



## **LIBRARY AND ARCHIVAL STUDIES STUDENTS ASSOCIATION CONSTITUTION AND BY-LAWS**

iSchool, University of British Columbia Vancouver

Last revision: March 2019

### **PART 1: CONSTITUTION**

#### **ARTICLE 1: NAME**

The name of the association is the Library and Archival Studies Students Association (LASSA).

#### **ARTICLE 2: PURPOSES**

1. To create and encourage community growth and development among the student body at the iSchool
2. To promote, direct, sponsor and co-ordinate such activities as will benefit the Members socially, academically, and professionally
3. To act as the liaison between its Members and the iSchool, other associations, and UBC
4. To advocate on behalf of its Members in all student-related matters to the iSchool, UBC, and the broader Library, Archival, and Information Profession community

### **PART 2: BY-LAWS**

#### **ARTICLE 1: DEFINITIONS**

- 1.1 Members - refers to all members of the Association
- 1.2 Association - refers to the Library and Archival Studies Students Association
- 1.3 iSchool - refers to the School of Library, Archival, and Information Studies at UBC
- 1.4 Executives - refers to the Executive Officers of the Association
- 1.5 AGM - refers to the Annual General Meeting of the Association
- 1.6 SGM - refers to a Special General Meeting of the Association

#### **ARTICLE 2: MEMBERSHIP**

2.1 Membership of LASSA includes all students currently registered in any degree-granting program of the School of Library, Archival, and Information Studies. Including: Master of Library and Information

Studies; Master of Archival Studies; Master of Archival Studies & Master of Library and Information Studies Dual Program; Master of Children's Literature; Doctoral Studies; and any future postgraduate degree offered by the iSchool.

## **ARTICLE 3: MEETINGS**

### **3.1 Ordinary Meeting**

3.1.1 LASSA shall hold ordinary meetings of its executives, open to its Members and guests, approximately every second week during the academic school year (September - April), and as needed through the summer (May - August).

### **3.2 Annual General Meeting (AGM)**

3.2.1 LASSA shall hold an AGM once per year, no later than the calendar week before election voting begins.

3.2.2 The AGM will be held in a space generally accessible to Members, and for no additional fee

3.2.3 During a quorate AGM (as per 3.5.2), any Executives may present on any relevant issues, provide details of the association's finances, amend Constitution and By-Laws, and a majority of the quorum present (over 50%) may propose changes from the floor.

3.2.4 During a non-quorate AGM (as per 3.5.2), any Executives may present on any relevant issues and provide details of the association's finances, but no changes may be passed by resolution without quorum.

### **3.3 Special General Meeting**

3.3.1 A Special General Meeting may be held if an AGM is needed for an urgent issue that cannot wait until the usual date of the AGM.

3.3.2 Special General Meetings are subject to policies 3.2.2 through 3.2.4.

### **3.4 Notice**

3.4.1 Notice of ordinary meetings will be provided at least three days in advance of the meeting through at least one of the association's communication channels

3.4.2 Notice of the AGM will be provided at least one week before the meeting through at least two of the association's communication channels

3.4.3 Notice of an SGM will be provided as early as possible, based on the urgency of the issue resulting in the SGM, and through as many of the association's communication channels as is feasible within the notice period.

### **3.5 Quorum**

3.5.1 Quorum for ordinary meetings will be one half of the current Executives, present in person or remotely, through any relevant technology (i.e. phone, video chat, etc.)

3.5.2 Quorum for annual and special general meetings will be 10 percent of the current Members of LASSA

### **3.6 Voting**

3.6.1 In an ordinary meeting, all Executives have one vote, no matter how many executive positions they hold.

3.6.2 In an ordinary meeting, ordinary Members do not have voting power, but may express opinions and recommendations freely.

3.6.3 In an annual or special general meeting, all Members in good standing may move, second, or vote if there is quorum.

## **ARTICLE 4: EXECUTIVE OFFICERS**

### **4.1 Executive Members**

4.1.1 The Executive Members of the Association shall consist of the:

- a) Co-President (MLIS)
- b) Co-President (MAS)
- c) Secretary
- d) Treasurer
- e) Communications Officer
- f) Events Coordinator
- g) Graduate Student Society Representatives (2)
- h) Alma Mater Society Representative
- i) Faculty of Arts Representative
- j) First Year MLIS Representative
- k) First Year MAS Representative
- l) PhD Representative
- m) MaCL Representative
- n) Clubs Liaison

4.1.2 An Executive may hold multiple positions provided that the Association feels they are able to perform their duties satisfactorily.

### **4.2 Duties of the Executive Members**

#### **4.2.1 Co-Presidents (MLIS and MAS)**

- a) Chair the Meetings of the Association and prepare the agenda for all Meetings, in conjunction with the Secretary

- b) Act as representatives of the Association to the iSchool and external organizations
- c) Attend regular meetings with the iSchool administration
- d) Act as secondary signing officer for financial matters

#### **4.2.3 Secretary**

- a) Prepare the agenda for all Meetings, in conjunction with the Co-Presidents
- b) Record and distribute minutes of all Meetings of the Association to the Executives
- c) Post all meeting agendas, minutes and other important documents to the Association's website, in conjunction with the Webmaster

#### **4.2.4 Treasurer**

- a) Act as principal financial signing officer for the Association and all student chapters whose accounts are maintained through the Association
- b) Coordinate with student chapter treasurers whose accounts are maintained through the Association
- c) Collect and disburse funds as directed by the Executives
- d) Maintain accurate and current records of the Association's finances
- e) Submit the Association's budget to the AMS

#### **4.2.5 Communications Officer**

- a) Create communications material for LASSA events and distribute through visible avenues (i.e. Facebook, newsletter, etc.)
- b) Manage the association's social media presence and post about events and topics of interest
- c) Manage the association's website, including posting minutes of meetings
- d) Transition incoming Communications Manager by giving them administrative access to accounts

#### **4.2.6 Events Coordinator**

- a) Plan and promote social and academic events for the Members
- b) Promote all LASSA and LASSA-sponsored events
- c) Organize the new student orientation events

#### **4.2.7 Graduate Student Society Representative**

- a) Bring iSchool concerns and issues to the attention of the GSS
- b) Report on GSS meetings and activities to the Association
- c) Promote GSS events and issues to the LASSA Membership
- d) Present on GSS membership, events, and services to new students at orientation
- e) Attend monthly GSS meetings and (preferably) serve on at least one GSS committee, especially those of specific relevance and interest to the Association (ie. Governance and Accountability, HR, Services)

#### **4.2.8 Alma Mater Society Representative**

- a) Bring LASSA concerns and issues to the attention of the AMS
- b) Attend bi-weekly AMS meetings
- c) Report on AMS meetings and activities to LASSA
- d) Serve on AMS committees, especially those of specific relevance and interest to LASSA
- e) Promote relevant AMS events to the LASSA Membership
- f) Present on AMS activities, events and services at the Orientation

#### **4.2.9 Faculty of Arts Representative**

- a) Bring LASSA concerns and issues to the attention of the Faculty of Arts
- b) Attend Faculty of Arts meetings (approximately four per year)
- c) Report on Faculty of Arts meetings and activities to LASSA
- d) Serve on Faculty of Arts committees, especially those of specific relevance and interest to LASSA

#### **4.2.10 First Year MLIS Representative (MLIS or Dual Student only)**

- a) Represent the interests of first year students to LASSA
- b) Bring concerns of first year students to LASSA
- c) Build awareness of LASSA events, activities and operations among first year students

#### **4.2.11 First Year MAS Representative (MAS or Dual Student only)**

- a) Represent the interests of first year students to LASSA
- b) Bring concerns of first year students to LASSA
- c) Build awareness of LASSA events, activities and operations among first year students

#### **4.2.12 PhD Representative (PhD Student only)**

- a) Make themselves available to PhD program students
- b) Act as a contact between PhD students and the larger LASSA Membership
- c) Bring concerns of PhD students to LASSA Executive
- d) Advertise LASSA events and issues to PhD students

#### **4.2.13 MaCL Representative (MaCL Student only)**

- a) Make themselves available to all MaCL program students
- b) Act as a contact between MaCL students and the larger LASSA Membership
- c) Bring concerns of MaCL students to LASSA Executive

#### **4.2.17 Clubs Liaison/Records Manager**

- a) Keep in contact with all clubs at SLAIS and support their official constitution under AMS
- b) Track the status, execs, and contacts for all clubs
- c) Advertise the clubs events through LASSA
- d) Organize the LASSA records and documents for current and future execs
- e) Organize creation of useful materials for students (ie. Community Map)

#### **4.3 Term of Office**

4.3.1 The terms of the Executives shall begin on May 1st and end on April 30th of the following year.

#### **4.4 Recall**

4.4.1 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.

4.4.2 If an Executive position becomes vacant due to a recall, a by-election shall be held.

### **ARTICLE 5: AMENDMENTS**

6.1 Amendments to the Constitution and By-Laws may only be made at an AGM or by referendum, pursuant to Article 3.2.

6.2 Amendments to the Policy Manual may be made at an Ordinary Meeting by resolution of the Executives

6.3 Upon resolution of amendments to the Constitution and/or By-Laws, the Association will inform the AMS and GSS.

### **ARTICLE 6: RULES OF ORDER**

6.1 To ensure free and fair debate, all meetings of the Association shall be conducted in accordance with the basic principles of Canadian parliamentary procedure, with reference to the latest edition of Robert's Rules of Order.

### **ARTICLE 7: ELECTIONS**

#### **7.1 Timing**

7.1.1 All Executive positions except the First Year Representatives shall be elected during the general election period, held between the second Friday of February and the Second Friday of March.

7.1.2 Election of First Year Representatives will occur in September. If either position is contested, a by-election will be held. If uncontested, both positions will be acclaimed at a regular meeting of the LASSA Executive.

## **7.2 Elections Administrator**

7.2.1 No later than two ordinary meetings prior to the AGM, the Executive will approve an Elections Administrator (EA) from the Members of the Association. The EA must not be nominated in any election, nor be part of any candidate's campaign.

7.2.2 If no EA can be recruited from the Members, a non-returning Executive may be approved as the EA.

## **7.3 Eligibility**

7.3.1 Any LASSA member in good standing is eligible to run for a position for which they meet the requirements (i.e. Dual Representative must be a Dual student).

7.3.2 Candidates who will graduate before the end of their term are eligible to run for a position, though they are not eligible to hold the position after they complete their program.

## **7.4 Nominations**

7.4.1 Members may nominate themselves for an election by emailing, or otherwise submitting in writing, their name and intent to the current LASSA executive.

## **7.5 Election**

7.5.1 Elections for contested Executive positions shall be held by secret ballot through any approved voting technology (ie. Simply Voting) and shall occur no later than the first week of voting in the AMS general election for no fewer than three days.

## **7.6 Transfer of Authority**

7.6.1 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 start of the new Executives' terms of office.

## **7.7 Referenda**

7.7.1 Referendum questions may be called for amendments to the Constitution and By-Laws, fundamental decisions about the Association, and information on the general opinion of Members on a specific issue.

7.7.2 Referenda should usually be called for a vote at the same time as a general or by- election, unless needed urgently by the association.

## **ARTICLE 8: FINANCIAL PROCEDURES**

8.1 LASSA finances should be spent solely on events, services, and other resources for the general benefit of its Members, and not for the personal benefit of its Executives.

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

**ARTICLE 9: FEES**

9.1 The iSchool 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.

9.2 Any change in the fee for the association must be approved by a majority vote through a quorate referendum or general meeting.

**ARTICLE 10: LIABILITY**

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

**ARTICLE 11: REPUGNANCE**

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

11.2 Nothing in this constitution and by-laws shall be interpreted in a manner repugnant to the spirit of the Affiliate Organization relationship with the Graduate Student Society.