff to better connect alumni with students
- Attends and participates in Executive Board meetings and General meetings

Elections:

Elections will take place in December, where positions will be filled for the following year, since the term of each position is from January to December (one full year, unless one graduates before then or wants to step down; in that case, a special election will also take place in May). LISSA is to solicit volunteers in advance for each position and then construct a web form where all current MI students can vote online (over the course of one week) who to elect for each position. Each position can only be filled by one student, determined by who receives the most amount of votes from the election held online.