

UNIVERSITY LIBRARY SPECIALIST GROUP BY-LAWS

ARTICLE I

NAME

The official name of this organization shall be the University Library Specialist Group otherwise known herein as the ULSG.

ARTICLE II

MISSION

The mission of the University Library Specialist Group is to represent the ULSG members in the communication and decision-making processes of the University Library in support of the Library's overall mission:

- To increase the sense of identity, recognition, and worth of each ULSG member.
- To identify concerns relating to the ULSG members and to seek their solutions.
- To provide a channel of communication between the ULSG members and the Leadership Team.
- To promote ULSG member development and training.
- To support the Library charitable fundraising efforts.
- To sponsor and organize social activities.

ARTICLE III

MEMBERSHIP

The University Library Specialist Group shall consist of University Library and Herron Library non-librarian employees. This includes Library Specialists, TE's and PA's. Part-time hourly employees are welcome.*

All members are encouraged and invited to attend the regularly held ULSG meetings.

*For part-time employees to attend "on the clock" they will need to have their supervisors permission to attend these meetings.

ARTICLE IV

ORGANIZATION LEADERSHIP

SECTION A: OFFICERS

1. **President:** The President shall preside over meetings of the ULSG, chair the Executive Committee and oversee the disposition of all recommendations of the ULSG.
2. **Vice-President:** The Vice-President shall preside over all meetings of the ULSG and Executive Committee at which the President is not present, perform and conduct other duties as designated by the President, chair the Recognition Committee, and assume all duties and responsibilities of the Presidency if the President is unable to complete his/her term of office.
3. **Secretary:** The Secretary shall be responsible for preparing and distributing the agenda as formulated by the Executive Committee, recording and distributing the minutes of the proceedings and actions of the Executive Committee and the ULSG, and shall maintain other permanent records of the ULSG.
4. **Treasurer:** The Treasurer shall maintain the financial records, disbursement of funds of the ULSG at the direction of the President or the Executive Committee and present financial reports at meetings. The Treasurer shall chair the Fundraising Committee.

SECTION B: TERMS OF OFFICE

Officers shall be elected for a 2-year term and may succeed themselves for 1 term in the same office. They may run for the same office again after the succeeding President has served at least a 2-year term, but may run immediately for a different office.

If an officer vacates an office during their term the Executive Committee will appoint a replacement to complete the term. The appointment will need a majority vote of all the remaining Executive Committee members.

SECTION C: ELECTIONS

Elections for officers of the ULSG shall be held during the May University Library "Organization Week" and the newly elected officers shall begin their term at the beginning of the new fiscal year, July 1.

ARTICLE V

COMMITTEES

SECTION A: EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the ULSG Officers and Chairs of the Standing Committees. The Executive committee will review the By-Laws annually and make recommendations for amendments to the ULSG during the August meeting. The Executive Committee shall set meeting dates, agendas, approve financial transactions, and projects recommended by committees.
2. There must be a simple majority of the Executive Committee members present to make a quorum, and for a resolution to pass there must be a simple majority vote of the entire Executive Committee, no matter how many members are present.
3. The Executive Committee shall meet monthly or more frequently as projects dictate. These meetings must be set at least 2 months in advance and all members of the ULSG notified of these dates as soon as possible after the meetings are scheduled.

SECTION B: STANDING COMMITTEES

1. Officers, as stated in Article IV, Section A, shall chair the Recognition and Fundraising Committees. Chairs of the Development and Training Committee and the Social Activities Committee are to be selected by members of those committees, and those chairs will become members of the Executive Committee. All chairs of Standing Committees will report on committee activities to the Executive Committee during Executive Committee meetings.
2. Standing Committees shall meet bi-monthly (every 2 months) or more frequently as projects dictate.
 - Recognition Committee – Chaired by the Vice-President – This committee shall be responsible for organizing and coordinating recognition activities.
 - Development & Training Committee – This committee shall have the responsibility for designing and implementing staff development and training opportunities, in coordination with, but not limited to, other Teams and/or organizations such as the Client Support Team and UITS. Additional volunteers may be solicited for specific activities.

- Social Activities Committee – This committee shall have the responsibility for organizing and coordinating social activities and events for the ULSG in harmony with University Library policy. Additional volunteers may be solicited for specific activities.
- Fundraising Committee – Chaired by the Treasurer – This committee shall have the responsibility for organizing and coordinating fundraising activities and events, including but not limited to supporting University Library charitable events.

3. Membership of Standing Committees shall be determined by vote, volunteerism, or appointment by the Executive Committee.

SECTION C: NON-STANDING COMMITTEES

Membership of non-standing committees shall be decided by vote, volunteerism or appointment by the Executive Committee. When possible, the ULSG membership shall decide how the non-standing committee membership shall be chosen based on a show of hands at a regularly scheduled ULSG meeting.

ARTICLE VI

MEETINGS

SECTION A: REGULAR SCHEDULED MEETINGS

The ULSG will hold regular scheduled meetings during every University Library “Organization Week”, usually held during January, May and August. A fourth meeting was suggested and approved during the August 2002 meeting. The Executive Committee will approve an agenda for each of these 4 meetings. The meetings shall proceed according to the agenda.

SECTION B: AGENDA

Any member may present an item to be considered for the agenda of regularly scheduled meetings. These items shall be submitted to the Executive Committee of the ULSG 2 months in advance of the given University Library “Organization Week”.

SECTION C: VOTING

Voting on all matters, other than elections, shall be by voice vote or show of hand unless a secret ballot is requested. Anyone present may request a secret ballot. Only votes cast by the members present at the time of the vote shall be counted.

Elections shall be determined by secret ballot.

SECTION D: QUORUM

1. A total of 15 members must be present at the regularly scheduled meetings of the ULSG to make a quorum.
2. A simple majority vote of members present shall pass a motion or resolution.
3. If a quorum of 15 is not attained for 3 straight regularly scheduled meetings of the ULSG then this organization shall cease to exist. If this transpires the Executive Committee shall meet as soon as possible for one last meeting to decide what to do with any and all ULSG records held by the Secretary or any other member of the Executive Committee and/or Standing Committees. Any monies in the treasury shall be donated to a charity designated by the Executive Committee during this last meeting.

ARTICLE VII

AMENDMENT OF BYLAWS

These by-laws may be amended at any regularly scheduled meeting of the ULSG by a two-thirds vote of the members present, provided that the amendment has been submitted in writing to the Executive Committee at least 2 months in advance.

Ratification:

October 16, 2001 – By-Laws approved by Interim Committee
January 3, 2002 – By-Laws approved by members of ULSG