I. Name:

1. The official name of this organization shall be the American Library Association Student Chapter at the University of California, Los Angeles.

II. Purposes and Aims:

1. American Library Association Student Chapter at the University of California, Los Angeles shall promote the social, cultural, intellectual, and professional growth of its members and support the Department of Information Studies. It will also facilitate and encourage participation in local, regional, and national chapters of the American Library Association. It will encourage professional contacts within the field of librarianship both at UCLA and elsewhere, and will actively promote involvement in professional activities beyond the classroom.

III. Membership:

1. All members of this organization must be currently enrolled in the Department of Information Studies at the University of California, Los Angeles.
2. Members are responsible for notifying the student chapter President if their name does not appear on the Members page of the ALA Student Chapter Web site.
3. Membership in the American Library Association is strongly encouraged, though not required.
4. All Faculty of the Department of Information Studies are granted honorary membership and are entitled to all the privileges of membership with the exception that they cannot vote.

IV. Activities:

1. There shall be a meeting of the membership at the beginning of each academic year and thereafter as necessary.
2. B. Activities and programs shall be planned in accordance with the purpose set forth in Article II. Purposes and Aims.

V. Officers:

1. The officers of this organization shall consist of a President, Vice President, Treasurer, Secretary, Publicity Officer, and Web Designer.
2. Any officer position may be shared by more than one individual. Individuals wishing to share an officer position must announce their candidacy together, run as a team, and be elected by the membership as a team.
3. Responsibilities:
4. The President shall preside at all of the meetings, direct the activities of the other officers, and oversee matters concerning membership, publications, and ALA sponsored projects and activities.
5. The Vice President shall assume the duties of the President in the latter's absence and shall assume the office of the president should it become vacated during the stated term of office. The Vice President shall assist the President with the duties of the executive office. The Vice President shall coordinate and administer special programs, such as the Reach Out and Read Aloud (RORA) program. The Vice President must NOT be enrolled in their final year of the MLIS program.
6. The Treasurer shall be responsible for financial matters pertaining to the organization, including fund raising and petitions to pertinent university organizations, and shall present a financial report at the beginning and end of her/his term of office.
7. The Secretary shall be responsible for maintaining minutes of all meetings, events, correspondence files, and records in good order to be passed on to the next Board. The Secretary shall coordinate scheduling for Officers meetings.
8. The Publicity Officer shall be responsible for publicizing the activities of the Student Chapter. The Publicity Officer shall craft and distribute communications advertising all programming for the Student Chapter through the appropriate channels.
9. The Web Designer shall maintain and update the Student Chapter website. The Web Designer shall post communications of the Publicity Officer and all pertinent announcements on the Student Chapter website.

VI. Faculty Advisor:

1. The Faculty Advisor shall be recommended by the Chair of the Department of Information Studies and approved by the members of the Student Chapter. 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 Information Studies.
2. The Faculty Advisor shall be an active partner with the Student Chapter membership in fulfilling the purposes set forth in Article II. Purposes and Aims..

VII. Executive Board:

1. The Executive board shall consist of the Officers and the Faculty Advisor as Member Ex-Officio.

VIII. Elections and Terms of Office:

1. Elections for the offices of President, Treasurer, and Publicity Officer shall be coordinated by

the outgoing President or the Advisor and shall take place at the end of the academic year.

1. Elections for the offices of Vice President, Web Designer, and Secretary shall be coordinated by the current President or advisor and shall take place during the first quarter of the academic year.
2. Current Members are eligible to run for office. Members should contact the President to announce their candidacy. Members may also nominate other members by contacting the chapter President.
3. Terms of office for all officers shall be for one academic year, with no restrictions on the number of incumbencies.
4. Current Members are eligible to vote in elections. Voting will take place by secret ballot. Ballots will be counted by the Faculty Advisor.
5. Vacancies on the Board will be filled under the direction of the Faculty Advisor with a vote of the Executive Board.

IX. Student Ambassador to the ALA Annual Meeting:

1. The Student Ambassador to the ALA Annual Meeting shall be an Officer of the Student Chapter at the University of California, Los Angeles.
2. The Student Ambassador shall be selected by a blind drawing from names of interested Officers.
3. The Faculty Advisor shall conduct the drawing.

X. Committees:

1. Committees shall be appointed as necessary by the Executive Board.

XI. Parliamentary Procedure:

1. All questions of parliamentary procedure shall be decided by consensus of the officers present.

XII. Amendments:

1. Proposed amendments to this Constitution may be introduced by any member at any meeting and shall be decided by a majority vote of those present at the next meeting of the organization.

XIII. Ratification:

1. Ratification of this Constitution shall be in accordance with the rules set forth for amendment to this document.

*Ratified: June 10, 1998   
Amended: October, 1999  
Amended: May 8, 2003*