

UNIVERSITY OF THE FRASER VALLEY

LIBRARY and INFORMATION TECHNOLOGY STUDENT- ASSOCIATION CONSTITUTION

I. Name

There shall be a Library and Information Technology Student Association (LIBTSA) hereinafter known as the Association.

II. Purpose

The purpose of the Association shall be:

1. To promote library and information technology issues and the LIBIT program, and to further the cause of Association members within UFV.
2. To facilitate and support the professional and educational growth of all its members through meetings, workshops, social events and mentoring (where available).

III. Membership

1. Full membership shall be open to all registered students of the Library and Information Technology program who are in good standing with the UFV Student Union Society.
2. Full membership privileges include the right to vote and/or hold office in the Association providing the member satisfies section VIII. 2.
3. Graduates of the program who are continuing their education at UFV are eligible for an associative membership.
 - a. Associate members are not eligible to vote or hold office.
 - b. Associate members are welcome to attend functions organized by the Association, provided there is space for them to attend without displacing a full member.

IV. Committee

1. The affairs of the Association shall be managed by a Committee comprised of both:
 - A) An Executive
 - President
 - Vice-president
 - Secretary
 - Treasurer
 - and
 - B) Other positions as needed, such as:

BCLA Student Representative
LTAIG Student Representative
Social Coordinator(s)
Media Coordinator(s)

2. Duties by Committee members are to be performed as outlined in the associated Position Description. Position Descriptions are to be reviewed and renewed before the end of each academic year, and approved by the Committee.
3. It is expected that Committee members serve for one complete academic year (Fall, Winter, Summer), and that they do their best to ensure all relevant information is carried forward to their replacement.
4. The Committee shall meet at least once a month during the months of September, October, November, January, February and March; and one of May, June, July, or August; the time and the place to be determined by the Committee.
5. A Special Committee meeting may be convened at any time by the President, or by a written request from at least ten members delivered to the any member of the Executive stating in full the reason for the request.
6. The Executive shall have the power to make any regulations necessary to put this constitution into effect.
7. A member of the Committee shall cease to be a member of the same upon any of the following happening:
 - a. he/she submits, in writing, his or her resignation to the Secretary.
 - b. he/she is absent from two consecutive Committee meetings without leave of absence being granted by the Committee.
 - c. he/she ceases to be a member of the Association.
 - d. a majority of the Executive passes a resolution to dismiss the member in question.
8. The President shall have the power to fill any vacancy occurring on the committee. In the event of the President's absence, these powers fall to the Vice-President.
9. The Executive shall have the power to remove from the Association any member if the vote by the Executive for such a resolution is unanimous.

V. Finance

1. There shall be only one bank account in the name of the Association.
2. All funds of the Association shall be appropriated only with the approval of the Executive.
3. The Treasurer shall keep proper books of account for the Association and shall prepare such statement of the Society's financial affairs as the Committee directs.
4. The financial year of the Association shall be from 1 October to 30 September.

5. The Treasurer shall prepare at the close of each financial year a statement of the Society's financial affairs, which shall be forwarded to the Student Union Society of UFV.

VI. Annual General Meetings

1. There shall be an Annual General Meeting of the Association each September to:
 - a. receive a report of the previous year's Committee.
 - b. receive the audited statements of the financial affairs of the Association from the previous year.
 - c. accept nominations from the floor and hold an election to determine the Committee members for the term of 1 October of each year to 30 September of the following year, with exemption to those positions which necessitate alternate time frames (such as the BCLA and LTAIG Student Representatives).
2. The Secretary shall give fourteen days notice of the Annual General Meeting by means of email to the listserv, and posting notices on the Library and Information Technology Resource Room notice boards.

VII. Special General Meetings:

1. A Special General Meeting shall be called for business such as amendments to the Constitution, changes to the LIBTSA Bursary, or for electing BCLA and LTAIG Student Representatives in March.
2. The Secretary shall convene a General Meeting of the Association:
 - a. at the direction of the Committee.
 - b. within fourteen days of a petition signed by one-third of the total membership or ten members of the Association, whichever is the least; provided that such a petition shall state the business to be discussed at the general meeting.
3. The Secretary shall give fourteen days notice of the Annual General Meeting by means of email to the listserv, and posting notices on the Library and Information Technology Resource Room notice boards.

VIII. General Meetings

1. The Secretary shall give seven days notice of a General Meeting by means of email to the listserv, and posting notices on the Library and Information Technology Resource Room notice boards (See IV.4).
2. See Clause IX.4 for voting.

IX. Voting

1. The Chairperson at each meeting of the Association shall be the President. In the event of the President's absence, this responsibility falls to the Vice-President. If the Vice-President is also absent, the responsibility falls to any person eligible to vote and elected by the meeting.
2. Persons eligible to vote must be full members of the Association, and:
 - a. be present at the meeting when voting is taking place, or
 - b. have sent their vote by email to the Secretary; including their full name and a clearly stated vote.Proxy votes must be received prior to the meeting's commencement.
3. The Chairperson of each meeting of the Association shall have a deliberative vote only.
4. A simple majority shall determine a vote, except where stated otherwise in this constitution.

X. Quorums

1. The quorum for a Committee Meeting shall be half (rounded down) of the full Committee, plus one.
2. The quorum for Special or Annual General Meetings shall be one-third of the total membership, or ten members of the Association, whichever is the least;
3. For meetings called under Clause VII.1.b of this Constitution, the quorum shall include at least fifty percent (50%) of the petitioning members.

XI. Alterations to this Constitution

The procedure for altering this Constitution shall be:

1. The proposed amendments shall be set out in full and emailed to the LIBIT listserv, as well as posted in the Library and Information Technology Resource Room at least fourteen days before the (Annual) General Meeting at which they are to be discussed and voted upon.
2. The amendments shall be agreed to by at least two-thirds (rounded down) of the members of the Association present at the (Annual) General Meeting at which they are discussed.
3. The Student Union Society of UFV shall subsequently approve the amendments.

XII. Disbandment

Should the Association be disbanded or in any way become defunct then all assets of the Association shall be held in trust by the Student Union Society of UFV as a ledger entry until such time as the Association is reconstituted and re-affiliated, to a maximum period of five years. After this period, the assets will be transferred to the Student Union Society of UFV.