

Clarion University
Special Libraries Association Student Chapter

Constitution

Article I

Official Name

The official name of this organization will be Special Libraries Association Student Chapter of Clarion University of Pennsylvania

Article II

Purpose

The purpose of this organization is to provide a forum for students interested in special libraries and special librarianship; to provide opportunities to contact special librarians and visit special libraries; to enrich the professional skills of the students involved; and to acquaint the students with the international organization's goals and objectives.

Article III

Affiliations

Section 1 – This organization is affiliated with the Special Libraries Association, an international association with headquarters located at:

1700 Eighteen Street NW
Washington, D.C. 20009-2508

Section 2 – The organization will act according to the by-laws and codes of Clarion University Student Senate.

Article IV

Membership

Section 1 – Membership shall include any graduate or undergraduate student enrolled in the Library Science Department or taking Library Science classes or interested in Special Librarianship.

Section 2 – All members are invited to take advantage of the opportunities offered by the SLA International Organization.

Article V

Officers

Section 1 – Executive Board

- a) Officers of this organization shall include a President, Vice President, Secretary, and Treasurer. The officers plus the faculty adviser shall constitute the executive board.

- b) All officers are expected to work together as a team to best represent and achieve the mission of the organization.

Section 2 – Officer Descriptions

- a) The President shall act as a chairperson of the executive board and shall have ultimate responsibility for the group. The President shall conduct the meeting and ensure open communication between officers, faculty, and members.
- b) The Vice President shall assume the duties of the President in the latter's absence; also assume the office of President should it become vacated.
- c) The Secretary shall be responsible for minutes of the meetings and archival correspondence. The Secretary will keep attendance records for the group. The Secretary will be responsible for communications to members.
- d) The Treasurer shall have responsibility for all financial matters pertaining to the group and present a financial report at the end of each academic year.

Article VI

Elections

Section 1 – All members of the organization shall be allowed to run and vote for office.

Section 2 – Elections shall be held at the beginning of each academic year. No officer may retain his/her office longer than one year. A special election will be held in the event that any position becomes vacant before completion of an officers term.

Section 3 – Members shall be either self-nominated or nominated by a fellow member, with the permission of that member.

Article VII

Meetings

Section 1 – Meetings shall be held at least once a month during the fall and spring semester. Meeting shall be announced at least one week in advance by way of email, poster, or flyers.

Section 2 – Meetings will be held when needed, at the discretion of the officers.

Section 3 – A quorum (number of members required to conduct business) shall consist of 1/3 of the membership or three officers at an executive meeting.

Section 4 – Motions shall be passed by a majority vote of members present at a meeting.

Article VIII

Advisors

Section 1 – The Special Libraries Association Faculty Advisor must be

- a) A member of Special Libraries Association International Organization.
- b) A faculty member of Clarion's University Library Science Department.

Section 2 – Responsibilities

- a) To serve as a liaison between Clarion University and the international Special Library Association.
- b) To promote SLA within the graduate and undergraduate program.
- c) To attend meetings and be available to offer guidance and assistance.

Article IX

Dues

Local dues shall be collected on a semester bases, with the exception of summer term, during which the SLA chapter will be inactive. Semester dues will be \$5.00 per person, and will entitle the individual to all benefits pertaining membership.

Article X

Constitutional Amendments

Section 1 – Amendments to the existing constitutions will require a majority vote of $\frac{3}{4}$ of official members at any regular meetings of the student chapter of SLA.

Section 2 – Proposed amendments to the constitution must be announced via E-mail and postings in advance by at least four days prior to the meetings in which the vote of the changes to the existing amendments will take place.

Section 3 – At least two officers must be present during any vote to change the existing constitution

Article XI

Ratification

The affairs of this organization shall be governed as outlined in the above stated Constitution effective upon adoption by $\frac{3}{4}$ of the members at the meetings and then approved by the Student Senate, the Vice-President of Student Affairs, and the President of Clarion University.