

Library & Information Studies Alumni Association of the University of Alberta

Constitution

Adopted on May 27, 1997

Revised March 14, 2006

1. Name

The official name of the organization shall be the Library and Information Studies Alumni Association of the University of Alberta, hereinafter known as the Association.

2. Aims

To promote the welfare of the University of Alberta in general and the School of Library and Information Studies in particular.

To advance the interests of the library profession, particularly education for librarianship.

To promote the professional objectives and interests of the individual members of the Association.

3. Membership

3.1 Classification of Members

- (a) Personal Members
- (b) Associate Members (*Friend of SLIS*)
- (c) Honorary Members
- (d) Student Members
- (e) New Graduate Members (One-Year Complimentary Membership)

3.1.1 Personal Members

To become a Personal Member, an individual must:

- (a) be a graduate of the School of Library and Information Studies, or the program under its former names, and
- (b) make an annual voluntary donation to the Association. Minimum amount of the donation is to be set by the Executive.

3.1.2 Associate Members (Friend of SLIS)

To become an Associate Member, an individual must:

- (a) be interested in the aims of the association, and
- (b) make an annual voluntary donation to the Association. Minimum amount of the donation is to be set by the Executive.

3.1.3 Honorary Members

An individual may become an Honorary Member if the Executive Committee passes a resolution recognizing the outstanding contributions of the individual to the Association or to the School of Library and Information Studies. Honorary

Members have all the rights and privileges of Personal Members, but do not have to make an annual donation to the Association.

3.1.4 Student Members

To become a Student Member, an individual must:

- (a) be enrolled at the School of Library and Information Studies, and
- (b) make an annual voluntary donation to the Association. Minimum amount of the donation is to be set by the Executive.

3.1.5 New Graduate Members

All new graduates of the School of Library and Information Studies automatically become New Graduate Members for one (1) year at no charge.

3.2 Donation Guidelines

3.2.1 Membership Year

The membership year is September 1 to August 31.

3.2.2 Setting Donation Guidelines

The Executive Committee shall establish annual donation guidelines subject to approval by a majority vote of members present at the Annual General meeting. Notice of the proposed donation guidelines must be received by all members at least one (1) month prior to the Annual General Meeting.

3.2.3 Payment Date for Donations

The annual donations are due on or before September 1.

3.3 Termination of Membership

3.3.1 Any Member may resign from the Association by submitting a written notice to the Secretary or President of the Association.

3.3.2 Deemed Withdrawal

If a Member has not made an annual donation by December 31, the Member is considered to have submitted his resignation.

3.3.3 Expulsion

The Association may by Resolution at an Executive Meeting called for such a purpose expel any Member for any cause which is deemed sufficient in the interests of the Association.

3.4 Rights and Privileges of Members

3.4.1 Any Personal Member, Honorary Member, and New Graduate Member in good standing is entitled to:

- (a) attend any meeting of the Association
- (b) exercise one (1) vote at a meeting of the Association
- (c) receive notice of the Annual General Meeting
- (d) hold elective office
- (e) serve on committees

- 3.4.2 Any Associate Member (Friend of SLIS) and Student Member in good standing is entitled to:
- (a) attend any meeting of the Association
 - (b) receive notice of the Annual General Meeting
 - (c) serve on committees

Associate Members and Students Members (with the exception of two (2) Student Representatives) do not have the right to vote at a meeting of the Association or hold elective office.

4. Executive Committee

- 4.1 Powers and Duties of the Executive Committee
- (a) assign duties to officers and establish committees to meet the objectives of the Association
 - (b) promote membership in the Association
 - (c) maintain, protect and manage the Association's assets
 - (d) pay all expenses for operating and managing the Association
 - (e) create policies for managing and operating the Association
- 4.2 Composition of the Executive Committee.
The Executive Committee consists of:
- (a) the President
 - (b) the Vice-President
 - (c) Secretary-Treasurer
 - (d) Communications Officer
 - (e) Two (2) Student Representatives
 - (f) Faculty Representative
 - (g) the immediate Past-President
- 4.3 Terms of Office
The Vice-President shall be elected for a one-year term and shall become President-Elect the following year.
The President shall be elected for a one-year term and shall become Past-President the following year.
All other officers shall serve a term of two (2) years.
All retiring officers shall be eligible for re-election, but no one may serve more than two successive terms in one position.
If a position is vacated or not filled, a majority of the Executive Committee may appoint an individual to serve in the position until the next Annual General Meeting.
- 4.4 Alumni Office Liaison
The Alumni Office Liaison shall be the executive secretary to the Association and shall be empowered to recommend the adoption of reports and payment of accounts, but shall not vote as a Member of the Association.

5. Meetings of the Association

- 5.1 Annual General Meeting
The Association holds its Annual General Meeting no later than June 30 of each calendar year. The Executive Committee sets the location, date and time of the meeting.

- 5.1.1 **Notice of the Annual General Meeting**
All members of the Association will be notified of the date, time, and location of the Annual General meeting at least thirty (30) days in advance by regular or electronic mail.
- 5.1.2 **Agenda for the Annual General Meeting**
The Annual General Meeting deals with the following matters:
- (a) adopting the minutes of the last Annual General Meeting
 - (b) receiving and considering reports
 - (c) reviewing the financial statements
 - (d) election of Executive, as required
 - (e) considering matters raised by Members in attendance
- 5.1.3 **Quorum**
Attendance by ten (10) members of the Association in addition to the President at the Annual General Meeting is a quorum.
- 5.1.4 **Failure to Reach Quorum**
The Presiding Officer cancels the General Meeting if a quorum is not present within one-half (1/2) hour after the set time. If a quorum is not attained, the meeting is rescheduled.
- 5.1.5 **Presiding Officer**
The President chairs every General Meeting of the Association. The Vice-President chairs in the absence of the President.
- 5.1.6 **Voting**
At every General Meeting, a show of hands decides every vote, with the exception of elections. Elections are held by secret ballot. A vote shall be carried by simple majority. Any Member may vote by proxy. The President does not vote, but does have a casting vote in the case of a tie vote.
- 5.2 **Special Meetings**
Special meetings may be called by the Executive Committee, or by general petition containing the names of at least twelve (12) members, to be presented to the President at least twenty-four (24) hours before the meeting is to be held. The agenda is circulated and only those items specified may be dealt with.
- 5.3 **Minutes**
Minutes are taken at every General and Special Meeting of the Association. Minutes from the current year and one (1) year past will be kept in the files of the Secretary-Treasurer. Minutes from preceding years are stored by the Office of Alumni Affairs.

6. Duties of the Executive Officers

- 6.1 **The President:**
- (a) conducts the general business and manages the finances of the Association
 - (b) executes the wishes of the membership
 - (c) chairs general and Executive Committee meetings
 - (d) presents an annual report to the Annual General Meeting
 - (e) communicates regularly with the Association's representative on the University of Alberta Alumni Association Council
 - (f) oversees the production and distribution of the newsletter

- 6.2 The Vice-President:
- (a) acts in the absence of the President
 - (b) serves as the chairperson of the Association's Program Committee
- 6.3 The Secretary-Treasurer:
- (a) keeps copies of the Association's bylaws
 - (b) records the proceedings of all general and executive committee meetings
 - (c) in conjunction with the President, conducts the correspondence of the Association
 - (d) forwards to Alumni Affairs minutes, reports, newsletters, election results and other pertinent information as requested
- 6.4 The Communications Officer:
- (a) leads activities aimed at increasing membership
 - (b) leads activities aimed at raising funds for scholarship fund and annual fund-raising project
 - (c) ensures that publicity about the Association and its events reaches all members and the larger professional community.
- 6.5 The Student Representatives:
- (a) serve as Executive Officers with full voting rights
 - (b) maintain a comprehensive, current membership list
 - (c) serve as liaisons between the Association and the Library and Information Studies Students' Association
 - (d) are typically the recipients of an Association Scholarship but may be selected by the Executive Committee
- 6.6 The Faculty Representative:
- (a) serves as liaison between the Association and the present faculty of the School of Library and Information Studies
 - (b) be appointed by the Director of the School of Library and Information Studies from within faculty ranks
- 6.7 The Past-President:
- (a) acts in an advisory capacity to the Executive Committee
 - (b) serves as the chairperson of the Nominations Committee

7. Nomination and Election of Officers

7.1 Eligibility

Any personal member of the Association can nominate any other personal member for office.

A nominated person must be willing to accept the responsibilities of the office.

A nominated person must be willing to attend general and executive committee meetings of the Association.

7.2 Nominating Process

Nominations should be submitted to the Past-President at least two months prior to the Annual General Meeting, although late nominations will be accepted by the Nominating Committee at their discretion.

Nominations will be presented as a report to the members at the Annual General Meeting. Additional nominations will be accepted from the floor.

7.3 Election Process

Once the Nominating Committee report is adopted, an election will be conducted by the Nominating Committee. The election will be by secret ballot. The candidate receiving the largest number of votes for each office shall be elected.

8. Committees

8.1 Establishing Committees

The Executive Committee may appoint committees made up of any members of the Association.

8.2 General Procedures for Committees

8.2.1 The President is an ex-officio member of all committees.

8.2.2 Each committee shall elect a Chair.

8.2.3 The Chair calls committee meetings. Each committee:

- (a) records minutes of its meetings
- (b) distributes minutes to the committee members and to the Chairs of all other committees
- (c) provides reports to each Executive Committee meeting at the Executive Committee's request

8.2.4 A majority of the committee members present at a meeting is a quorum.

8.2.5 Each member of the committee, except the Chair, has one (1) vote at the committee meeting. The Chair has a casting vote in the case of a tie.

9. Finance and other Management Matters

9.1 Finance and Auditing

- (a) Funds required to operate the Association shall be obtained from donations collected from Members and from revenue generated through endeavors of the Association
- (b) All funds collected, disbursed and held must be officially accounted for. An audit by an external group may be performed annually
- (c) An interim financial report of the fiscal year and a complete financial statement from the previous year must be presented at the Annual General Meeting
- (d) The fiscal year of the Association shall be from April 1 to March 31.
- (e) Signing officers of the Association are the President or the Secretary-Treasurer. Finances will be administered by the Alumni Office at the request of the Association

- 9.2 The Keeping and Inspection of the Books and Records of the Association
- (a) The Secretary-Treasurer keeps a copy of the minutes and records minutes of all meetings of the Executive Committee
 - (b) A member wishing to inspect the books and records of the Association must give reasonable notice to the President or Secretary-Treasurer of the Association of her/his intention to do so
 - (c) The date, time, and location of the Inspection is set at the discretion of the President
- 9.3 Payments
- (a) No member or officer of the Association receives any payment for her/his services as a member or officer.
 - (b) Reasonable expenses incurred while carrying out duties of the Association may be reimbursed upon Executive Committee approval.
- 9.4 Protection and Indemnity of Directors and Officers
- (a) Each director or officer holds office with protection from the Association. The Association indemnifies each director or officer against all costs or charges that result from any act done in his role for the Association. The Association does not protect any director or officer for acts of fraud, dishonesty, or bad faith.
 - (b) No director or officer is liable for the acts of any other director or officer. No director or officer is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Association. No director or officer is liable for any loss due to an oversight or error in judgment or by an act in his role for the Association, unless the act is fraud, dishonesty or bad faith.

10. Amendment of the Constitution

- 10.1 The Executive Committee or ten (10) members of the Association may propose amendments to the constitution.
- 10.2 Notice of the proposed amendments must be received by all members at least one (1) month prior to the date of the Annual General Meeting.
- 10.3 Amendments to the constitution may be made only by a two-thirds majority of votes cast at the Annual General Meeting.

11. Distributing Assets and Dissolving the Association

- 11.1 The Association does not pay any dividends or distribute its property amongst its members.
- 11.2 If the Association is dissolved, any funds or assets remaining after paying all debts are paid to the University of Alberta School of Library and Information Studies. In no event do any members or officers receive any assets of the Association.