

Libraries' Staff Association Constitution

Article I

This organization shall be known as the University of Georgia Libraries' Staff Association (LSA).

Article II

LSA promotes community development, vitality, and enrichment for the UGA Libraries' Staff by sponsoring and engaging in inner-library social events, charity drives, and faculty and staff recognition.

Article III

Section 1 -- Membership

LSA shall consist of both voting and honorary members:

a) Voting Members

Voting members include all employees of the University of Georgia Libraries, with the exception of the student workers and interns. Membership is automatically conferred upon newly hired Libraries employees and will continue until the end of employment.

b) Honorary Members

Honorary Membership is to be conferred upon all retiring Libraries' employees. Honorary Membership may be conferred on other departing employees at the discretion of the Executive Board for recognition of meritorious service to LSA. Honorary Members may attend LSA functions but are not eligible to vote.

Section 2 - Dues

No mandatory dues are attached to membership in LSA, however, members are each asked to contribute dues. The specific monetary amount of dues may be subject to changes from year to year, and a suggested amount will be set by the committee. The amount will be determined at the first meeting of the year and advertised on the LSA webpage.

Article IV - Organizational Structure, Duties and Responsibilities

Section 1 - Officers

The officers of the Association shall be:

1. President
 - a) Presides over meetings
 - b) Develops goals and sets priorities for LSA throughout the year
 - c) Serves as an ex officio member of all committees
 - d) Works with the Secretary to prepare meeting agendas
 - e) Creates ad-hoc committees to address specific needs as they arise
 - f) Works to ensure the success of all LSA functions and events
 - g) Works with the Libraries Communications Coordinator to advertise LSA events and activities, including being chiefly responsible for LSA's social media outlets
 - h) Annually presents the LSA President's Award and may present a Meritorious Service Award [see addendum for award descriptions]
2. Vice President
 - a) Serves as an ex-officio member of all committees
 - b) Presides over meetings should the President be absent
 - c) Presides over special projects as designated by the President and/or Committee
 - d) Assists in coordinating public relations
 - e) Assists in the maintenance of the LSA webpage
3. Secretary
 - a) Takes notes of each meeting of the Committee and makes those notes available to the Libraries as a whole as soon as possible after the meeting by posting meeting minutes to the LSA webpage and to the LSA folder on the G: drive
 - b) Works with President to set meeting agendas
 - c) Maintains the LSA webpage
 - d) Works with the nominating committee to determine those eligible for office
 - e) Tallies ballots from all elections and reports the outcome to the Committee

4. Treasurer

- a) Works with the Fund Raising Coordinator to develop and implement funding activities
- b) Advises the President and Vice President on the state of the LSA treasury and works with the Coordinators to provide funding appropriate for events
- c) Designates responsibility for LSA cash boxes to one person at Main and one person at Science
- d) Will receive an accounting of the cash boxes on a monthly basis
- e) Must count all monies received for LSA fundraisers and prepare a report for the Executive Committee concerning revenue
- f) Is responsible for overseeing the annual dues drive

Section 2 - Executive Board

The Executive Board of the Association shall consist of

1. The Officers of the Association

2. LSA Coordinators:

a) Staff Recognition Coordinator

- Promotes a sense of community through acknowledging personal events of staff including the Physical Plant employees who work in the library on the behalf of LSA
- Responsible for purchasing and sending get well cards and/or flowers, sympathy cards and/or flowers, congratulatory cards, and retirement gifts
- Works with the Treasurer to set and maintain an appropriate budget for staff recognition gifts
- Will organize a New Employee Breakfast when needed

b) Libraries Communications Coordinator

- Responsible for organizing, coordinating, and maintaining a list of contacts for departmental liaisons within the Libraries
- Is responsible for communicating information about LSA events and activities to the Libraries via Grapevine and the UGAstaff listserv.
- Will assist the President in promoting LSA activities through social media

c) Fundraising Coordinator

- Works with the LSA Treasurer to determine funding needs and collaborates on fundraising events
- Responsible for arranging the following LSA fundraising events:

1. Bake Sales
2. Valentine's Day Flower Sale

d) Events Planning Coordinator

- Assists in the planning and coordinating of LSA events
- Responsible for arranging the following annual projects:

3. Ice Cream Social
4. Thanksgiving Luncheon

e) Community Services Coordinator

- Coordinates, facilitates, and promotes charitable activities and/or volunteer opportunities for the Libraries' staff within the local community outside of the Libraries
- Responsible for all details in arranging the following:

5. Winter Holiday Fundraiser
6. Fall Athens School Supplies Drive
7. Animal Welfare Drive and Display
8. Canned Food Drive

f) Libraries Programming Coordinator

- Develops, implements, and promotes programming throughout the Libraries which supports the mission of LSA
- Works with the Libraries Communications Coordinator to publicize events of interest to library staff within the Libraries
- Will work with the President to form sub-committees to plan and oversee the Annual All-Staff Party and the Student Appreciation Luncheon

g) Oral History/Archivist (Appointed)

- Collects written, oral, and anecdotal accounts to add to the UGA Libraries' collective understanding of its history
- Records, archives, and disseminates such portions of the history of the Libraries as deemed appropriate, in consultation with the Executive Board
- Will consult with the Officers and Executive Board on the history and structure of LSA

h) Book Sale Coordinator (Appointed)

- Coordinates all aspects of book sales
- Maintains and manages donations and sale item inventory

Section 3 - Representatives

The Main, Science, Special Collections Libraries' building, and Miller Learning Center & Other Facilities Representatives are to be elected by LSA to serve on the Executive Board. Representatives will be bound by the two-year term limitation and will attend meetings of the LSA Executive Board. The duties for these positions are as follows:

- a) The Main Library Representative serves as a point of contact for Main Library faculty and staff regarding LSA issues, assists with any and all LSA events held in the Main Library, maintains the LSA supply closet, and performs additional duties as assigned and approved by the Executive Board.
- b) The Special Collections Libraries Representative serves as a point of contact for Special Collections Libraries faculty and staff regarding LSA issues, assists with any and all LSA events held in the Special Collections Libraries building, and performs additional duties as assigned and approved by the Executive Board.
- c) The Science Library Representative serves as a point of contact for Science Library faculty and staff regarding LSA issues, assists with any and all LSA events held in the Science Library, and performs additional duties as assigned and approved by the Executive Board.
- d) The Miller Learning Center & Other Facilities Representative serves as an LSA contact for faculty and staff in the Miller Learning Center and other library locations not represented by the Main Library, Special Collections Libraries, or Science Library representatives. The Miller Learning Center & Other Facilities Representative will assist with any LSA events to be held in the Miller Learning Center and will perform any other duties as assigned and approved by the Executive Board.

Article V - Procedures

Section 1- Elections

The President of the Association will appoint, no later than the first week of November, a nominating committee of at least three persons, one of whom shall be the outgoing President unless he/she is running for reelection; at least one member of this nominating committee will

be the Representative from Science, Special Collections, or MLC & Other Facilities. No one on the Nominating Committee may be running for election or re-election.

- a) The President will inform the nominating committee of any open positions to be filled during the election. The nominating committee will then find candidates for these positions by informing the Libraries through e-mail messages and any other advertising deemed to be appropriate. The nominating committee will present a preliminary slate of candidates to the Executive Board at the November meeting. This slate will then be sent to the Libraries via Grapevine.
- b) After the preliminary slate has been posted, and before the posting of the final slate, any member may nominate any eligible member to any office, provided that the intended nominee consents to the nomination. Nominations are implemented by submitting the nominee's name to the nominating committee. The committee may adopt any reasonable means of assuring that consent has been obtained.
- c) The vote shall be taken by secret ballot. Absentee ballots must be made available before the election. All absentee ballots must be returned before votes are counted. Any absentee ballot received after votes are counted will be discarded.
- d) For each office, the candidate receiving a simple majority of the votes cast shall be elected. If no candidate receives a majority on the first vote, a run-off will be held at the same meeting. If the run-off vote is still tied, then the Executive Board will vote to determine the winner of the election.

Section 2 - Terms of Office

- a) Any member is eligible to hold office after employment of six months. An employee with less than six months' employment may be nominated for office with the permission of their supervisor or department head.
- b) Officers, Coordinators, and Representatives are elected for terms of one year. New terms begin on first working day after the December break. No member is eligible to hold more than one office at a time except with the permission of the Executive Board. No Officer is eligible to serve more than two consecutive terms in the same office. Treasurer may serve more than two terms at the request of Officers of the Executive Board. Coordinators have no term limits.
- c) If President is unable to fulfill his or her term in office, the Vice President will fulfill the remainder of the term. The fulfillment of a term in any part by the Vice President in these circumstances would not affect his or her eligibility to serve two consecutive terms if elected President. In the event that a vacancy occurs in any other position on the Executive Board, the remaining members of the board will appoint a member of the

Association to fill the vacancy. This replacement should come from outside the Executive Board.

Section 3 - Meetings

- a) There is one open meeting per year, to take place in December. This meeting will be advertised to the Libraries at the beginning of that month. Annual elections are to take place at this meeting.
- b) The Executive Board will hold a regularly scheduled meeting each month. The location of this meeting is to be rotated between Main, Science, the Miller Learning Center, and the Special Collections Building. An agenda for the regularly scheduled monthly meeting will be issued by the Secretary at a reasonable time prior to the meeting. At the beginning of the year, the meeting schedule will be posted on the LSA website, or some other measure will be taken to advertise this schedule to the Libraries.

All interested Libraries faculty and staff may attend meetings of the Executive Board if they choose, though meetings may be closed at the discretion of the President. If a meeting is to be closed, this must be advertised on the LSA website beforehand.

- c) The President may, at his or her discretion, convene a meeting of the Officers to discuss LSA issues. This meeting may be informal and have no set agenda.

Section 4 - Constitutional & Bylaw Review

- a) This constitution may be amended or revised by an assenting vote of two thirds of the quorum present at any business meeting, provided that notice has been given to the Libraries for one week that an amendment is contemplated. Any change to the Constitution is considered to be temporary until approved by the open meeting.
- b) Changes to the constitution will be presented to LSA at large via the annual open meeting.
- c) The President shall hold a review of this Constitution and any and all LSA procedures at the first meeting of the year.

Addendum

1) Awards:

a) The LSA President's Award is to be given annually to an officer, coordinator, or representative who served on the Executive Board during the previous calendar year. The recipient of this award will have demonstrated an exceptional level of commitment, effectiveness, and enthusiasm when involved in LSA activities. The name of the recipient and the actions which made them worthy of this award are to be made known to the Libraries as a whole in an appropriate manner.

b) The President may also, after consultation with the Officers of the Committee, present a Meritorious Service Award. This award is to be reserved for those individuals who have demonstrated an extraordinary commitment and service to LSA and to the libraries community as a whole over a significant period of time.