

Constitution of the BCLA Student Chapter, University of British Columbia

Constitution of the British Columbia Library Association (BCLA) Student Chapter, University of British Columbia, School of Library, Archival and Information Studies (SLAIS), originally entered into on April 7, 2016 and amended on October 18, 2016.

ARTICLE I

Official Name

The official name of this organization shall be the BCLA Student Chapter at the University of British Columbia, School of Library, Archival and Information Studies. The organization may be referred to herein as the “organization”, the “BCLA Student Chapter”, or the “Chapter”.

ARTICLE II

Purpose

The purpose and aims of this organization are:

- To raise awareness of and promote the BCLA within SLAIS
- To provide students with an opportunity for participation in the BCLA
- To contribute to the education of students through seminars, guest speakers, and other activities which reflect the diversity of opportunities available in librarianship in British Columbia and Canada, and allow for the exchange of ideas
- To provide opportunities for networking with other students and professionals
- To act as a liaison between the two organizations and the students of SLAIS
- To offer opportunities for professional development
- To work in cooperation with other SLAIS groups to provide better programs and services for students

ARTICLE III

Membership Requirements

Membership shall be open to all students at the University of British Columbia. All members are strongly encouraged to also be members of the BCLA. Membership categories are defined as follows:

- **Member in good standing** – A member that has subscribed to the BCLA Student Chapter listserv and/or is attending BCLA Student Chapter meetings and/or reading meeting notes and/or serving on a BCLA Student Chapter committee.
- **Voting member** – 1) An Officer of the BCLA Student Chapter or 2) any member in good standing that a) attends a Chapter meeting at which a vote is called or b) is unable to attend but votes via e-mail in response to a notice of a Chapter meeting at which a vote is to be called.

An Officer of the BCLA Student Chapter must be a matriculated student at SLAIS. All officers are strongly encouraged to also be members of the BCLA.

ARTICLE IV

Meetings and Activities

The organization shall hold general membership meetings each month of the Winter 1 and 2 semesters. Activities and programs will be planned in accordance with the purposes set forth in Article II. Activities and programs sponsored by the Chapter will be open to all individuals.

ARTICLE V

Officers and Leadership

The Officers of the organization shall consist of: Secretary, Treasurer, Tour and Event Coordinator, Webmaster/Communications Officer, and the BCLA Representative, plus Division Representatives of sections, associations and interest groups affiliated with the BCLA. If size and/or workload requires, Co-Officers may be elected to assist the regular Officers.

The Officers shall have the following shared responsibilities:

- Attend BCLA Student Chapter meetings;
- Develop agendas, book meeting rooms and chair Student Chapter meetings on a rotating basis; and
- Each write a report for the Year-In-Review

In addition, the Officers shall have the following responsibilities specific to their position:

Secretary

- Take minutes and distribute in a timely manner to Officers for review, and make any revisions requested
- Take note of members present at each meeting, and ensure these are included in the minutes
- Send minutes to the Webmaster/Communications Officer for posting after they have been approved at a regular meeting
- Write a report for the Year-in-Review
- Monitor completion of the Year-in-Review and send to the Webmaster/Communications Officer for posting upon completion
- Write a report for the Year-in-Review

Treasurer

- Administer and safeguard Chapter funding
- Keep detailed records of all expenses, transactions, donations, etc.
- Submit expense receipts to the Library and Archival Studies Student Association (LASSA) Treasurer for reimbursement from the Alma Mater Society (AMS)
- Communicate regularly with the LASSA Treasurer regarding the status of the BCLA Student Chapter funds, and provide monthly updates at Chapter meetings
- Write a report for the Year-in-Review

Tour and Event Co-ordinator

- Organize the annual Freedom to Read event at SLAIS in February. This event is planned in conjunction with the American Library Association (ALA) student chapter
- Canvas student chapter members for interests and ideas for tours and events
- Publicize tours and events to students via the SLAIS Social group on Facebook and the weekly SLAIS newsletter
- Send details about tours and events to the Webmaster/Communications Office for posting on the website and via the Chapter listserv
- Initiate contact and liaise with tour facilitator/event facilitator at host institution
- Arrange thank-you cards and small gifts for tour/event facilitators
- Write a report for the Year-in-Review

Webmaster/Communications Officer

- Monitor e-mail account and forward appropriate emails to Chapter members
- Provide related content and update the Chapter website (in conjunction with the Officers)
- Make recommendations regarding content, design, and addition of new features, as appropriate
- Work with other Chapter Officers to develop or provide information in support of BCLA Student Chapter communication and promotional activities
- Assist in the communication and promotion of BCLA positions, interests and events via the Chapter listserv and/or website
- Coordinate the completion of the annual report with the Officers; publish & post accordingly
- Post meeting minutes after they have been approved at a regular meeting
- Write a report for the Year-in-Review

British Columbia Library Association (BCLA) Representative

- Become a member of BCLA
- Attend BCLA Board Meetings as a non-voting member
- Advocate for student needs and involvement within BCLA
- Subscribe to the BCLA listserv and forward appropriate emails to the Chapter listserv (in coordination with the Webmaster/Communications Officer)
- Organize the visit to the LASSA Orientation every September and January to promote interest in the BCLA Student Chapter
- Organize at least one BCLA-related event per term at SLAIS (this can be in partnership with student representatives of BCLA sections, committees or interest groups)
- Submit short articles about the Student Chapter's activities to BCLA for publication in an issue of BCLA Perspectives
- Write a report for the Year-in-Review

Division Representatives

There may be as many Division Representatives as student interest permits, and these may be connected to any of BCLA's sections, committees and interest groups. The divisions represented in the Chapter may vary from year to year. Each Division Representative's role will generally be to:

- Attend meetings of their division
- Sign-up for the listserv, if one exists, of their division
- Report to the BCLA Student Chapter about news and events regarding their division
- Help to organize events targeted to students interested in careers in the area covered by the division
- Assist with BCLA or division events as needed
- Write a report for the Year-in-Review

Faculty Advisor

- The Faculty Advisor shall be identified by SLAIS but approved by the members of the BCLA Student Chapter. The Faculty Advisor shall act as liaison between the Chapter and the BCLA and between the Chapter and SLAIS.

ARTICLE VI

Elections

Elections shall ordinarily be held within the first month of the Winter 1 semester, but may also be called on an ad hoc basis in the event that an Officer position becomes vacant during the school year, a new Officer position is created, or an existing Officer position is being considered for deletion. A call for nominations shall be put out two weeks prior to the election meeting. Candidates may be nominated by others or volunteer themselves.

All members in good standing are entitled to vote to appoint the Officers of the organization. An e-mail will be sent to the Chapter listserv in advance of the meeting at which the vote will occur, providing details of the candidates and the positions for which they are nominated. Members in good standing and Officers may attend the meeting and vote in person, or respond to the e-mail indicating for which candidates they wish to vote. At the election meeting, if there is more than one candidate for an office, the vote will occur by secret ballot.

Officers will be elected based on a simple majority of the voting members (*i.e.*, more than 50% of the sum of 1) the votes cast by Officers and members in good standing in attendance at the meeting and 2) the votes cast remotely by Officers and members in good standing).

Officer Terms

Terms for all Officers shall be for one year with no restriction on the number of incumbencies. If a position becomes vacant in the course of a term, an emergency election will take place to fill the vacancy at the next meeting.

ARTICLE VII

Committees

A committee shall be formed as needed on a volunteer basis.

ARTICLE VIII

Parliamentary Procedures

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

Proposed amendments to this Constitution may be introduced by any member at any meeting, or by petition to the Chair. Ratification shall be determined by a vote, based on a simple majority of the voting members (*i.e.*, more than 50% of the sum of 1) the votes cast by Officers and members in good standing in attendance at the meeting and 2) the votes cast by Officers and members in good standing).

ARTICLE X

Ratification

Ratification of this Constitution shall be determined by determined by a vote, based on a simple majority of the voting members (*i.e.*, more than 50% of the sum of 1) the votes cast by Officers and members in good standing in attendance at the meeting and 2) the votes cast remotely by Officers and members in good standing).