

**Charter of the American Library Association - Student Chapter
at the University of Wisconsin-Madison**

Revised June 2019

Revised October 2019

Revised March 2023

ARTICLE I

Official Name

The official name of this Organization shall be the American Library Association - Student Chapter at the University of Wisconsin - Madison iSchool.

ARTICLE II

Mission

The mission of the American Library Association - Student Chapter at the University of Wisconsin - Madison iSchool. (referred from here on as "ALA-SC-UW" or "Organization") is to provide professional development, support academic endeavors, promote community, and encourage leadership among both on-campus and distance program members. We uphold the mission of our parent organization, the American Library Association, and agree that the advancement and improvement of libraries and librarianship is our highest goal.

ARTICLE III

Membership

Section A. Eligibility. Membership shall be open to all students enrolled at the University of Wisconsin – Madison iSchool.

Section B. Membership Rights. Members shall have the right to participate in meetings, hold an officer position, vote in elections, serve on committees, and secure Organization funds as stated in this Charter.

Section C. Membership Responsibilities. In order for a Member to receive the benefit of Organization funds for professional activities that may include but are not limited to reimbursement for annual conference fees, the Member must pay any necessary dues, attend at least two general meetings of ALA-SC-UW in the academic year preceding request for funds, or in the case of distance students or special circumstances, show equivalent involvement in other areas, as determined by the presiding officers.

Section D. Associate Membership. Special students and undergraduates enrolled at the University of Wisconsin - Madison may attend meetings and activities but are not required to pay dues and are not entitled to vote, hold office or receive scholarships.

ARTICLE IV

Leadership and Elections

Section A. Leadership Board. The Organization is led by a Leadership Board, which acts as a liaison between academic staff, other student groups, the community, and iSchool students. The Leadership Board shall consist of the five members with the Faculty Advisor serving as an Ex-Officio member. The Leadership Board shall ensure that both on-campus and distance program students have equitable access to ALA-SC-UW services and operations. The Leadership Board is responsible for conceptualizing, planning, recruiting assistance for and executing events with the assistance of the Leadership Board, resolving any issues that emerge from within the group or within the iSchool community involving the ALA-SC-UW, is accountable for last-minute planning, mass emailing and assuming any duties of the chair, treasurer, secretary or other group office, and attending all ALA-SC-UW meetings and events.

Section B Elections and Vacancies. All members of the ALA-SC-UW are entitled to serve on and vote for the membership of the Leadership Board. Nomination and elections of Leadership Board members shall be supervised by the Chair. Vacancies on the Leadership Board shall be filled by appointment of a member in good standing by the remaining members of the Leadership Board. A Member is considered elected to a position on the Leadership Board upon receiving the highest number of votes from eligible Members present for the meeting where the election takes place. Each member of the Leadership Board shall serve a term of 12 (twelve) months.

Section C. Officer Positions. The Leadership Board shall select officers from the members elected to serve on the Leadership Board. There shall be a chair, secretary, treasurer, community engagement coordinator, and professional development coordinator. All leaders must be UW Madison iSchool students. At the discretion of the Membership, these offices can be split into co-positions. Each officer serves a term of 12 (twelve) months. Any duties or tasks not assigned in this Article may be divided among or assigned to officers or committees at the discretion of the Leadership Board. All officers shall attend all meetings unless excused by the Leadership Board.

Section D. Chair. The Chair shall preside at all Leadership Board meetings and general Membership meetings in accordance with this Charter, sign all papers and documents as required by the Charter and as authorized by action of the Leadership Board, act as spokesperson for the Board, and complete any other duties necessary to lead organization as authorized by this Charter.

Section E. Secretary. The Secretary is responsible for writing agendas in consultation with the Leadership Board and keeping minutes for Leadership Board meetings and general Membership meetings, sharing agendas and minutes with appropriate groups in a timely manner, maintaining the email lists of the Leadership Board and Members, creating polls or surveys for scheduling meetings or events, counting of votes, and attending all ALA-SC-UW meetings and events.

Section F. Treasurer. The Treasurer is responsible for overseeing the Organization's finances, including the ALA-SC-UW checking and savings accounts, managing Membership dues, controlling disbursement and receipt of monies in the operation of the Organization to ensure

the group maximizes experiences without overspending, coordinating fundraising activities for the Organization, and attending all ALA-SC-UW meetings and events.

Section G. Community Engagement Coordinator. The Community Engagement Coordinator is responsible for overseeing the communications regarding events and activities of the ALA-SC-UW, managing the official ALA-SC-UW website and other social media pages of the ALA-SC-UW in consultation with the Leadership Board, printing and distributing promotional materials, conceptualize, plan, and execute events. and attending all ALA-SC-UW meetings and events.

Section H. Professional Development Coordinator The Professional Development Coordinator is responsible for compiling information regarding conferences and professional development opportunities, and notifying Members of as appropriate through available methods.). The Professional Development Coordinator collaborates with all necessary entries to secure and distribute information about scholarships, travel logistics, and funding for conferences, professional development, and presentations.

Section J. Faculty Advisor. The Faculty Advisor shall be approved of by the Members of the ALA-SC-UW. The Faculty Advisor shall act as a liaison between the ALA-SC-UW and the American Library Association and between the ALA-SC-UW and the iSchool.

Section K. Vacancies. A vacancy in an officer position during a term shall be filled by appointment at the discretion of the Leadership Board. A vacancy may occur due to an officer's resignation, withdrawal from the iSchool, or removal from the position by a vote of the Leadership Board.

Section L. Removal from Office. An officer may be removed from the position and Leadership Board for just cause. If the Leadership Board asserts just cause exists, the Leadership Board shall provide a minimum of 5 calendar days' notice to the officer and convene to conduct a hearing to determine if there is just cause to remove the officer. A vote of the Leadership Board to remove an officer must be unanimous with the officer facing removal abstaining from the vote.

ARTICLE V

Committees

Committees shall be assigned as necessary by the Chair and Leadership Board to address or research specific topics. Any committee established by the Chair and Leadership Board will terminate upon completion of their assigned task unless extended by the Chair and Leadership.

ARTICLE VI

Meetings

Section A. Frequency. ALA-SC-UW will hold a general meeting once a month during the semester, at a time determined by the Leadership Board,

Section B. Purpose. Each meeting shall serve at least one of the following the purposes: (1) inform members of events and opportunities relating to the Organization and members, (2) conduct ALA-SC-UW business and discuss operations with Members, (3) provide short, supplemental programming or professional development with events that may include but are not

limited to guest speakers.

Section C. Access. Each general meeting will be available for Members to observe and participate in via video conference.

Section D. Notice. The agenda for a general meeting will be publicized at least seven days in advance by the Community Engagement coordinator to all interested parties through available means.

Section E. Parliamentary Procedure. The Membership and Leadership Board may utilize Robert's Rules of Order as a guide when completing tasks requiring parliamentary procedure.

ARTICLE VII

Finances

Section A. Accounts. The ALA-SC-UW shall maintain a checking and savings account at the UW Credit Union. Any and all Membership dues, donations, or other funds secured by the ALA-SC-UW shall be deposited in this account. The Treasurer and Chair shall be named signatories on the account. Account balances and documentation shall be available for inspection within 5 calendar days upon request by any Member. A full financial report shall be provided at each general meeting and each meeting of the Leadership Board.

Section B. Donations. The Leadership Board may accept gifts or donations subject to the lawful conditions imposed by the donor or without any conditions imposed. Unless otherwise specified by the donor, when the ALA-SC-UW receives a donation the Leadership Board may deposit the donation or utilize the donation in any manner consistent with the mission of the Organization

Section C. Fundraising. Solicitation and collection of money by ALA-SC-UW for the benefit of the Organization may be authorized by the Leadership Board.

Section D. Dissolution. If the ALA-SC-UW dissolves, the remaining funds will be donated to a charitable organization selected by a majority of the remaining Members. Upon dissolution, the remaining members of the Leadership Board shall notify the necessary University and ALA officials that the Organization has ceased operations.

ARTICLE VIII

Amendment and Decisions

This Charter replaces and supersedes all previous governing documents of ALA-SC-UW and similar preceding organizations. Proposed amendments to this Charter may be introduced by any member at any meeting, or by petition to the Chair. Ratification shall be determined by a two-thirds majority vote of the membership present at the meeting where final adoption of proposed Amendments is specifically noted on the publicized meeting agenda. All decisions regarding development and implementation of policies, procedures, elections, activities, and other items

related to ALA-SC-UW will be made by the Leadership Board in consultation with the Membership consistent with this Charter. This Charter shall be reviewed by the Membership on an annual basis.

ARTICLE IX

Non-Discrimination

The ALA-SC-UW shall comply with all university policies as well as federal and state laws prohibiting discrimination. The Organization shall operate in a manner to ensure no student is excluded from membership, officer or leadership positions, or participation on the basis of race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, gender identity, pregnancy, marital status, veteran status, political beliefs, genetic information, parental status, or sex.

Approved this 1st day of March 2023 at Madison, Wisconsin.