

**Proposed Constitution for
The UWI Library & Information Studies Alumni Association**

ARTICLE I – Name

Section 1. The name of this organization shall be the University of the West Indies Library and Information Studies Alumni Association (LISAA). Hereinafter referred to as the Association

Section 2. The Executive Committee, under policy guidelines, may authorize official use of the Association's name.

ARTICLE II – Purposes

Section 1. The purpose of the Association shall be primarily

- a) To bring together DLIS alumni across regions and class years to share and network
- b) to ensure that graduates of DLIS maintain a link with the UWI Dept of Library & Information Studies (DLIS),
- c) to ensure that DLIS graduates maintain an active network of library & information professionals with a view to promoting the Library & Information discipline,
- d) to assist in the promotion of DLIS,
- e) To raise funds in order to contribute to (1) the ongoing development of the Department, and (2) student development.
- f) To engage a DLIS alumni professional interest group and facilitate the maintenance and growth of links to UWI
- g) To provide a setting for cultural and social activities and continuing education programmes such as conferences and seminars, etc.
- h) To highlight the accumulated successes of DLIS alumni who have excelled in their field and to recommend recognition of such for formal tribute and in the process give the UWI a positive presence locally, regionally & internationally
- i) To keep a DLIS alumni and UWI's annual membership drive and database

Section 2. The Association is not-for-profit and exists for the above stated purposes only.

ARTICLE III – Membership

Membership in the Association is open to graduates of DLIS. The categories of membership and related dues and fees shall be defined in the Bylaws. (Attached to the Constitution, see below)

ARTICLE IV – Officers

Section 1. The officers of the Association shall be the President, Vice President, Treasurer, Assistant Treasurer, Secretary, Public Relations Officer, and DLIS Liaison Officer.

Section 2. The officers shall be nominated and elected as specified in the Bylaws.

Section 3. The duties of the officers shall be specified in the Bylaws.

Section 4. In the event of the incapacity of an officer, the Legislative Body shall, at its discretion, elect a replacement or establish a nomination and election procedure for so doing.

ARTICLE V – Executive Committee

Section 1. The Executive Team shall be the principal policy-making body of the Chapter and shall be responsible the management of the Association's resources and activities. The authority for annual approval of the Association's goals, priorities, and budget shall rest with the Executive and its designates.

Section 2. The Executive Committee shall administer the policies and shall serve as the legislative and administrative authority of the Association.

Section 3. The Executive Committee shall consist of President, Vice President, Treasurer, Assistant Treasurer, Secretary, Public Relations Officer, and DLIS Liaison Officer.

Section 4. The President shall propose the agenda for the Executive Committee, after consultation with other Committee members.

ARTICLE VI – Committees and Task Forces

Section 1. The Association shall have such standing, ad hoc committees and task forces as shall be created by the Executive Committee or by the officers in consultation with the Executive Committee.

Section 2. Recommendations to the Executive on personnel for standing committees of the Association shall be made by the members.

Section 3. It shall be the responsibility of the Executive Committee to consider and, at their discretion, fill for an appropriate period, standing committee vacancies that occur between meetings of the Committee.

ARTICLE VII – Amendments

Section 1. A majority of the Executive Committee may initiate amendments to this Constitution.

Section 2. Members of the Association may present a petition to the Executive that shall mandate it to consider a proposed amendment.

Section 3. Amendments initiated as specified in Section 1 or 2 shall be distributed to all members of the Association.

Section 4. After no less than 30 days following the announcement to the Association membership of a proposed amendment, a full membership ballot shall be distributed. A two-thirds majority of those voting shall be required for adoption of an amendment.

ARTICLE IX – Dissolution

The Association may be dissolved only at a special meeting called for the purpose, and in the manner prescribed by the relevant laws (for example, by vote of three fourths of the members present.) Subject to compliance with the applicable provisions of such laws, upon any such dissolution of the Association, all its property remaining after satisfaction of all its obligations shall be distributed between the UWIAA and the Department of Library and Information Studies (University of the West Indies, Mona Campus).

**Proposed Bylaws for
The UWI Library and Information Studies Alumni Association**

ARTICLE I – Membership

Section 1. There shall be five classes of membership in the Association: Retired/Emeritus, Life, Organization, Patron, Regular, and Student.

Section 2. All members must also be members of the UWI Alumni Association

Section 3. The rights, privileges, services, and obligations of each category of membership shall be as authorized by the Executive in conjunction with the UWIAA.

Section 4. Emeritus membership, upon application through the President, shall be conferred by the Executive Committee upon any member who, at the time of formal retirement, has held membership for the immediate past 20 consecutive years, or for a total of 25 years. Emeritus shall carry all the privileges of regular membership. All emeritus members shall be eligible for complimentary passes to LISAA functions.

Section 5. All graduates of the DLIS from UWI territories and other locations are eligible to become members, officers, members of the Executive Body, and nominees for office.

Section 6. Membership in the UWILISAA will mean automatic membership in the UWI Alumni Association.

Section 7. No member shall be refused membership on the grounds of race, gender, socio-economic class, religion, sexual preference, place of work or residence.

ARTICLE II – Dues and Fees

Section 1. Annual dues in the several membership categories shall be determined by the LISAA Executive in collaboration with the UWI Alumni Association.

Section 2. The dues should be as follows and must be increased after each five-year period. (For ease of reference, dues equivalent to US\$)

Student/Retired/Emeritus	US\$_____ (annually)
Life	US\$_____ (one time)
Regular	US\$_____ (annually) – to be decided by Executive

Section 3. The fee structure is in keeping with that of the UWI Alumni Association and as such any changes in their fee structure will be reflected in the fee structure of the LISAA. This however, does not prevent the LISAA from adjusting its fee structure whenever necessary.

ARTICLE III – Meetings

Section 1. An annual general meeting of the Association shall be held at a time and place to be designated by the Executive Committee (for e.g. at ACURIL). This may also include the use of Web conferencing technologies.

Section 2. Items submitted by ordinary members of the Association, by the officers or committees should be sent to the President no later than six weeks prior to the AGM and must be included on the agenda.

Section 3. The Executive Committee shall publish a proposed agenda not later than four weeks prior to the annual general meeting of the Association.

Section 4. All meetings of the Association and of its constituent bodies shall be open to all members.

Section 4.1. Meetings of the constituent bodies of the Association may be closed when issues involving personnel decisions are being discussed or decided.

Section 4.2. Constituent bodies of the Association may establish and control the privileges of the floor.

Section 5. The Association shall assume no responsibility for statements or opinion expressed by participants in the programme of its annual general meeting or in such other conferences, meetings and events as it may sponsor.

ARTICLE IV – Nominations and Elections

Section 1. Members of LISAA may nominate candidates to serve on the Executive committee. Nominations should be received for all the following positions: President, Vice President, Treasurer, Assistant Treasurer, Secretary, and Public Relations Officer.

b. The positions of Staff Advisor and DLIS Liaison Officer shall be appointed by invitation to qualified personnel to serve in such positions.

c. There shall be a liaison officer representing each UWI territory and to be the main contact for that country or block of countries. A member who sits on the executive committee can double as a liaison officer

Section 2. Nominations will be accepted in writing and must be directed to the Executive Body at least three months prior to the Annual General Meeting thus giving the nominated candidates time to canvass votes and the Executive time to publicize the nominations. Additional nominees can be added to those already nominated up to a month before the elections.

Section 3. Elections will be held during the Annual General Meeting. Candidates will be required to post online their profiles and how they plan to serve in their positions to inform the membership beforehand. This can be facilitated by DLIS website.

Section 4. The Executive will supervise the election and the nominees receiving the largest number of votes will be elected. In cases where only one person is nominated for a position, ipso facto that person will assume the position automatically and there should be no need for casting votes.

Section 5. Association officers shall assume office immediately on the first working day following the Annual General Meeting.

Section 6. The term of office shall be one year following the Annual General Meeting.

ARTICLE V – Duties of Officers

Section 1. The President of the Association shall

- a. Serve as presiding officer of the Executive Committee
- b. Set the agenda for AGM and Executive Committee Meetings (in accordance with Article III Section 2)
- c. Report to the membership and the Executive Committee concerning the achievement of the goals and priorities of the association along with management of the budget of the Association,
- d. Represent the Association to internal and external constituencies,
- e. Speak on behalf of the Association in forums,
- f. Present policy recommendations, as appropriate and in consultation with the Executive Committee,
- g. Oversee the implementation of the policies,
- h. In the event of a vacancy among the officers, consult with and seek advice and consent of the Executive Committee, inform the membership and initiate such action to secure replacements as deemed appropriate,
- i. Discharge the additional responsibilities normally adhering to the office.

Section 2. The Vice President of the Association shall

- a. Succeed the Presidency in the event of the death, disability, or resignation of the President.
- b. Recommend to the Executive Committee suggestions regarding the goals and priorities of the Association,
- c. Work with the Executive Committee, affiliate organizations, and others so designated plan the programme for the annual general meeting,
- d. Represent the President in his/her absence,
- e. Assist the President in promoting the Association's Policies,
- f. Work with the Executive Body, and DLIS to promote membership retention and recruitment in the Association.
- g. Discharge the responsibilities normally adhering to the office,

Section 3. The Treasurer of the Association shall maintain the financial accounts of the LISAA, produce reports for the annual general meeting and manage the finances of all LISAA sponsored events.

Section 4. The Assistant Treasurer of the Association shall assist the Treasurer in fulfilling the duties of that office.

Section 5. The Secretary of the Association shall perform the customary duties of that office such as minute taking. The secretary shall be the historian/records manager of the Association and duties shall be to maintain record and storage of all LISAA's activities including but not limited to visual and audio recordings, photographs and all other paraphernalia and materials produced by the Association or created by another body about or for the Association. These materials should be made available for exhibiting and promoting the Association.

Section 6. The Public Relations Officer of the Association shall establish and maintain mutually beneficial relationships between the Association and its various publics utilizing strategies that may be deemed appropriate, relevant and consistent with the policies of the Association

Section 7. a. The DLIS Liaison Officer shall inform the Association of current DLIS teaching, learning and research matters or issues that may require the attention of the LISAA. The Officer shall also assist with the recruiting members from the DLIS current student population.

Section 9. Each Chairperson or Director or Head, so appointed through volunteering or through invitation to serve, on an Association Board, Committee (standing/ad hoc) or Task Force shall:

- a. Carry any charge of the Executive Committee to the respective Committee or Task Force,
- b. Lead the Committee or Task Force members in the pursuit of its mission,
- c. Present policies and programs developed by the Committees or Task Forces to the Executive Committee,
- d. Advise the Association in matters related to their stewardship,

Section 9.1. Each Committee or Task Force shall make provision for such additional officers, committees, interest groups, and other subsidiary bodies as it shall deem proper.

Section 9.2. Each Committee or Task Force shall establish its own procedures for nominating and electing its officers and for the general conduct of its affairs.

Section 10. All officers of the executive committee are expected to represent LISAA at meetings, activities and events of the UWI Alumni Association and report accordingly to the LISAA membership.

ARTICLE VI – Resolutions

Section 1. The Committee on Resolution shall consist of ___ persons elected upon recommendation by the Executive Committee. The members of the Committee shall serve for two-years staggered appointments.

Section 2. Following a call for resolutions, the Committee shall receive, review, and edit motions to be brought before the Executive. The Committee may originate motions.

Section 3. The Executive shall ordinarily receive and act on resolutions transmitted from the Committee on Resolutions prior to entertaining resolutions from the floor.

Section 4. The Executive shall have the right to instruct the Resolution Committee to prepare motions for the next annual meeting.

ARTICLE VII – Parliamentary Authority

In the absence of any position to the contrary in the Constitution or Bylaws, all business meetings of the Association, Executive Committee, Committees, Task Forces, and other subsidiary bodies shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order, www.robertsrules.com.

ARTICLE VIII – Amendments

Section 1. Amendments to these Bylaws may be initiated by a majority of the Executive Body or by a petition addressed to the Association and signed by ___ members of the Association.

Section 2. For the adoption of a proposed amendment to these Bylaws, a two-thirds majority vote of the Executive shall be required.

Section 3. Any five percent of the Association's members may present a petition that shall mandate the Executive to submit a proposed amendment to these Bylaws to the full membership. Such an amendment shall be adopted if it is approved by a majority of the members voting.