

Library & Information Science Student Association Constitution & Bylaws School of Library & Information Science, Simmons College

Article I – Name

The official name of this organization shall be the Library and Information Science Student Association of Simmons College School of Library and Information Science, hereinafter known as the LISSA.

Article II - Purpose

The purpose of the LISSA shall be to provide an effective student government within the School of Library and Information Science and to serve as a means for cooperation, communication, and exchange of viewpoints among students, faculty, administration, and alumni on all matters concerning the School and the College. The LISSA encourages constructive change in the School and College and acts to promote increased student participation in the decision-making process.

Article III - Membership

Membership in the LISSA shall automatically include all students currently enrolled in the School of Library and Information Science who have paid their activity fee. This fee shall be collected by the appropriate administrative authority of the College, the amount to be decided by the Executive Council of the LISSA.

Article IV – Officers and their Function

Section A – Officers Officers of this organization shall include: President, Vice-President of Finance, Vice-President of Events, Treasurer, Secretary, Student-Faculty Representative, Student Curriculum Advisory Committee Chair and Webmaster

Section B – Function

1. The President shall be a student of the School of Library and Information Science at the time they take office, and shall:

- a. be elected by the student body in accordance with the Bylaws
- b. be the chief executive officer
- c. appoint acting Vice-Presidents, Treasurer, Secretary and Student-Faculty Representative if no nominations for these posts are received
- d. shall keep records and turn them over to their successor

- e. be the official representative of the LISSA, unless they delegate this responsibility
- f. be the permanent member of the Executive Council and act as its chairman
- g. call meetings of the Executive Council when necessary and upon request of any other officer
- h. be responsible for coordination of communication among the students, faculty, administration, and alumni
- i. appoint and abolish such committees as the majority vote of the Executive Council shall from time to time deem necessary in the conduct of affairs
- j. attend faculty meetings if the Student-Faculty Representative is unable to attend
- k. have such additional powers and duties as are provided for by this Constitution and the Bylaws of the LISSA

2. The Vice-President of Finance shall be a student of the School of Library and Information Science at the time they take office and shall:

- a. be elected by the student body in accordance with the Bylaws
- b. be a permanent member of the Executive Council
- c. be responsible for the accurate accounting of the funds of the LISSA and prepare a written financial statement at the beginning of each semester to be posted for the student body
- d. Will submit relevant records to Secretary to ensure consistent organization and ease of transfer to successor
- e. act as President in the case of the President's absence
- f. have such additional powers and duties as are provided for by this Constitution and the Bylaws of the LISSA.

3. The Vice-President of Events shall be a student of the School of Library and Information Science at the time they take office and shall:

- a. be elected by the student body in accordance with the Bylaws
- b. be a permanent member of the Executive Council
- c. be responsible for the planning and organization of LISSA events
- d. Will submit relevant records to Secretary to ensure consistent organization and ease of transfer to successor
- e. act as President in the case of the President's absence
- f. have such additional powers and duties as are provided for by this Constitution and the Bylaws of the LISSA.

4. The Treasurer shall be a student of the School of Library and Information Science at the time they take office and shall:

- a. be elected by the student body in accordance with the Bylaws
 - b. be a permanent member of the Executive Council
 - c. be responsible for the accurate accounting and distribution of the Professional Development funds of the LISSA
 - d. Will submit relevant records to Secretary to ensure consistent organization and ease of transfer to successor
 - e. act as President in the case of the President's and Vice-President's absence
 - f. will manage the SLIS events calendar
 - g. have such additional powers and duties as are provided for by this Constitution and Bylaws of the LISSA
5. Student-Faculty Representatives shall be a student of the School of Library and Information Science at the time they take office and shall:
- a. Be elected by the student body in accordance with the Bylaws
 - b. Attend all SLIS faculty meetings and represent concerns of SLIS student body
 - c. Report to SLIS student leaders at student leader meetings
 - d. Will submit a one page report to LISSA Secretary summarizing faculty meeting minutes
6. Student Curriculum Advisory Committee Chair (follow up with ECK:Make decision about whether the Representative Roles should be split in this way.)
7. The Webmaster shall be a student of the School of Library and Information Science at the time they take office and shall:
- a. be elected by the student body in accordance with the Bylaws
 - b. be a permanent member of the Executive Council
 - c. Will submit relevant records to Secretary to ensure consistent organization and ease of transfer to successor
 - d. act as President in the case of the President's, Vice-President's, Treasurer's, Secretary's, Student-Faculty Representative's, and the SCAC Chair's absence.
 - e. develop and maintain technology and social media in the LISSA's behalf
 - f. have such additional powers and duties as are provided for by this Constitution and Bylaws of the LISSA
8. The Secretary shall be a student of the School of Library and Information Science at the time they take office and shall:
- a. be elected by the student body in accordance with the Bylaws
 - b. be a permanent member of the Executive Council
 - c. managing the LISSA google-drive, and ensuring their successor has access
 - d. act as President in the case of the President's, Vice-President's, Treasurer's,

Secretary's, Student-Faculty Representative's, the SCAC Chair, and the Webmaster's absence.

e. keep, organize, and gather archival materials from all student groups for preservation in the Simmons College Archives

f. taking meeting minutes and notes

g. have such additional power and duties as are provided for by this Constitution and Bylaws of the LISSA

Article V – Executive Council

Section A – Description

The Executive Council shall consist of the nine permanent officers listed in Article IV and those co-officers or appointees deemed necessary by the Executive Council.

Section B – Quorum

A quorum of the Executive Council shall consist of a simple majority.

Section C – Voting

Voting in the Executive Council may be by absentee ballot.

Section D – Function

The Executive Council shall implement the purpose of the LISSA as stated in Article II.

Section E – Grievances

1. Individual students may request a private appearance before the Executive Council to express grievances.
2. Sponsorship by at least one member of the Executive Council is necessary for a grievance to be considered.
3. The Executive Council must render a confidential response to the grievance heard.

Section F – Dismissal of Officers

Members of the Executive Council may be dismissed only in accordance with the Bylaws of the LISSA.

Article VI – General Meetings

Section A – Description

The Executive Council may call general meetings of the LISSA provided one week's advance notice of the time and place is posted on the official bulletin board and/or electronically mailed to the members of the LISSA.

Section B – Quorum

The number present shall constitute a quorum for that meeting.

Section C – Voting

The present nature of the School prohibits the gathering of a majority of the students at any one time. Therefore, the LISSA Executive Council assumes the responsibility of distributing and collecting ballots from all students outside general meetings. Under normal circumstances, general meetings will be held to solicit opinion and distribute information.

Section D – Agenda

1. The Executive Council serves as the agenda committee.
2. Any individual student or faculty member may suggest items for inclusion on the agenda to any member of the agenda committee.
3. Such items must receive a majority vote of the agenda committee for inclusion on the agenda.

Article VII – Emergency Meetings

Section A – Description

Emergency meetings may be called without the stipulated one week notice by the unanimous vote of the Executive Council. All attempts possible should be made to publicize the meeting.

Section B. – Quorum

A quorum will exist when members of the Executive Council present do not exceed one quarter of the total number of LISSA members present.

Section C – Voting

In emergency meetings official votes may be taken and the members of the Executive Council may vote. To pass an action, three-quarters of the members present must vote in favor of that action.

Section D – Meeting Minutes

Meeting minutes will be made available by request to LISSA secretary.

Article VIII – Constitutional Amendment

This Constitution may be amended only in accordance with the Bylaws.

Article IX – Faculty Representative

The LISSA extends an invitation to the faculty and the administration to attend all open meetings, and to appoint an official delegate to report and represent faculty opinion. The Faculty Representative shall: a. keep records and turn them over to their successor.

Article X – Association With Other Groups

This Constitution provides for the possibility of including the LISSA in regional, national, or international organizations subject to the voting procedures outlined in the Bylaws for Amendments. This Constitution further provides for the possibility of affiliating the LISSA with other groups of graduate students at Simmons College, for the purpose of increasing student participation in the College as a whole.

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Bylaws

Article I – Ratification of the Constitution

This Constitution and Bylaws will be ratified by the student body of Simmons College School of Library and Information Science by the following procedures:

1. A rough draft of the proposed constitution and bylaws shall be conspicuously posted on the official LISSA bulletin board for a period of at least one week.
2. The LISSA Executive Council will stimulate opinions regarding the rough draft and will advertise the general meeting of the LISSA at which the draft will be discussed.
3. At the open meeting the draft will be read and all suggested additions and changes will be discussed.
4. The LISSA Executive Council, meeting privately, will then consider the additions and changes suggested at the general meeting and will make appropriate changes in the draft.
5. The final draft will be posted and distributed to each member with an official ballot and directions for voting procedures.
6. A majority of the ballots received voting in favor of adoption will ratify this Constitution and Bylaws.
7. The Constitution and Bylaws will take effect from the time of ratification.
8. Prior appointments will not be ruled invalid but are subject to dismissal procedures.

Article II – Amendment of the Constitution and Bylaws

Amendments may be proposed by the Executive Council or by individual students, and action must be initiated within three months of receipt of the Executive Council.

1. A draft of the proposed amendment(s) shall be conspicuously posted on the official LISSA bulletin board and website for a period of at least one week.
2. The LISSA Executive Council will stimulate opinions regarding the proposed amendment(s) and will advertise the general meeting of the LISSA at which the

amendment(s) will be discussed.

3. At the open meeting the amendment(s) will be read and discussed.
4. The final draft of the amendment(s) will be posted and distributed to each member with an official ballot and directions for voting procedures.
5. A majority of ballots received voting in favor of the adoption will amend the Constitution.
6. The amendment(s) will take effect from the time of passage.

Article III – Procedure

Meetings of the Executive Council and general meetings shall be conducted according to Robert’s Rules of Order revised, latest edition providing they do not conflict with the provisions of this Constitution and Bylaws.

Article IV – Election of Officers

To insure continuity of office, elections for a post will be held a minimum of twice per year, at the discretion of the LISSA Executive Council.

Section A - Advertising Open Positions

1. One representative from each student organization will confirm with LISSA President the open positions in their groups.
2. Open positions will be advertised on LISSA website and social media for a period of one week prior to nomination period.
3. Those student leaders serving in acting-roles must nominate themselves for their position in the semester in which they intend to serve.

Section A – Nominating Procedures

1. Nominations will be solicited for a one week period through electronic notification.
2. Nominations will then be posted on the official LISSA bulletin board and website for one week to permit additions and withdrawals.
3. During this time candidates will submit brief statements of intentions and interests to the LISSA. This information will be posted on the official bulletin board and website and included with the official ballots.

Section B – Voting Procedures

1. Ballots will be distributed electronically to each member of the LISSA.
2. The candidate receiving the greatest number of votes will be declared winner.
3. The President will not vote except in case of a tie.

Section C – Term of Office

The members of the Executive Council are required to serve in office for at least two semesters (one year) but no more than four semesters (two years).

Section D – Reelection

An officer may not serve in the same office for more than two semesters. An office becomes vacant when the officer is not currently enrolled in the Simmons College School of Library and Information Science as a student.

Article V – Removal of Officers

Section A – Impeachment of Elected Officers

1. Impeachment procedures against elected officers are initiated by a petition signed by at least 10 members of the SLIS student body which is presented to any member of the Executive Council.
2. The impeached officer has a right to a hearing before the general meeting of members of the LISSA. The only non-members in the attendance shall be those specially requested by the impeached officer.
3. The Executive Council is required to hold a vote according to the voting procedures of the Bylaws (Article III, Section B).
4. Nominations will then be accepted according to the Bylaws for the vacant position (Article III, Section A).

Section B – Dismissal of Appointed Officers An appointed member of the Executive Council may be dismissed only by a majority of the Executive Council.

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