

**University of Washington
Association of Library and Information Science Students
Constitution**

Article I - Name

Section 1

The name of this organization will be the Association of Library and Information Science Students [ALISS] at the University of Washington.

Article II - Purpose

Section 1

The purposes of this organization will be:

1. To function as a student government.
2. To provide official channels for communication between students, faculty, and administration of the Information School.
3. To provide opportunity for social, cultural, and professional activities.
4. To foster cross-program interaction between all programs of the iSchool.

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Article III - Membership

Section 1

Admission to the graduate program in Library and Information Science at the University of Washington, and enrollment therein, will be the sole eligibility requirement for regular membership.

Section 2

The faculty and administration of the Information School will be honorary members.

Article IV - Executive Officers

Section 1

The executive offices of this organization will be the President, Vice President, Secretary, Treasurer, ~~GPSS Senators~~ Publicity Officer, Distance Representative and Webmaster/Alumni Liaison. For the purpose of ensuring a smooth transition and the integrity of this organizations institutional memory, officers shall serve for five school quarters and overlap their last term with incoming officers.

Comment [BLS1]: Added

Section 2

The duties of the officers will be as follows:

- President: The duties of the President are to: (1) ~~c~~Call official meetings of the organization and to preside at such meetings; (2) be responsible for the administration of any business of the organization; (3) appoint GPSS senators~~organize and delegate responsibility for Convocation and Orientation committees~~; (4) represent the MLIS student body in meetings of the faculty and other events as needed; (5) serve as general liaison between iSchool administration and MLIS students; (6) communicate with student leaders of other iSchool programs; and (7) run Winter quarter elections for ALISS and other interested student organizations~~hold transition meeting(s) with past and present officers and committee members~~ (8) Assemble a committee to accept nominations and award a MLIS student at the graduation ceremony.
- Vice President: The duties of the Vice President are to (1) assume the duties of the President in the event of that officer's absence; (2) ~~o~~appoint and oversee an ~~e~~Editor to produce the Silverfish, the iSchool student publication; (3) ~~appoint and oversee a Webperson to maintain the ALISS website and listserv~~; (3) organize or delegate responsibility for social events, such as the End-of-the-~~Year~~Quarter Party; (4) act as liaison to other students groups or committees as necessary.
- Secretary: The duties of the Secretary are to: (1) ~~m~~Maintain ALISS records and correspondence; (2) ~~m~~Maintain the calendar and bulletin board for ALISS; (3) ~~o~~Organize and delegate responsibility for the Booksale; and (4) ~~w~~Will serve concurrently as the chair for the Booksale committee and will serve in this capacity until its completion.
- Treasurer: The duties of the Treasurer are to (1) maintain ALISS financial records; (2) provide financial reports ~~to the Executive Board~~; (3) coordinate ~~payments and reimbursements~~the supply of snacks; (4) and maintenance of the Student Lounge and ALISS ~~Oval~~ ~~c~~Closest space.
- Publicity Officer: The duties of the Publicity Officer are to: (1) coordinate marketing efforts for ALISS events; (2) produce and post publicity in appropriate ways; (3) serve as liaison with the Student Activities Office; (4) maintain the organization's visibility with the iSchool community.
- Distance Representative: The duties of the Distance Representative are to: (1) gather input from distance students (2) act as a voice for distance students within the iSchool; (3) serve as a liaison between distance students, Distance Education Coordinator and MLIS administrators; (4) oversee the efforts of the administrators for iPeer, a service for incoming distance students; (5) facilitate a sense of cohesion for distance students and a sense of belonging to the iSchool community.
- Webmaster/Alumni Liaison: The duties of the Webmaster/Alumni Liaison are to: (1) maintain the ALISS website, including keeping the information current and useful (2) upgrade and add to the website as new technologies become available and are appropriate (3) make connections with MLIS alumni and invite them to participate in the iSchool when appropriate.

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The executive officers form a leadership team. As a team, duties maybe shared and rearranged from time to time to accomplish the work of the organization.

~~•GPSS Senators: The duties of the GPSS Senators are to: 1) Inform and encourage involvement in UW campus-wide issues and events; 2) To represent the concerns and needs of ALISS to the GPSS; 3) Be responsible for applying for departmental funds and represent the majority of their constituency in deciding how these funds are used; 4) Be responsible for assisting GPSS in recruiting and placing qualified graduate students as representatives to university committees; and 4) To fulfill any of duties as outlined in the GPSS Constitution or Bylaws.~~

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Section 3

Any member of the association may be nominated or elected to an executive office. Although a candidate may be nominated for more than one office, the candidate will have to decide, before the election, which office they will seek. Candidates may be part of the residential or distance program as long as they can fulfill the duties of the position.

Section 4

The term of office for all officers will be one full year, ~~except GPSS Senators~~. This term will commence on the first day of the Spring Quarter. ~~GPSS officers will hold their position for two years. The term will commence as soon as election results are announced.~~

Article V - Elections of Executive Officers

Section 1

Elections for executive officers will be held in the Winter Quarter, ~~except GPSS senators. Other iSchool organizations may run elections concurrently with ALISS. The election for the GPSS senator will be held as early as possible in the fall quarter to elect the new officer.~~

Section 1.1

The current executive officers must solicit candidates during the ~~quarter and second full week of the quarter and prominently~~ post the candidates' names via a website. Candidates must be members of this organization and may nominate themselves or be nominated by another member. Candidates must confirm their nomination by submitting a campaign statement. The duration of the nomination period will be no less than ~~seventwelve~~ days. In the event that no nominations have been made for one or more ~~executive officer~~ positions in any organization, the by the fourth week of the quarter, nominations for all those positions will remain open for seven more days until at least one candidate has been confirmed for each position. Voting will not begin until there is at least one candidate for each ~~executive officer~~ position. Regardless, voting must begin by the ninth week of winter quarter.

Section 1.2

Voting will be held during the week following completion of nominations. The duration of the voting period will be no less than five days. The current executive officers must publish the campaign statements for all candidates during the voting period. The ballot

will provide a choice for a write-in candidate for each position, even if a candidate is running unopposed. The votes will be tallied for each position during the weekend following the voting period. The candidate for each position with the most votes will be selected as officer-elect for that position. Officers-elect will be announced during the week following voting. In the event that the top candidates for a position receive an equal number of votes, a run-off election will be held for that position during the week following the initial voting period.

Section 2

Vacancies may be filled by appointment or special election at the discretion of the executive board.

Section 3

All regular members will be eligible to vote. Anonymous electronic ~~Secret~~-ballot will be the method.

Article VI - Committees and Appointments

Section 1

~~The iSchool has many committees in which students members are needed. Such committees include, but are not limited to, the following: Admissions Committee, Curriculum Committee, Research and Colloquium Committee and Diversity Committee as well as various ad hoc committees. At the request of the committee chair, the ALISS board may assist in the selection of student committee members. Elected Committee and Representatives will be as follows: Admissions Committee, Curriculum Committee, Research and Colloquium Committee, Alumni Association, DISC (Disabled/International/Students of Color) Liaison, and Evening Degree Representative. If sufficient interest exists, two people may jobshare any of the above positions.~~

Section 2

~~The duties of the Elected Committee Members and Representatives are:~~

- ~~•Admissions Committee Member: To carefully read and evaluate each applicant's application folder. To attend committee meetings and discuss and vote on each candidate. The admissions committee meetings begin in October and run through April; occasionally the committee meets every other week. As a committee member, your vote counts the same as a faculty member's vote. MLIS Program Coordinator provides training for each new student Admissions Committee member.~~
- ~~•Curriculum Committee Representative: To represent the students' voice in curriculum matters: at curriculum committee meetings, to appropriate faculty, to students, or other creative resources that might resolve student concerns. To determine student needs or provide a forum for concerns through: personal contact, regularly held student meetings, and electronic means.~~
- ~~•Research and Colloquium Committee Member: This representative will be responsible for organizing special colloquiums sponsored by ALISS. The~~

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representative will attend meetings and represent student needs and desires to faculty committee members, and report planned events to student groups. The representative should also facilitate communication between other student groups so colloquia do not overlap.

- ~~Alumni Association Representative: The ALISS Alumni Representative is a member of the Board of Directors of the Information School Alumni Association. The representative attends board meetings once a month; assists with planning and promotion of the annual Soiree and Project Network. The representative serves as Chair of the Convocation Committee. The convocation committee solicits recommendations for the convocation speaker. The committee, in conjunction with the Dean of the Information School, and the President of ALISS, narrows the list of speaker candidates and prepares the ballot. The committee organizes the event, including programs, catering, music, ushering, and decorations.~~
- ~~DISC (Disabled, International, Student of Color) Liaison: This position serves as a liaison with ALISS and the Minority/International/Disabled Student Faculty Advisor. The purpose is to coordinate academic support services and extracurricular functions for students of color, international, and disabled students. Academic support services include: coordinating note taking services and study groups, and acting as a liaison with faculty, college offices, and other UW student organizations which provide support to students of color, international, and disabled students. Extracurricular functions include a quarterly potluck and other social events.~~
- ~~Evening Degree Representative: This position represents and advocates for the interests of MLIS Evening Degree students, including (but not limited to): the scheduling of courses to be offered outside day hours; class times; lab hours; availability of required materials and resources; program equability between day/evening. The Evening Degree Liaison will be the official channel of communication between evening students and MLIS administration, ALISS, and/or other organizations.~~

The process for selecting and appointing members of student committees will be at the discretion of the committee chair.

Section 3

Standing Committees will be as follows: Social, Lounge, Booksale, Convocation, Orientation, and Technology.

Section 34

The ~~executive officers~~Executive Board may create ad hoc committees for conducting ALISS business as required. In the past such committees included Booksale Committee and Spring Fling Committee.

Section 45

The Executive Board will organize and hold the election of the GPSS Senator and new committee representatives Fall Quarter. Candidate nominations will be solicited during the second full week of the quarter and prominently posted. Voting will be held during the fourth week of the quarter and officers-elect announced during the fifth week. In the

~~event that an unopposed candidate seeks a given office, that person shall assume the office after elections are held.~~The President will appoint two GPSS Senators to represent the iSchool during Fall Quarter. Nominations will be taken for at least 5 days prior to appointment. Senators may be from any graduate program within the iSchool. Ideally, each senator will be from different programs.

The duties of the GPSS Senators are to: 1) Inform and encourage involvement in UW campus-wide issues and events; 2) To represent the concerns and needs of iSchool graduate students to the GPSS; 3) Be responsible for applying for departmental funds and represent the majority of their constituency in deciding how these funds are used; 4) Be responsible for assisting GPSS in recruiting and placing qualified graduate students as representatives to university committees; and 4) To fulfill any of duties as outlined in the GPSS Constitution or Bylaws.

Article VII - Meetings

Section 1

Meetings of this organization will be held on the Call of the President. ~~Open m~~Meetings must be held at least once a quarter and at least five days notice will be given to members announced no less than a week in advance. Notice shall consist of postings on the ALISS bulletin boards, the ALISS calendar, ~~the iSchool calendar and~~ and may be announced via email by posting on iSchool listservsimlis@u.washington.edu.

Section 1.1

To facilitate communication between the iSchool administration and the students, it is recommended that administration be present for a portion of every open meeting. Standing invitations are extended to the MLIS Program Chair, the MLIS Academic Advisor, the Dean of Academics, and the Dean of the Information School.

Section 2

A quorum will consist of no less than 6, including executive officers, committee representatives, and regular members present at a regularly scheduled or other appropriately announced meeting.

Section 3

The President may call closed meetings of the ~~executive officers~~Executive Board for discussion of items for presentation to the regular association members. A quorum for decisions made by the Executive Board will consist of no less than 4 officers. Decisions will be made by majority vote of the officers in the quorum.

Section 4

The President may veto any decision made by the ~~executive officers~~Executive Board. However, the other officers of the quorum may override that veto by a unanimous vote.

Article VIII - Executive Board

~~Section 1~~

~~The executive board is composed of the following: president, vice president, secretary, treasurer, the two GPSS senators, and representatives from the student organizations (e.g. ASIS&T, SALA, and SLA).~~

~~Section 2~~

~~Administration of the organization will be vested in the executive officers.~~

~~Section 3~~

~~The board will keep the faculty advisor informed regarding the association's activities.~~

Article ~~VIII~~X - Advisor

Section 1

There will be one faculty advisor who will be a member ex officio, without a vote.

Section 2

By default, the advisor will be the current MLIS faculty chair. If the chair wishes, another advisor~~The advisor~~ will be selected by the administration of the Information School.

Section 3

The duties of the advisor will be:

1. To advise and assist in class organization and activities of the association.
2. To serve as a personal ombudsman to students on matters other than those related to courses.
3. To act as liaison between the administration of the Information School and the members of this association.
4. To appoint a temporary chairperson, if no executive officer is present to conduct the association's business.

Article IX – Amendment

Section 1

The constitution may be amended by a majority vote of the regular members (as defined in Article III, Section 1) by written electronic ballot ~~or in person at a duly called meeting.~~

Section 2

Advance notice of proposed amendment(s) will be made via the ALISS webpage, the ALISS bulletin boards and iSchool listservs, ~~the Silverfish, and printed copies.~~

Section 3

Members will have no less than ~~two weeks~~one calendar month to review the proposed amendment(s) and to communicate their acceptance/rejection ~~via electronic ballot~~in a duly called meeting of the membership called for the purpose.

Section 4

Any member can propose an amendment to the by-laws by submitting it in writing (print or email) to an executive officer. The executive officers will consider the proposed amendment and respond to the member in writing within a reasonable time frame. If the member is not satisfied with the outcome, they may petition the ALISS faculty advisor to act as mediator between the member and the officers.

Article XI - Operation of the OrganizationBylaws

Section 1

~~Adoption of bylaws and amendment/revision will be by simple majority vote of regular members (as defined in Article III, Section 1) following due prior notification of the membership and published deadline for receipt of comments/objections/questions.~~

Section 2

~~Any member can propose an amendment to the by-laws by submitting it in writing (print or email) to an Executive Board member. Advance notice of the proposed amendment will be made to the membership at large via email, posting on the ALISS bulletin boards, and publication in Silverfish. The proposed amendment will be formally addressed at the next scheduled meeting. Detailed guidelines for running the ALISS organization are contained within the ALISS Guiding Document. Each executive officer must have access to a current copy of this document.~~

Section 2

Any member may have access to the ALISS Guiding Document upon request.

Section 3

As an executive officer team's term comes to a close, they are responsible for updating the ALISS Guiding Document to reflect the previous year's activities. An updated version of the document must be presented to the incoming officers by the first day of the new term.