

**Constitution of the American Library Association Student Chapter,
Marshall School of Business, University of Southern California
Founded: November 21, 2014
62nd Official Group**

ARTICLE I (Name)

The official name of this organization shall be the American Library Association Student Chapter (ALASC) of the Marshall School of Business Master of Management in Library and Information Science (MMLIS) Graduate Program and the Graduate Certificate in Library and Information Management (GCRT-LIM) at the University of Southern California (USCMMLIS ALASC).

ARTICLE II (Purpose)

The purpose and aims of this organization are:

1. To facilitate and encourage participation in the American Library Association.
2. To acquaint members with goals, objectives, and resources of the American Library Association.
3. To encourage professional contacts within the field of librarianship.
4. To provide the members of the student chapter with official representation to the American Library Association and other relevant organizations.
5. To actively promote involvement in professional activities beyond the classroom.
6. To provide a local forum for the exchange of ideas and information about trends, issues, and opportunities in the profession.
7. To develop skills and relationships that will enable students to have a creative impact on the profession.
8. To increase awareness of national issues in library and information science.

Vision

ALASC is committed to providing an all-encompassing, welcoming and supportive environment for MMLIS and GCRT-LIM students to connect, collaborate and grow. To prepare our members and inspire our students for service as not only information professionals and educators, but also information managers/leaders.

Membership is open to all MMLIS AND GCRT-LIM students at the University of Southern California, Marshall School of Business. Through ALASC, students can share their creativity, skills and experience, learn from each other and experts throughout the country and around the world, and connect with ALA both online and in person.

ARTICLE III (AFFILIATION)

ALASC is affiliated with the national organization, the American Library Association, and serves as the local student chapter of the campus of the Marshall School of Business Master of Management in Library and Information Science (MMLIS) Graduate Program at the University of Southern California. The ALA Constitution and Bylaws are available online.

Affiliations:

Section A. USC

Part 1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

Part 3. USCMMLIS ALASC accepts full financial and production responsibility for all activities it sponsors.

Part 4. USCMMLIS ALASC agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of USCMMLIS ALASC differ, the policies and regulations of USC will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

ARTICLE IV (MEMBERSHIP)

Membership in the organization shall be open to all those currently-enrolled Marshall School of Business Master of Management in Library and Information Science (MMLIS) and Graduate Certificate in Library and Information Management (GCRT-LIM) students who are interested in membership. All members shall be members of the American Library Association. A member in good standing is defined as: Attending meetings and/or reading meeting notes and/or serving on a committee. An officer of this organization must be a matriculated student at MMLIS and a member of the American Library Association. Each regular member has equal rights and privileges. Students indicate their ALASC membership by attendance at ALASC events, participation in ALASC online social networks, and/or volunteering to help with ALASC activities.

There will be a virtual organizational meeting in the fall for membership assessment and any other organizational items as needed. ALASC events and functions, which are open to all USC MMLIS students, occur in lieu of regularly scheduled membership meetings.

Voting membership is restricted to currently enrolled students at the Marshall School of Business Master of Management in Library and Information Science (MMLIS) Graduate Program at the University of Southern California.

Membership in the organization will not be denied to anyone on the basis of race, religion, national origin ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups. (Title 5, California Code of Regulations, Section 41500). No member of this organization shall 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 this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8)). Individual students may be disciplined for hazing under Section 41301(b)(8).

ARTICLE V (Activities)

Activities and programs will be planned in accordance with the purposes set forth in Article II. Meetings and selective activities and programs sponsored by the Chapter will be open to all USC MMLIS and GCRT-LIM students.

ARTICLE VI (Officers and Leadership)

The officers of the organization shall consist of the President, Vice President, Secretary, Treasurer, and New Media Liaison. The Leadership Board shall consist of the Officers, and Faculty Advisor as Member Ex-Officio and Steering Committee Chairs, as set forth by the aforementioned officers.

ARTICLE VII (DUTIES OF OFFICERS)

The responsibilities of the officers shall be the following:

President:

- Direct and have the ultimate responsibility, along with the faculty advisor, for the functioning of the organization and its relationship with ALA Headquarters
- Act as the executive authority on all matters concerning membership, publications, and ALASC sponsored projects and activities
- Responsible for reporting all official correspondence received and sent by ALASC to the members
- Convene and conduct the general membership meetings
- Call and preside at all meetings
- Communicate the activities, needs and suggestions of the members of the ALA to the faculty advisor, and any other body that is concerned
- Announce nominations for the next elections and designate a polling virtual place
- Update and renew ALASC's recognition status with the University of Southern California, Marshall School of Business
- Communicate with other Student Organizations

Vice President:

- Aid the President and coordinate membership recruitment
- Perform any function designated by the President and Faculty Advisor
- Communicate with the Vice President of other Student Organizations
- Assume the duties of the President in the latter's absence
- Assume the office of the President should it become vacated during the stated term office

Secretary/Archivist

- Record minutes of all USCMMLIS ALASC meetings
- Provide access to all meeting minutes to the Executive Officers including the Faculty Advisor no later than one week after the meetings
- Collect and archive all documents relevant to ALASC (these documents may include but are

not limited to: minutes, applications submitted for awards, official correspondence, photographs, newsletters, video recordings, computer files, and any other items deemed to be of enduring value)

- Perform any function designated by the President and Faculty Advisor
- Communicate with the Secretary and/or Archivist of other Student Organizations
- Assist and advise the President

Treasurer

- Establish and maintain banking arrangements for the organization
- Collect and disburse funds as directed by the President and Faculty Advisor
- Report monthly on the financial condition of the organization to the President and Faculty Advisor
- Perform any function designated by the President and Faculty Advisor
- Collect nominal donations at each meeting if so desired and maintain accurate records of all financial matters transacted by ALASC
- Communicate with the Treasurer of other Student Organizations
- Assist and advise the President

New Media Liaison

- Create and maintain ALASC's Web site
- Identify technology needs of chapter
- Communicate with the Web-Developers of other Student Organizations
- Maintain content on blog
- Maintain ALASC social media platforms
- Reply to SLIS community questions and comments in a timely manner, both via email and on social media platforms
- Perform any function designated by the President and Faculty Advisor
- Assist and advise the President

Faculty Advisor

- Act as liaison of the Student Chapter
- Act as liaison between the American Library Association and between the Student Chapter and USC Marshall School of Business MMLIS and GCRT-LIM programs
- Oversee the election of officers and call and coordinate the first meeting of the semester
- Assist ALASC in fulfilling its mission and purpose
- Be knowledgeable of ALASC's bylaws and assist members in interpreting them
- Be knowledgeable of University policies and procedures regarding student organizations and ensure ALASC's compliance to the best of his/her ability
- Be aware of ALASC's activities

- Be aware of ALASC's financial standing and all financial transactions using ALASC's funds
- Attend ALASC's meetings
- Maintain final approval on all Student Organization actions

All officers will also be responsible for voting on selective matters regarding the student chapter, sending the resulting vote to the full membership for approval. The President oversees all voting proceedings.

ARTICLE VIII (NOMINATIONS AND ELECTIONS)

Nominations and elections of officers for the following academic year shall take place during a one-month period prior to the end of the previous academic year. Nominations will last for a period of two weeks, followed by a week of election. There is no nominating committee. Nomination and elections of officers shall be supervised by the President and coordinated as needed by the Faculty Advisor. All ALASC members, as defined in Article IV, have the right to be nominated and the right to vote in elections. All ALASC members have the right to nominate candidates and to self-nominate.

Interested candidates may place their names on a nomination list or may have their names placed on the list by other individuals. Nominees must formally agree to their nominations. A list of the nominees shall be posted on the official MMLIS program email lists. Members may add nominees to the list throughout the week. At the end of the week, nominations shall be closed. Elections of officers shall take place during the week following nominations. Voting requires being a USC Marshall School of Business MMLIS student. Members shall cast their vote online through the Program's Learning Management System. All members are expected to complete the official ballot during the election period. If, for an excusable reason, a member is unable to vote during this time, s/he may contact the Faculty Advisor. At the end of the week, the ballots shall be counted by two officers not running in the following academic year, and the Faculty Advisor. Officers are elected by a plurality vote. Incoming officers are installed immediately after elections and before the start of the incoming academic year. In the event of a special election, the current President, Vice President, and Faculty Advisor will monitor the election. The Faculty Advisor shall count the ballots. In keeping with ALASC's mission to promote the value of and connect our members to ALA, all elected board members must maintain ALA membership throughout their term. Membership in ALA is not required to run for office, but is encouraged. If a non ALA member is elected, the new officer should pursue ALA membership immediately.

ARTICLE IX (RESIGNATION/REMOVAL FROM OFFICE)

An officer may resign his or her office in a letter addressed to the President, stating the officer's wish to resign and the effective date of the resignation.

Any member who is dissatisfied with the work of an officer may express his or her complaint in a letter to the rest of the Executive Committee. The Committee shall meet with the member to discuss the complaint. If the Committee decides to take no action or the member is still dissatisfied, the member can request to discuss the complaint with the Faculty Advisor. If the complaint cannot be resolved with the Faculty Advisor, a recall vote shall be held during the following week. ALASC members shall cast their vote by official ballot. If members vote to remove the officer from office, a new officer shall be nominated and elected.

ARTICLE X (Committees)

Committees shall be assigned as necessary by the President and Faculty Advisor.

ARTICLE XI (Amendments)

Proposed amendments to this Constitution may be introduced by any member at any meeting, or by petition to the President. Ratification shall be determined by majority vote. Bylaws will be periodically reviewed and any modifications applied as a result of a majority vote by all members.

ARTICLE XII (Ratification)

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