

# Progressive Librarians Guild: University of Arizona Chapter

## CONSTITUTION

Current Version Passed: Fall 2008

### PREAMBLE

The students of the School of Information Resources and Library Science (SIRLS) of the University of Arizona hereby establish our Student Chapter of the Progressive Librarians Guild, which shall be called the Progressive Librarians Guild: University of Arizona Chapter with PLG: UA serving as the acronym for Progressive Librarians Guild: UA Chapter, which shall serve as the local student chapter of the PLG.

### PURPOSE

To promote interest in library student activism and awareness from a progressive viewpoint in regards to issues affecting the freedom of information and social responsibility.

To provide fellowship among library students and alumni, faculty, and working librarians, as well as the community.

The UA Student Chapter of PLG will also strive to "operate within the spirit of socially responsible activist librarianship that PLG works to embody", as stated in the PLG parent organization statement of purpose.

### STANDARDS

PLG: UA supports the aims and standards of the Graduate College, University of Arizona, and the School of Information Resources and Library Science, and has agreed to PLG's statement of purpose and commitment.

### MEMBERSHIP

Any student enrolled in at least one credit at SIRLS at The University of Arizona is eligible to be an active member and may hold office. Non-students may act as Associate Members, entitled to all privileges with the exception of voting and holding office.

PLG membership dues are payable from each member at a rate agreed upon by the Executive Council. Changes in dues amount will require a simple majority of the Executive Council, with rates currently being \$20/2 years of membership for students/low income and regular.

These dues earn individuals membership in solely PLG: UA, not also PLG, the parent organization. Membership in the parent is upon the discretion of the individual, but is recommended. As PLG (parent) states, "Membership in Progressive Librarian's Guild (PLG) includes a subscription to the PLG journal Progressive Librarian, announcements about activities, and the membership directory."

## RECRUITMENT

Officers will work to promote the University of Arizona chapter of Progressive Librarians Guild throughout each semester, and encourage membership among the SIRLS student population. PLG: UA will organize at least one social event for new SIRLS students each semester.

## STATEMENT OF NON-DISCRIMINATION

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, and/or Vietnam Era veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

## STATEMENT OF NON-HAZING

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

## COMPLIANCE WITH CAMPUS REGULATIONS

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

## MEETINGS AND ACTIVITIES

PLG general membership meetings shall be held at regularly scheduled intervals as determined by the Executive Council during the fall, spring, and summer semesters. General meetings should be held at a minimum of once a month. All PLG members and potential members are invited to attend. All meeting dates, times, and locations shall be determined by the Executive Council. Executive Council shall meet regularly throughout the semester, if necessary, as determined by the Executive Council. These meetings are generally referred to as Officer Meetings. It is recommended there be an Officer Meeting once per semester, towards the end to touch base and/or pass on information to new officers. Officer meeting minutes will be posted to

the Executive PLG listserv, not to the website; special meetings may be held as needed and established with approval by the PLG President.

## NOT-FOR-PROFIT STATEMENT

This is a not-for-profit organization.

## OFFICERS

The officers of this organization shall be President, Co-President, Treasurer, Secretary, Webmaster, and Fundraising Coordinator. All officers must be supporting members; officers that fail to pay their dues within their first month of office must pay or resign. Offices can be shared with approval of the Executive Council. All officers serve on the Executive Council.

## OFFICER RESPONSIBILITIES

The **President/Co-President** will work together to lead the organization, sharing responsibilities as they see fit, with the President retaining higher authority, to taper off his or her role towards the end of the semester so the Co-President can prepare to take over as President the following semester.

- The of **President** shall be executive authority on all matters concerning membership, functions of the organization, and PLG sponsored projects and activities. The President shall preside over all meetings. S/he will spearhead recruiting and community/other student organization outreach for partnerships. S/he will also maintain overall chapter discussion and communication with the faculty advisor, SIRLS, and PLG, the parent organization. S/he will also serve as liaison to SLA and LSO when necessary. The President will also coordinate and oversee Project Managers.
- The **Co-President** shall assume any function the President shall designate, and will work closely with the President to assist and become familiar with the workings of the group; Co-President will automatically become President the following semester. S/he will also assume the responsibilities of the President when s/he is absent. The Co-President shall be responsible for coordinating the calendar events to prevent conflict. This requires awareness of LSO, SLA, SIRLS, and other applicable events to be taken into account when scheduling PLG events, as well as submitting event/project information to the SIRLS calendar. S/he also communicates with ASUA and the Graduate and Professional Student Council (GPSC).

The **Treasurer** manages memberships and funds, and is in charge of maintaining detailed financial and membership records. The balance in PLG: UA funds will be disclosed at all meetings, and these records will be available to the PLG: UA President to view, as well as

available upon request to any member of the Executive Council. All financial transactions shall occur in a timely manner.

The **Secretary** is responsible for recording meeting minutes and making them available to all members. Minutes must be made available within 72 hours of all meetings. S/he will also update any group documentation in written format when necessary (print or electronic).

The **Webmaster** is an administrator for electronic interaction, including social software applications and listservs. S/he is in charge of the web presence for upkeep, maintenance, and creating an organized structure for chapter information. S/he will respond in a timely manner to necessary updates. S/he also maintains Breeze, making it available at meetings, and will assist distance members with attending the meetings virtually, if requested. When newsletters are created, this officer will serve as editor. It is recommended one newsletter be created per semester, with summer being optional.

The **Fundraising Coordinator** shall coordinate fundraising activities for PLG: UA. S/he seeks out fundraising opportunities and shares them with other officers. S/he should plan fundraising activities or apply for grants to obtain funding for general maintenance of the group, using assistance from Project Managers and Support, if desired or required. S/he will maintain a contact list and a grant history. Any funding information created by or collaborated on by Project Managers for events and/or projects will be discussed and recorded by the Fundraising Coordinator to maintain a funding history.

The **Faculty Sponsor/Advisor** will advise the chapter on questions of SIRLS policy and PLG: UA operations. The Faculty Sponsor/Advisor has a right to be informed by the PLG President of all financial and other matters pertaining to the operation of the chapter.

**Project Managers or PM's** (non-officers) volunteer to take a leadership position on organizing events and projects. This includes, but is not limited to: speakers, protests, providing support for other groups, skillshares/workshops, screenings, and taking on fundraising events. PM's either volunteer for an established event or will present ideas for projects to the group, which will be voted on. Nothing can be officially pursued until ideas are discussed and approved by majority in the group in person or via the listserv or wiki. The same goes for petitioning use of chapter funds. S/he will ensure that events/projects will promote and support PLG: UA's statement of purpose and commitment. More than one Project Manager can volunteer to be in charge of an event, the same person can volunteer for more than one project, and any member, officer or member-at-large is able to become a PM. Once one has volunteered and the group has confirmed an event or project, the PM is responsible for maintaining contact with officers for updates and updating the group as a whole on progress at meetings.

## ELECTIONS

Election of officers will take place during the final period of the fall semester to hold office for the following calendar year. A supplemental election may be held at the beginning or end of a semester to fill any vacant positions. Additional elections may be held as necessary to fill

vacancies remaining after the elections described above. President/Co-President is a year-long term as well, with titles just changing by semester. One is elected in as Co-President, and after a semester, s/he automatically becomes President, with a new vacancy for Co-President; so, a new Co-President is elected each semester. Therefore, these elections will take place each semester, for a new Co-President, with Spring and Summer/Fall being understood as two distinct semester-terms.

Re-elections are permitted. Nominations shall be submitted only to the President and any other person(s) supervising the election. Officers will be elected by ballot, with each active member casting a vote. A majority of votes will constitute a victory. The identities of voters and nominators shall be held in confidence throughout the election process by the person(s) supervising the election, except as necessary to ascertain voter eligibility. If a recount becomes necessary, a neutral member of the executive council or the Faculty Advisor may assist under the same confidentiality stipulation. A simple majority of votes determines the winner among candidates running for the same position. In the event of a tie, a run-off election will be held.

## VOTING

All students currently maintaining membership in PLG: UA shall be allowed to vote for our chapter's officer candidates. Associate members are only allowed to submit nominations for Executive Council.

## REMOVAL OF OFFICERS

Elected officers may be removed from office for misconduct by a vote consisting of three-quarters of supporting PLG members. A petition consisting of 25 percent of the number of votes cast in the previous election is necessary to call for a removal election. Two weeks shall elapse between completion of the petition and submission to the Executive Council and the removal election. During that time, a general meeting shall be held. Regular balloting procedure will follow.

## EXECUTIVE COUNCIL

The Executive Council shall consist of PLG officers, ad hoc representatives, and chairpersons of the standing committees.

The Faculty Sponsor/Advisor is a member of the Executive Council and shall automatically remain the same through continuing semesters. However, the President is able at anytime to nominate a new Faculty Sponsor/Advisor; this new Faculty Sponsor/Advisor shall enter office once the Executive Council, the incoming Faculty Sponsor/Advisor, and the Director of SIRLS approve the nomination.

AD HOC REPRESENTATIVES shall be proposed as needed by the Executive Council and elected according to normal election procedure.

AD HOC COMMITTEES shall be created and chairs elected by the Executive Council as the need arises.

## AMENDMENTS

Any PLG member proposing changes may amend this constitution and by-laws. This must be communicated to the President and will then be distributed to all PLG members for a vote.

Amendments to this Constitution shall be binding by a vote of two-thirds of the members that participate. Members shall be given at least one week to deliver their vote.

In the event of changes, the most recent previous edition of the Constitution will be archived.

## BY-LAWS

- I. Requests from other organizations for financial support must be submitted to the Executive Council in writing at least one week in advance of the general membership meeting which precedes the date monies are required.
- II. General membership meetings shall be held at a minimum of once a month during fall and spring semesters.
- III. Executive Council meetings shall be held as necessary during the fall and spring semesters.
- IV. The summer session meeting dates shall be determined by the newly elected Executive Council.
- V. Dues can be revised at the first meeting of each semester, as well as the decision to include chapter and parent membership in payment, or solely chapter membership.
- VI. This organization shall adopt the consensus building approach rather than following Robert's<sup>TM</sup> Rules of Order. The consensus building approach is detailed in the book by Lawrence E. Susskind and Jeffrey L. Cruikshank entitled *Breaking Robert's<sup>TM</sup> Rules: The New Way to Run Your Meeting, Build Consensus, and Get Results*. (Oxford University Press, 2006. ISBN 0-19-530836-0)
- VII. Amendments to the by-laws shall be binding by a vote of a super majority (2/3) of the members present after formal announcement at least one week in advance of the proposed change and date of vote.