LISSA Constitution

ARTICLE I: Name

The name of this association shall be the Library and Information Science Student Association, hereafter referred to as LISSA.

ARTICLE II: Purpose

The purposes of this organization are:
• To serve as the official chapter of the American Library Association (ALA) at the University of South Carolina.
• To facilitate and encourage participation in ALA and other professional organizations.
• To provide a local forum for the exchange of ideas and information about trends, issues, and opportunities in library and information science.
• To promote involvement in professional, service, and social activities outside the classroom.

ARTICLE III: Membership

Section 1. Active membership in LISSA shall be limited to graduate students at University of South Carolina.

Section 2. Membership in LISSA shall not be limited to persons based on their race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation. LISSA membership shall also not be limited on the basis of actual or perceived gender expression.

Section 3. Active Membership shall be awarded based on payment of dues to LISSA.

Section 4. After an Active Member of LISSA receives their MLIS, they shall become an Inactive Member of LISSA. Inactive Members may attend LISSA meetings, events, and comment on LISSA policies, but are prohibited from voting in LISSA elections, or on LISSA Policies.

ARTICLE IV: Organization

Section 1: The elected officers of LISSA shall consist of a President, Vice President, Secretary, and Treasurer. Elected LISSA officers must be currently enrolled students attending the University of South Carolina, Columbia and members of LISSA. Any student seeking to hold or
holding office must maintain the cumulative GPA requirements for graduation and remain in good standing in their respective college.

Section 2: Committees shall be created as needed and chairpersons appointed. The Executive Council shall consist of all elected officers of LISSA, committee chair persons, and the Faculty Advisor(s). All members of the Executive Council shall have voting privileges.

Section 3: Elections

A. Elections for President, Vice-President, Secretary, and Treasurer shall be held in March each year. If an officer graduates or is removed mid-academic year, an election may be held for that position in January.
B. Elections shall be conducted by secret ballot, in a manner to be determined by the Executive Council, and shall be announced two weeks in advance.
C. Election shall be by a simple majority of votes cast. If no candidate receives a majority, then the top two candidates will be placed on a second ballot. Only active members of LISSA shall be eligible to vote.
D. Ballots shall be tabulated by two or more persons selected by the Executive Council.
E. If no persons express interest in running for a vacant position, or a position is open the president may appoint an Active LISSA member to fill the open position. Such appointments must be approved by the Executive Council unanimously. Appointees must be approved by vote of active LISSA members as part of a January election.

Section 4: Officer's Duties

A. The president shall preside at all LISSA functions, head the Executive Council, and have the authority to appoint all committee chairpersons and to create new committees. The President shall also provide leadership and act as chief spokesperson for the organization.
B. The Vice-President of LISSA shall serve in place of the President when he or she is absent, and shall assume the Presidency, until the elections are held, should the office become vacant during a semester. The Vice President shall assist and advise the President on all executive decisions.
C. The Secretary shall handle and keep a record of all LISSA business and correspondence, including, but not restricted to: recording minutes at all LISSA meetings; keeping an up-to-date file on all members; informing members of all LISSA meetings and activities.
D. The Treasurer shall handle all financial transactions of LISSA, including, but not restricted to: the collection of dues; managing all bank accounts; and recording all transactions in the appropriate books.
E. All LISSA officers should endeavor where possible to make their actions open to scrutiny
from LISSA members, and operate in such a manner as to make LISSA a transparent organization.

Section 5: Advisors

The Faculty/Staff Advisor(s) shall be selected by the Executive Council. The Faculty/Staff Advisor(s) shall serve as liaison with the University, and help in the transition period between officers. The Faculty/Staff Advisor(s) will be invited to and notified of all LISSA meetings and activities. The Faculty/Staff Advisor must be selected from full-time faculty or administrative staff members at the University.

ARTICLE V: Dues and Finance

Section 1: Dues will be set before the start of each academic year by a majority vote of the Executive Council. Dues shall not exceed the student membership costs of ALA Student membership unless a one year ALA student membership is included as part of LISSA membership. Dues are a one-time only expense, and cover a lifetime membership in LISSA.

Section 2: Once dues are set, any changes to the amount charged cannot be changed until the start of Fall Term in the next academic year, except in emergency circumstances.

Section 3. In a financial emergency LISSA may raise the amount charged for dues within an academic year by a majority vote of the Executive Council, and approval by the academic advisor. If possible such a decision should be brought to the floor at the following LISSA meeting and approved by a majority of those in attendance. In such a financial crisis, the ALA student membership provision may be suspended as well.

Section 4. LISSA shall finance its activities through membership dues, fund raising projects, available University funds, and other appropriate sources.

ARTICLE VI: Meetings

Section 1. General membership meetings should be held on a monthly basis. Notice of meetings should be posted seven (7) days in advance.

Section 2. The meetings shall be conducted in accordance with the revised edition of Robert’s Rules of Order.

Section 3. The basic agenda at regular meetings shall be as follows:
A. Call to order
B. Roll call  
C. Approval of minutes  
D. Executive Council report  
E. Old business  
F. New business  
G. Announcements  
H. Adjournment

Section 4. The Executive Council shall meet as deemed necessary by the President.

Section 5. Action on any business, old or new, requires a quorum of one-half of the members of the Executive Council. In the event of a failure to meet Executive Council quorum, conditional action may be taken on urgent items. A unanimous vote of those in attendance is required, and any action must be approved at the next LISSA meeting, where an Executive Council quorum must be present. Business and rules that fail to meet these requirements are reversed and must be heard again at the following LISSA meeting.

ARTICLE VII: Removal from Office

Section 1. A LISSA officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2. A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3. Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

Section 4. A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

ARTICLE VIII: Amendments

Section 1. The Constitution is binding to all members of LISSA but is not binding unto itself.

Section 2. Amendments to the Constitution must be proposed in writing by an active member of LISSA at any regular meeting, and added to the calendar by a two-thirds (2/3) vote of the active
members present.

Section 3. Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal. The same methods as those that are used to elect LISSA officers may be used to vote on amendments to the Constitution.

Section 4. Proposed amendments will become effective following a two thirds (2/3) affirmative vote of the active members.