

**University of Pittsburgh**  
**Graduate School of Library and Information Sciences**  
**Student Chapter of the American Library Association**  
**Constitution**

**Created: January 1988**  
**Last Revised: January 2005**

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**ARTICLE I: OFFICIAL NAME**

The official name of this organization shall be the Student Chapter of the American Library Association at the University of Pittsburgh. The acronym SCALA may be used to represent the Student Chapter of the American Library Association at the University of Pittsburgh on all official announcements and documentation.

**ARTICLE II: PREAMBLE**

We, the graduates of the University of Pittsburgh, hereby ordain and establish this Constitution as the proper charter of our Student Chapter of the American Library Association (SCALA), placing our trust in the principles of democracy and self-representation and expressing our hopes that this Constitution shall help SCALA attain a proper role as the representative voice to the student body of the goals and purpose of the American Library Association.

**ARTICLE III: PURPOSE**

It is the goal of the Student Chapter of the American Library Association at the University of Pittsburgh to:

1. Facilitate and encourage participation in the American Library Association.
2. Acquaint members with goals, objectives, and resources of the American Library Association.
3. Encourage professional contacts within the field of librarianship.
4. Provide the members of the student chapter with official representation to the American Library Association and other relevant organizations.
5. Actively promote involvement in professional activities beyond the classroom.
6. Provide a local forum for the exchange of ideas and information about trends, issues, and opportunities in the profession.
7. Develop skills and relationships that will enable students to have a creative impact on the profession.
8. Increase awareness of national issues in library and information science.

**ARTICLE III: MEMBERSHIP**

Section 1. Membership

Membership shall be divided into Passive Membership and Active Membership.

Passive Membership of this organization shall mean current enrollment in the University of Pittsburgh Graduate School of Library and Information Sciences.

Active Membership of this organization shall be defined as:

1. Current enrollment in the University of Pittsburgh Graduate School of Library and Information Sciences.
2. Member of the American Library Association.
3. Member who perform at least one (1) of the following:
  - a. Attend meetings.
  - b. Read meeting notes.
  - c. Serve on a committee.

## Section 2. Hazing

The Student Chapter of the American Library Association at the University of Pittsburgh shall not endorse or engage in hazing activities. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any registered student organization. Hazing includes, but is not limited to, any brutality of a physical nature such as: whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food; liquor; drug or other substance; or any other forced physical activity that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as: sleep deprivation; forced exclusion from social contact; forced conduct that could result in extreme embarrassment; or any other forced activity that could adversely affect the mental health or dignity of the individual or any willful destruction or removal of public or private property.

## **ARTICLE IV: INVESTITURE OF POWER**

All Student Chapter of the American Library Association at the University of Pittsburgh Officers and Members shall be bound by oath to support the Constitution and all laws make in pursuance thereof.

## **ARTICLE V: OFFICERS**

### Section 1. Executive Board

1. The officers of this organization shall consist of a President, Vice-President of Programming, Vice President of Member Relations, a Secretary/Treasurer, and a Faculty Liaison.
2. The Executive Board shall consist of the officers and the faculty advisor(s) as Member(s) Ex-Officio.
3. The position of Secretary/Treasurer may be divided into two (2) offices should the Executive board feel that an extra position is needed.

4. The officers shall have the following responsibilities:
  - a. The responsibilities of the President shall include but not be limited to:
    - i. Heading the Executive Board.
    - ii. Having the ultimate responsibility for the functioning of the organization and its relationship with ALA Headquarters.
    - iii. To perform such duties as are normally required of the office of President; and as the Membership may determine.
    - iv. Conducting and convening the meetings of the organization.
  - b. The responsibilities of the Vice-President of Programming shall include but not be limited to:
    - i. Planning and the coordinating of organization activities in cooperation with other officers and the general membership.
    - ii. Assuming the duties of the President in the latter's absence.
    - iii. Assuming the office of the President should it become vacated during the stated term of office.
    - iv. To perform such duties as are normally required of the office of Vice-President of Programming; and as the President may delegate; and as the Membership may determine.
    - v. Relaying information on current events and programs to the Vice-President of Member Relations.
  - c. The responsibilities of the Vice-President of Member Relations shall include but not be limited to:
    - i. Being responsible for the coordination of Member recruitment.
    - ii. Maintaining a membership roster.
    - iii. To perform such duties as are normally required of the office of Vice-President of Member Relations; and as the President may delegate; and as the Membership may determine.
    - iv. Relaying information on the chapter's current activities to the general membership and all other interested parties.
  - d. The responsibilities of the Secretary/Treasurer shall include but not be limited to:
    - i. Recording the minutes of all Student Chapter of the American Library Association of the University of Pittsburgh meetings.
    - ii. Keeping accurate records of past events and activities.
    - iii. Maintaining accurate records of all financial matters.
    - iv. To perform such duties as are normally required of the office of Secretary/Treasurer; and as the President may delegate; and as the Membership may determine.
  - e. The responsibilities of the Faculty Liaison shall include but not be limited to:
    - i. Representing the interests of the Student Chapter of the American Library Association of the University of Pittsburgh at all relevant Department of Library and Information Science meetings.

- ii. Representing the interests of the Student Chapter of the American Library Association of the University of Pittsburgh at all relevant University of Pittsburgh meetings.
- iii. To perform such duties as are normally required of the office of Faculty Liaison; and as the President may delegate; and as the Membership may determine.

## Section 2. Committees and Appointed Positions

1. Committees
  - a. The Executive Board shall appoint ad hoc committees as necessary.
  - b. The Vice-President of Programming shall work with an ad hoc Planning Committee as needed.
  - c. Executive Board members may serve on ad hoc committees.
2. Appointments
  - a. The Executive Board shall appoint specific positions as needed. These appointments may include but are not limited to:
    - i. Web master/Web mistress.
    - ii. FastTrack Liaison
  - b. The responsibilities of the Web master/Web mistress shall include but not be limited to:
    - i. Maintaining an accurate and current webpage for the Student Chapter of the American Library Association of the University of Pittsburgh.
    - ii. To perform such duties as are normally required of the position of Webmaster/Webmistress; and as the President may delegate; and as the Executive Board may determine.
    - iii. Attending all Executive Board meetings meeting in person or via an electronic intermediate. .
  - c. The responsibilities of the FastTrack Liaison shall include but not be limited to:
    - i. Organizing online meetings of the Student Chapter of the American Library Association of the University of Pittsburgh for University of Pittsburgh FastTrack Students.
    - ii. To perform such duties as are normally required of the position of FastTrack Liaison; and as the President may delegate; and as the Executive Board may determine.
    - iii. Attending all Executive Board meetings in person or via an electronic intermediate.
  - d. Appointments can be retracted upon a majority plus one (1) vote of the Officers of the Student Chapter of the American Library Association of the University of Pittsburgh.
  - e. Terms of appointment shall be one academic semester with no restriction on the number of incumbencies.

### Section 3. Removal of Officers

Officers of the Student Chapter of the American Library Association of the University of Pittsburgh may be removed from office upon a simple majority vote of the executive board and the active members of the chapter. Should the voting result in a tie, the Faculty Advisor(s) shall be called upon to cast the deciding vote.

## **ARTICLE VI: ELECTIONS**

### Section 1. Nominations

1. Nominations will open two (2) months before elections.
2. Members may be nominated in person at a meeting or via an email sent to the Secretary and the Faculty Advisor(s).
3. Self-nomination is acceptable.
4. Membership in the American Library Association is required to run for an Executive Board position.

### Section 2. Elections

1. All active members of the Chapter are entitled to vote for the officers of the organization.
2. Each active member is allowed one (1) vote.
3. Elections shall be held one (1) month before the position(s) become(s) vacant.

### Section 3. Vacancies

Should any SCALA Executive Board office become vacant at any point during the semester, a new election for the remaining term of office will be run by the SCALA Executive Board. At the next regularly scheduled SCALA general meeting, a call will go out from the President to all active members about the availability of the Executive Board office. All active members at the University of Pittsburgh will be eligible to fill the vacant office. As well, the President will publicize the date of the next regularly scheduled SCALA general meeting as the date of the election for this position. Any active member may declare candidacy for this office by submitting a nomination prior to the next regularly scheduled SCALA general meeting. All candidates shall be present at this general meeting where the position statements will be made available. Voting for this position will be done at the general meeting. All active members at this general meeting will be given one vote and the candidate with the most votes shall be elected to fulfill the remaining term of office.

### Section 4. Terms of Office

Terms of Office for all officers shall be one academic semester with no restriction on the number of incumbencies.

## **ARTICLE VII: ACTIVITIES**

### Section 1. Meetings

1. There shall be a minimum of four (4) meetings per semester of the Fall and Spring Semesters. Meetings will be divided as follows:
  - a. Fall Semester:
    - i. September: one (1) meeting.
    - ii. October: one (1) meeting.
    - iii. November: one (1) meeting.
    - iv. December: one (1) meeting.
  - b. Spring Semester:
    - i. January: one (1) meeting.
    - ii. February: one (1) meeting.
    - iii. March: one (1) meeting.
    - iv. April: one (1) meeting.
2. Summer Semester meetings will be left to the discretion of the Executive Board and the Faculty Advisor(s).

### Section 2. Activities and Programs

1. Activities and Programs sponsored by the Chapter will be open to all interested individuals. Should attendance numbers be limited, preference for attendance will be as follows:
  - a. Active Members.
  - b. Passive Members.
  - c. School of Library and Information Science Faculty.
  - d. School of Library and Information Science Staff.
  - e. Nonaffiliated individuals.
2. There shall be a minimum of four (4) activities or programs per semester of both the Fall and Spring Semesters. Division of these activities shall be left to the Vice-President of Programming and his/her/zer committee.
3. Summer Semester meetings will be left to the discretion of the Vice-President of Programming and his/her/zer committee.

## **ARTICLE VIII: Finances**

### Section 1. Finances

All finances shall be deposited and handled through the Financial Services office.

### Section 2. Dues

Dues will not be enacted.

## **ARTICLE IX: PARLIAMENTARY PROCEDURE**

*Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority in all cases not addressed herein and in which they are not inconsistent with the constitution and any special rules of order which the Executive Board uses to aid in the orderly running of the general meetings.

## **ARTICLE X: RATIFICATION**

### **Section 1. Authorization**

All proposals for accepting Constitutional changes shall originate on the Executive Board. A proposed amendment shall become effective when it shall have been approved by a majority of the members of the Executive Board present and voting at two consecutive meetings held not less than two months apart, followed by ratification by the active members by a two thirds (2/3) vote of a majority of the members at a general meeting. The Executive Board, on approving a proposed amendment for the second time, shall post the specified changes with the original document no less than one (1) month before the next general meeting on the Chapter's designated listserv, the School of Information Science Listserv, and the official webpage of the chapter.

### **Section 2. Amendments**

All proposals for amending the Bylaws shall originate from the Executive Board. A proposed amended or new bylaw shall become effective when it shall have been approved by a majority of the members of the Executive Board present and voting at a meeting of the Executive Board, followed by ratification by the members of the Association by a simple majority vote of the active membership. The Executive Board, on approving a proposed amendment, shall specify whether a vote for ratification shall be taken at a membership meeting of the Association or by mail, and if a mail vote is ordered, the Council shall post the specified changes with the original document no less than two (2) weeks before the next general meeting on the Chapter's designated Listserv, the School of Information Science Listserv, and the official webpage of the chapter.

## **ARTICLE XI: STATEMENT OF NONDISCRIMINATION**

The Student Chapter of the American Library Association at the University of Pittsburgh at no time shall discriminate against a person because of that person's race, religion, sex, sexual orientation, color, national origin, ethnic background, age, differential ability, or veteran's status, as in agreement with University policy.