

The Catholic University of America Library and Information Science Alumni Association Constitution and By-Laws (Revised October 2014)

Constitution

Article I. - NAME

This organization shall be known as the Library and Information Science Alumni Association. It is an Academic Chapter of the Alumni Association of The Catholic University of America. It shall be referred to as the LIS Alumni Association.

Article II. - PURPOSE

The purpose of this group shall be consistent with that of the Alumni Association of the Catholic University of America. Specific objectives shall be to enable graduates and former students to maintain affiliation with the Department of Library and Information Science (hereinafter referred to as the Department); to raise monies to supplement the funds of the Department; to encourage and support the continuing education of its members; to assist current students in pursuing career objectives; and recognizes outstanding alumni and faculty.

Article III. - MEMBERSHIP

A. All members of the Alumni Association of The Catholic University of America who were students in the Department are automatically members of the Chapter.

B. The Faculty members of the Department shall be ex officio members of the Chapter.

Article IV. - EXECUTIVE BOARD

A. There shall be an Executive Board which shall consist of the elected officers, the Chair of the Department, and one student representative.

B. The elected officers shall be voting members. Other members of the Executive Board shall be non-voting.

C. The elected officers shall be the President, the Vice-President/President-Elect, the Secretary, up to four Directors, and the Immediate Past President.

D. The President shall serve as Vice-President/President-Elect for one year, as President for one year, and as Immediate Past President for one year.

E. The Vice-President/President-Elect shall be elected each year.

F. The Secretary shall be elected for a two year term and may be re-elected for an additional two year term.

G. The four Directors, two which shall be elected on even years, and two which shall be elected on odd years, shall serve for a two year term and may be re-elected for an additional two year term.

H. A student representative to the Executive Board shall be designated by the Association of Graduate Library and Information Science Students (AGLISS) for a one-year term.

I. The Chair of the Department shall serve on the Executive Board ex officio.

J. The officers shall perform the duties customarily attached to the respective offices and those assigned by the Executive Board.

K. The President shall appoint persons to fill vacancies in elective offices which shall occur between elections and such persons shall serve until the next election.

L. The Executive Board shall nominate one individual and an alternate to serve on the Board of Governors of the Alumni Association of The Catholic University of America for a four year term. In the event of departure of the assigned individual and/or alternate from the Executive Board, the Executive Board may nominate a replacement individual and/or alternate.

Article V. - AMENDMENTS

This Constitution may be amended in the future by a two-thirds vote of LIS Alumni Association members responding to a paper and/or electronic ballot.

Article VI. - EFFECTIVE DATE

This Constitution shall take effect upon its adoption by unanimous decision of the Executive Board.

By-Laws

Section I. - ELECTIONS

1. There shall be an election every year if candidates exceed spots available. Those receiving pluralities of votes shall assume office November 1.
2. A Nominations and Elections Committee shall be appointed by the President. One of three members of this Committee shall have served on the Nominations and Elections Committee in the preceding year.
3. The functions of the Nominations and Elections Committee shall be to solicit suggestions for nominations, to nominate a slate of officers and submit it to the members, via the LIS office, to tabulate the results of elections, and to transmit such results to the Executive Board.
4. The elections shall be conducted by paper and/or electronic ballot. The nominations and elections committee will determine the method.

Section II. - MONIES

No dues shall be collected for membership.

Section III. - DUTIES OF THE EXECUTIVE BOARD

1. The President shall preside at meetings; supervise chapter activities; and perform other duties as properly assigned by the Executive Board.
2. The Vice-President/President-Elect shall perform the duties of the President in his/her absence and perform other duties as properly assigned by the Executive Board. The Vice-President/President Elect shall act as the parliamentarian on an as needed basis.
3. In the event that both President and Vice-President leave office early, the executive board shall elect or appoint an interim President and Vice-President/President-Elect to serve until next term.

4. The Secretary shall record minutes of the Executive Board meetings and provide copies to all Executive Board members.

Section IV. - MEETINGS

1. The Executive Board shall meet monthly during the academic year (September - May) (or as needed) and call other meetings (business, program or social) as warranted.

2. The rules contained in the current edition of the Robert's rules of Order, Revised shall govern the Executive Board in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the Executive Board may adopt.

3. The Executive Board Meetings shall be accessible by teleconferencing or other electronic means. The President or Vice-President Elect must be physically present for the meeting.

4. In the event that a vote is performed by email, the printed copy shall be entered into the record at the next meeting.

Section V. - AMENDMENTS

These by-laws may be amended by a simple majority vote of the members of the Executive Board.

Section VI. - EFFECTIVE DATE

These by-laws shall take effect upon the adoption by unanimous decision of the Executive Board.