

American Library Association: Constitution 2020 Update

1. Official Name

- a. The official name of this organization shall be “American Library Association- Clarion University of Pennsylvania Student Chapter”.
Hereafter, within this document, this organization shall be referred to as ALA-CU.

2. Mission Statement

- a. To acquaint members with the goals and objectives of the American Library Association and the local student chapter
- b. To encourage professional contacts within the field of librarianship both at Clarion University and elsewhere
- c. To provide an avenue for communication between members and the American Library Association
- d. To provide the members of the Student Chapter with official representation to the American Library Association and elsewhere
- e. To actively promote involvement in professional activities beyond the classroom

3. Membership Requirements

- a. Any student admitted to ALA-CU must meet these qualifications:
 - i. Must be a current student of Clarion University.

- ii. Must be enrolled in a Bachelor's or Master's program for Library Science, or show interest in the field, or be taking Library Science classes.
- b. Any student admitted to ALA-CU who wishes to participate in the national American Library Association must also meet any qualifications required by that organization.
- c. No member of ALA-CU shall be required to pay a membership fee to ALA-CU.

4. Meetings

- a. Per the constitution of the American Library Association, ALA-CU shall be required to hold at least one executive board meeting each year for elections.
- b. ALA-CU shall be required to meet at minimum once a month, either in person or via video conferencing software (ZOOM), and thereafter on an as-needed basis.
- c. A meeting can be called by two or more executive board members, however, no official business shall be conducted without a majority of members present.
- d. Any and all members of ALA-CU are welcome and encouraged to attend our meetings.
- e. The monthly Executive Board meeting shall be held on the first Wednesday of each month at 6:00 EST.

- f. A recurring general meeting shall take place after each Executive Board meeting, as well as on the third Wednesday of each month, immediately following the Executive Board meeting or at 7:00 PM EST, whichever comes first.
 - g. Minutes shall be kept of each meeting, and in the cases where video conferencing software is used, recordings will be kept as well. These will both be publicly posted on our Desire2Learn (D2L) page for members to view at their convenience.
5. Executive Board
- a. ALA-CU shall elect an executive board containing the following offices.
 - i. President
 - 1. The President shall head the Executive Board and shall have the ultimate responsibility for the functioning of the organization. The President shall be responsible for adding new members as needed.
 - ii. Vice President
 - 1. The Vice-President shall assume all duties of the President in the President's absence, or as assigned by the President.
 - 2. The Vice-President shall assume the remainder of the President's term in the event that the President resigns or is impeached, at which point an election will be held to replace the Vice President.
 - iii. Secretary

1. The Secretary shall be responsible for maintaining minutes of all meetings, correspondence, files, and records which includes emails, announcement, surveys, and the like in good order to be passed on to the Executive Board.
2. The Secretary shall have the sole responsibility of posting the Minutes and meeting recordings (where applicable) to be accessed by all members of the ALA-CU.
3. The Secretary shall have the responsibility of regularly checking the email and campus mailbox of ALA-CU.
4. Section (3) above shall not take effect until after the COVID-19 pandemic ends.
5. The Secretary may designate the responsibilities outlined in Section (3) to a representative, in the event that they are not physically on campus to perform the tasks.

iv. Treasurer

1. The Treasurer shall have ultimate fiscal responsibility within ALA-CU, persistent to the rules of the American Library Association.
2. Any expenditures within ALA-CU must be approved in advance by the Treasurer, and likewise, all expenditures by the Treasurer must be approved by a majority of the Executive Board.

3. The Treasurer shall present a report of available funds at each scheduled meeting.

v. Faculty Advisor(s)

1. The Faculty Advisor shall act as a liaison between the Student Chapter and the American Library Association, and between the Student Chapter and the Department of Library Science, the advisor will also be responsible for coordination of the first meeting of each year, orientation of membership to the American Library Association and the election of officers.

vi. New Executive Board positions may be commissioned and elected as necessary.

b. Elections of Executive Board Members

- i. An election of Executive Board members shall take place at the beginning of the Fall semester, as well as when there is a vacancy on the Executive Board.
- ii. A member who wishes to run for an Executive Board position must state their intent to run at a scheduled meeting, and may not be elected until the meeting after they have announced their intent.
- iii. Any member may nominate a member for an Executive Board position. These nominations must stand for at least one meeting before elected upon.

- iv. Elections will take place by online ballot, with the assistance of the faculty advisor(s).
- v. The Faculty Advisor shall be chosen by a supermajority of ALA-CU members.
- vi. Section (v) shall not apply to the 2020-2021 school year.

c. Terms of Office

- i. The term of office shall be set at one (1) year, beginning with the Fall of 2020. (i.e. a new election would take place at the beginning of each Fall semester).
- ii. There are no restrictions on the number of terms one may serve.
- iii. An Executive Board Officer may resign or retire at any time, at which point an election pursuant to Article (5), Section (b) shall take place.
- iv. An Executive Board member, or three or more ALA-CU members, may draft Articles of Impeachment against an Executive Board member for violating this Constitution.
 - 1. Articles of Impeachment shall first be presented to a Faculty Advisor, who may then decide whether to present them to the Executive Board.
 - 2. These articles will be voted on at the next meeting, and unanimous consent shall be required to remove a member from office.

3. The Faculty Advisor shall have veto power in the event of an impeachment.

d. Attendance Policy

- i. Executive Board members are expected to be present and participate in every meeting. However, circumstances do arise. An absence may be excused by the President no less than 24 hours prior to a scheduled meeting.
- ii. An Executive Board member with two consecutive, unexcused absences shall be considered to have resigned their Executive Board position.
- iii. Faculty Advisor(s) may be present at any meeting.
- iv. There shall be no attendance requirement of ALA-CU members, however they are welcome to attend as often or as little as they like.

e. Article (5) Section (b) shall not apply to the first meeting of each Fall semester. Instead, the Faculty Advisor shall coordinate the election of new Executive Board members for the first election at their discretion.

6. Committees

- a. The President, or assigned representative, shall form Committees when necessary, and Executive Board members shall head and participate in these committees when necessary.

7. Parliamentary Procedure

- a. For any and all questions of parliamentary procedure, refer to the most current edition of *Robert's Rules of Order, Newly Revised*.
- b. Where this constitution and *Robert's Rules* differ, *Robert's Rules* shall take precedence unless otherwise decided by a majority of Executive Board members.

8. Amendments

- a. An amendment to this Constitution may be proposed by any member, and shall be decided by a supermajority vote of members in the next meeting.
- b. Section (a) shall not apply before ratification of this document by current members.

9. Ratification

- a. This Constitution shall take effect with a vote of a majority of Executive Board members preceding a vote of all members, requiring a majority in both.