

Library and Archival Studies Students Association
Constitution



Library and Archival Studies Students Association
Constitution

PREAMBLE

This is the Constitution of the University of British Columbia Library and Archival Studies Students Association (LASSA). As of March 2015, this Constitution shall take precedence over all previous.

ARTICLE I – NAME

The name of this organization shall be the Library and Archival Studies Students Association (LASSA).

ARTICLE II – MEMBERS

LASSA shall consist of *all* students currently registered in the School of Library, Archival and Information Studies (SLAIS), herein called "Members." [Library, Archival, Children's Literature, and Information Studies Students]

ARTICLE III- MANDATE AND MISSION

3A: LASSA works to create and encourage community growth and development among the student body at SLAIS. LASSA represents the student body to faculty, administration, and the greater UBC community.

3B. 1: LASSA shall promote, direct, sponsor and co-ordinate such activities as will benefit the Members socially, academically and professionally.

3B 2: LASSA recognizes the importance of all the programs offered at SLAIS, and strives to facilitate the fair treatment of all students and all programs.

3B 3: LASSA shall act as the formal liaison between its Members and the faculty, the administration and other associations; however, LASSA recognizes the importance of and necessity for informal communication.

ARTICLE IV - EXECUTIVE

The Executive of LASSA, herein called "Executive Members," shall consist of the following Members and the following major responsibilities:

4.1: Co-Presidents: organize and conduct executive meetings, the AGM and elections, act as secondary signing officers of LASSA, act as official representatives of all Members to the administration of SLAIS and other agencies and ensure that the mission of LASSA is fulfilled to the best of the Executive's ability and that the provisions as stated in the LASSA constitution are followed. Co-Presidents should not be from the same program. There may be only one President if needed.

- 4.2: Secretary: maintain an accurate and adequate record of the meeting minutes and activities of LASSA; schedule and make other arrangements for LASSA executive meetings.
- 4.3: Treasurer: act as principal signing officer, and disburse and collect funds as directed by the Executive; maintain an accurate and adequate record of the finances/financial activities of LASSA.
- 4.4: MLIS Member at Large: orient and represent the interests of all MLIS students.
- 4.5: MAS Member at Large: orient and represent the interests of all MAS students.
- 4.6: Dual Member at Large: orient and represent the interests of Dual Students.
- 4.7: PhD Member at Large: orient and represent the interests of PhD students.
- 4.8: MACL Member at Large: orient and represent the interests of MACL students.
- 4.9: Faculty of Arts Representative: represent the Association on the Faculty of Arts and on the committees thereof.
- 4.10: Alma Mater Society Representative: represent Members on the Student Council of the Alma Mater Society and on the committees thereof.
- 4.11: Graduate Student Society Representative(s): represent Members on the Graduate Student Council and on the committees thereof.
- 4.12: Event Coordinator(s): coordinate, promote and sponsor events for Members that enhance their social, academic and professional lives.
- 4.13: Webmaster(s): maintain and update the LASSA website.
- 4.14: MLIS and MAS first year reps: orient and represent the interests of first year students. These positions will be elected at the first meeting after the program intake from among the new cohort.
- 4.15: Communications Officer: monitor emails to LASSA account, send emails on behalf of the LASSA, book rooms, and maintain social media presence
- 4.16: Records Manager: manage the records of LASSA and ensure proper organization and storage of print/electronic documents

ARTICLE V – EXECUTIVE RESPONSIBILITIES

- 5.1: The minimum responsibilities of an executive shall be to fulfill the functions of his or her position as defined by the practices and policies of LASSA. These responsibilities include attendance at LASSA meetings and the representation of students to the best of his or her ability.
- i) An executive shall remain a member in good standing unless he or she does not attend 3 consecutive executive meetings or he or she does not attend 5 executive meetings in total throughout their term. For exceptions see ARTICLE V - 5.1 - ii.
 - ii) In lieu of attendance at an executive meeting an executive may submit a report with regards to duties performed or with regards to the agenda of the meeting to be missed.
 - iii) If an executive member does not appear to be maintaining their position in good standing they shall be given reasonable notice to this effect by the executive body. If they miss the next scheduled meeting or do not supply a report after receiving notice the executive body shall proceed with a vote to remove the person in question from their executive position. The removal of an executive shall initiate a by-election as outlined in ARTICLE XI – 11.1.
- 5.2: The responsibilities of executive members can be added to and further defined by the practices and policies of LASSA.
- 5.3: All Executive Members must report on their activities at the AGM.

5.4: No Executive Member shall receive remuneration from LASSA except for expenses authorized by the Executive.

ARTICLE VI – ANNUAL GENERAL MEETING

6.1: The Annual General Meeting (AGM) will take place no later than the second Friday of March and no earlier than February.

6.2: Quorum for the AGM is 15% of Members.

6.3: Members should be notified of the date and business of the AGM at least one week prior to the AGM through one or more of: the student listserv, the website, the bulletin board, or any other medium through which all members can be reasonably notified.

6.4: Business conducted at the AGM includes constitutional amendments, annual report of the executive, business relating to elections, and other business regarding the operations of LASSA.

ARTICLE VII - ELECTIONS

7.1: The Executive will place a call for nominations for all positions of the Executive at least one week prior to the AGM.

7.2: In order to be nominated, the nominee must be a Member and have the signed support of at least two other Members.

7.3: Nominees to the Executive for uncontested positions will be acclaimed at the AGM.

7.4: Nominees to the Executive in contested elections shall be provided at least three minutes to speak at the AGM.

7.5: The election will be held no later than one week after the AGM.

7.6: Polling time(s) should provide all Members with a reasonable opportunity to vote.

7.7: If an Executive position becomes vacant for any reason between elections, the position will be filled in a by-election held no later than three weeks after the position becomes vacant.

Nominations for the vacant position will be accepted as outlined above

7.8: Uncontested by-elections will be acclaimed at any LASSA meeting.

ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION

8.1: A two-thirds majority at the AGM is required to pass amendments to the constitution.

8.2: Notice of the proposed amendments shall be given through one or more of: the student listserv, the website, the bulletin board, or any other medium through which all members can be reasonably notified.

8.3: All amendments to the constitution must be forwarded to the Student Administrative Commission (SAC) or the Alma Mater Society.

ARTICLE IX – TRANSFER OF AUTHORITY

9.1: The new Executive will assume its responsibilities on the first day of April in the year it is elected.

9.2: During the period between the election of the new Executive and its official assumption of duties, it will be the responsibility of the old and new Executive to ensure that the new Executive is oriented to its responsibilities and registered with appropriate campus agencies prior to the official transfer of authority.

ARTICLE X - MEETINGS

10.1: The Executive is required to meet as often as is necessary to conduct the business of LASSA efficiently and responsibly, and meet its mandate as laid out in the mission statement.

10.2: LASSA executive meetings are public and reasonable advance notice of meetings should be given to the members through one or more of the following: student listserv, the LASSA website, the bulletin board, or any other medium through which all members can be

reasonably notified.

10.3: Quorum for all executive meetings is five Executive Members.

ARTICLE XI - RECALL

11.1: Any Member of the Executive shall be recalled if a recall petition containing the signatures and names of a simple majority of the Members is submitted to the Executive. The petition must be verified within one week of submission by a third party chosen by the Executive and initiators of the petition. The signatures and names on the petition must be collected within one continuous two-week period.

11.2: If an Executive position becomes vacant due to a recall, a by-election shall be held according to ARTICLE VII

ARTICLE XII - PROCEDURES

12.1: Robert's Rules of Order shall govern all procedural matters.

12.2: The Student Court of the Alma Mater Society shall decide any disputes over procedural matters.

ARTICLE XIII - COMMITTEES

13.1: LASSA shall be responsible for filling any positions on committees or other representative bodies that require or solicit representation from the students of SLAIS.

13.2: The Executive shall appoint student committee members after soliciting and receiving a list of volunteers for the positions. If more than one person volunteers for a position, a vote by the Executive will determine who is appointed.

13.3: Representatives appointed by LASSA shall report to each Executive meeting and the AGM on their activities as a representative.

ARTICLE XIV – FINANCIAL PROCEDURES

14.1: The financial procedures of the Association shall be governed by the By-Laws of the Alma Mater Society.

ARTICLE XV – FEES

15.1: SLAIS shall collect the fee listed in the Calendar of the University of British Columbia and will provide for the transfer of these fees to LASSA.

ARTICLE XVI – LIABILITY

16.1: The Association is not responsible either legally or financially for the actions of individual Members or any groups thereof.

ARTICLE XVII – REPUGNANCE

17.1: Nothing in this constitution shall be interpreted in a manner repugnant to the Constitution, By-Laws and Code of the Alma Mater Society.

Last Amended – March 10, 2015