



Constitution of the Library and Information Studies Students' Association (LISSA)

Article One (I): Mission and Fundamental Objectives

- 1.) The primary mission of LISSA is to represent, advance, and protect the interests of all students in the School of Library and Information Studies (SLIS) at the University of Alberta (UAlberta).
 - 2.) The fundamental objectives of LISSA are to:
 - a. Foster and develop the community of students at SLIS;
 - b. Advocate for the needs of LISSA members
 - c. Facilitate opportunities for collaboration, exchange, and recreation
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Article Two (II): Naming and Citation

- 1.) The official name of the Organization is the "Library and Information Studies Students' Association," or colloquially referred to as "LISSA" (pronounced [*liss-ah*]). This is to distinguish the Organization from the "Library and Information Studies Alumni Association," otherwise known as "LISAA" (pronounced [*lee-suh*]).
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Article Three (III): Membership

- 1.) The Members of LISSA are all students duly registered at SLIS — regardless of whether they are in the online or on-campus program, or if they have full-time or part-time status — who pay the LISSA membership fee.
 - a.) Registered students of SLIS who do not pay the membership fee are entitled to representation by LISSA, but forego the rights and privileges of membership as indicated hereinafter.
 - b.) The Executive may opt not to collect membership fees for a given period. During such a period, all registered SLIS students shall be considered LISSA

members, unless they provide written notice that they wish to opt out of membership.

- 2.) The LISSA membership fee, its amount, and its application shall be defined and outlined in the Bylaws of LISSA (the “Bylaws”).
 - 3.) The Members of LISSA have the following rights and privileges:
 - a.) To use gathering spaces or platforms designated by LISSA for its members;
 - b.) To attend, participate, speak, and vote at general meetings of the Organization;
 - c.) To vote in the elections and referenda of LISSA;
 - d.) To stand for election for the executive positions of LISSA;
 - e.) To attend meetings of the Executive, and to participate and speak subject to the rules of the assembly;
 - f.) To attend and participate in the events organized by LISSA, subject to the rules of the event;
 - g.) To inspect the books, records, and documents of LISSA upon request, subject to the conditions, protocols, and procedures established in this Constitution, in the Bylaws, and in provincial and federal legislation.
 - 4.) A student who ceases to be a student of SLIS also ceases to become a Member of LISSA.
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Article Four (IV): The Executive

- 1.) The Executive of LISSA (the “Executive”) is a body of elected individuals, selected from amongst the Membership, to represent the Membership to the broader community, to conduct the business and affairs of LISSA on behalf of the Membership, and to provide for organizational governance.
- 2.) The Executive is at all times responsible and accountable to the Membership.
- 3.) The Executive shall have a structure that is conducive to fostering, developing, and maintaining a culture of collaboration, information sharing, and mentorship.
- 4.) Pursuant to the aforementioned Section, the Executive shall have the following structure that is comprised of the following positions:
 - a.) President: The President is the chief source of leadership within the Organization. This Executive Member represents the Executive to the Membership, and represents the Organization to the broader SLIS and University community.

- b.) Secretary: The Secretary is the administrative authority within the Organization. This Executive Member is responsible for the maintenance of the document records of the Organization, and is a source of organizational continuity within the Organization.
- c.) Treasurer: The Treasurer is the financial authority within the Organization. This Executive Member is responsible for the maintenance of the financial affairs and financial record of the Organization.
- d.) GSA Representative: The GSA Representative is the graduate affairs authority within the Organization. This Executive Member is responsible for representing the Organization to the GSA, its bodies, committees, and working groups.
- e.) On-Campus Representative: The On-Campus Representative is the chief representative and advocate of students who are of an on-campus registration status. As a representative, this member needs to have on-campus student status. This Executive Member also plays a supporting role in the organizational continuity of the Organization.
- f.) Online Representative: The Online Representative is the chief representative and advocate for students who are of an online registration status. As a representative, this member needs to have online student status. This executive member also plays a supporting role in the organizational continuity of the Organization.
- g.) Graduation Representative: The Graduation Representative is the authority in regards to organizing, facilitating, and coordinating the graduation/year end party of LISSA. This Executive Member also organizes and coordinates all other affairs directly pertaining to graduation/convocation.
- h.) Communications Coordinator: The Communications Coordinator works with the rest of the Executive to ensure that meetings, events, and LISSA information is communicated as effectively to the Membership as possible. This can be done by updating LISSA social media accounts, listservs, and the LISSA website. This Executive Member is also the primary liaison for LISSA Committees and Subcommittees. This Executive Member is responsible for facilitating online video meetings so that Online Executive Members and Students can attend meetings remotely.
- i.) Vice-President and Junior Executive Members: Each of the aforementioned executive positions shall also have a corresponding position to be filled by a junior member. At the very minimum, the Vice-President and the Junior Executive Members act in place of the respective and corresponding Executive Members in the case of their Absence.
- j.) For the purposes of this Article, the executive positions outlined in Sub-Sections (a) to (h) inclusive in this Section shall be collectively referred to as the "Senior Executive" or similar.

- k.) For the purposes of this Article, the Vice-President and Junior Executive Members shall be collectively referred to as the “Junior Executive” or similar.
- 5.) Specific duties of Executive Members in the aforementioned Section shall be outlined in the Bylaws.
- 6.) The term of an Executive Member is as follows:
- a.) Junior Executive Members start their term on the date that they are elected. They will hold their position as Alternate until succession occurs at a date determined by the Executive according to succession procedures as outlined in the Bylaws, at which time they will assume their respective Senior Executive position.
 - b.) Senior Executive Members start their term from the date they assume the Senior position or, if they are filling a vacancy, on the date that they are elected. They will hold the position for approximately one calendar year, until succession occurs (as detailed in the previous Sub-Section), at which time they will conclude their term as an Executive Member and their Alternate Executive will assume their position.
 - c.) The date of succession shall occur before May 1 of a given year; after this time, succession shall have been deemed to have automatically occurred.
 - d.) Both the Senior and Junior On-Campus Representatives and Online representatives may be afforded with unique terms in office, which shall be established in the Bylaws.
- 7.) The positions of the Executive shall be filled as follows:
- a.) Junior Executive positions are filled by means of an annual general election, subject to the conditions, protocols, and procedures established in the Bylaws.
 - b.) Senior Executive positions are filled by means of succession from Junior Executive to Senior Executive, as indicated in Section 6 of this Article, and in any relevant sections of the Bylaws.
 - c.) If any Executive Member resigns or is removed from office, mechanisms subject to the conditions, protocols, and procedures established in the Bylaws shall be used to fill the vacant office in question.
- 8.) No Executive Member shall permanently serve in more than one (1) executive position.

Article Five (V): Committees, Working Groups, Sub-Committees, and External Committees

- 1.) In order to facilitate the broader business and affairs of LISSA, committees, sub-committees, and working groups, either standing or ad-hoc in nature, may be

established, altered, or rescinded by a Motion of the Executive, or by a Motion of the Membership passed at a general meeting.

- 2.) Each committee, sub-committee, or working group shall have its terms of reference, mandate, standing rules, delegated powers, duties, responsibilities, and any delegated authority established in its founding Motion.
- 3.) The Executive may appoint Members to sit on the committees of other organizations, either on behalf of the Organization or as individuals.

Article Six (VI): General Elections

- 1.) There are eight (8) elected positions for the executive committee open each year for general election. There are no appointed elected positions. After serving one year in their junior position as a Junior Executive, that executive will serve in the corresponding senior position as a Senior Executive in the following school year.
 - a.) Vice President: The elected Vice President will serve as the President in the following school year.
 - b.) Junior Treasurer: The elected Junior Treasurer will serve as the Senior Treasurer in the following school year
 - c.) Junior Secretary: The elected Junior Secretary will serve as the Senior Secretary in the following school year.
 - d.) Junior GSA Representative: The elected Junior GSA Representative will serve as the Senior GSA Representative in the following school year.
 - e.) Junior Graduate Representative: The elected Junior Graduate Representative will serve as the Senior Graduate Representative in the following school year.
 - f.) Junior Communications Coordinator: The elected Junior Communications Coordinator will serve as the Senior Communications Coordinator in the following school year.
 - g.) Junior Online Representative: The elected Junior Online Representative will serve as the Senior Online Representative in the following school year.
 - h.) Junior On-Campus Representative: The elected Junior On-Campus Representative will serve as the Senior On-Campus Representative in the following school year.
- 2.) A General Election to fill the Positions shall be held on a day within forty (40) Regular School Days of the commencement day of classes in a given Fall Term.

- 3.) Nominations may be made by a Candidate on their own free and independent accord, or may also be made by persons on behalf of a Candidate, provided that the Candidate willingly accepts that nomination.

Article Seven (VII): Meetings

- 1.) The Executive shall gather at an annual general meeting of the Organization, to be hosted in an online streaming format to allow all members to attend.
- 2.) The Executive shall meet regularly and in accordance with the following:
 - a. A meeting of the Executive shall occur at minimum on a monthly basis during the Fall and Winter Terms on days decided by the Executive.
 - b. During the Spring and Summer Terms, at least one (1) meeting of the Executive shall be held.
 - c. A quorum for a meeting of the Executive during the Fall and Winter Terms shall be at least five (5) Executive Members or by simple majority (50%+1) of the Executive Members currently appointed, whichever one is lower.
 - d. A quorum for a meeting of the Executive during the Spring and Summer Terms and until the conclusion of general elections as outlined herein and in the Bylaws, shall be at least four (4) Executive Members.
 - e. The Executive may pass and enact binding Motions within the scope of the Executive's authority as established herein and in the Bylaws by a simple majority (50%+1) of Executive Members present at a duly convened meeting.
 - i.) Nothing in the aforementioned Section shall limit, hinder, or annul special voting provisions established herein and in the Bylaws, provided that the simple majority rule holds as the minimum approval standard and threshold.
- 3.) All meetings of the Organization must be preceded with at least five (5) Regular School Days notice to the Membership.
- 4.) Each Member has one (1) vote at any meeting per voting instance.
 - a. No Executive Member or committee member has more than one (1) vote.
 - b. The chairperson of a meeting shall only cast their vote in the instances where their vote will affect the result of a vote, such as a tie vote, or a majority vote.
- 5.) A Motion passed at a general meeting shall bind the Executive and/or the Organization, provided that the said Motion does not contradict the principles, provisions, and protocols herein, the Bylaws, or any relevant University, provincial, or federal statute.

- a. Nothing shall limit the power of the Membership to amend the Constitution, provided an amendment is not contrary to any University, provincial, or federal statute.
 - 6.) A meeting shall be conducted by the Chair using a flexible application of the most current version of *Robert's Rules of Order*.
 - 7.) Voting at any general meeting may be conducted by secret ballot instead of an open ballot upon request of five (5) Members present at a general meeting.
 - 8.) Accidental irregularities, accidental failures to receive notice, or accidental omissions in notifying Executive Members of a meeting will not prevent the said meeting of the Executive from being held, nor will they invalidate the proceedings of the said meeting.
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Article Eight (VIII): Referenda and Executive Recall

- 1.) The Membership has the right to bring to the attention and to decide on a matter that is of importance to the whole Organization through a binding referendum, which is to be held in a free, open, democratic, and transparent manner. The right to a secret ballot during voting in a referendum is further protected by the Constitution.
 - 2.) The Membership has the right to recall any member of the Executive through a petition of non-confidence.
 - 3.) A referendum or recall vote shall be triggered upon presentation to the executive of a petition bearing the signatures of at least one-third of all current LISSA members.
 - 4.) The polls of any such vote shall open not less than five (5) Regular School Days or more than fifteen (15) Regular School Days upon receipt of the petition by the Executive. The results of the vote shall be released within fifteen (15) Regular School Days of the closing of the polls of a referendum.
 - 5.) The results of a referendum or recall vote are binding on the Executive.
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Article Nine (IX): Finances

- 1.) The fiscal year of LISSA is from May 1 of a given year to April 30 of the following calendar year.
- 2.) Prior to the beginning of the fall term (September 1), the Treasurer shall draft an annual budget for LISSA, to be reviewed and approved by the Executive.
- 3.) All expenditures and financial commitments over fifty dollars (\$50.00) must receive approval from the Executive.

- 4.) Nothing in this Section shall limit the power of the Membership to pass a Motion regarding expenditures and financial commitments at a duly convened general meeting, or in a duly conducted referendum.

Article Ten (X): Record Keeping

- 1.) All meetings of the bodies established by LISSA are open to all Members, unless declared closed by a Motion of the respective body at the said meeting. Records of said meeting may be provided upon request.
- 2.) All records (books, accounts, financial statements, and documents) of LISSA shall be open to inspection by all Executive Members. Pursuant to Article IV, Section 3(g) [*Member's right to inspect documents of LISSA*], members also have the right to inspect any such records, and may do so upon written request to the Executive.
 - a. Notwithstanding the aforementioned Section, the right of access to a record does not extend to information excepted from disclosure such as information regarding a third party or information supplied in confidence, but if that information can reasonably be severed from a record, an applicant has a right of access to the remainder of the record.
- 3.) The Executive is responsible for the preparation, upkeep, and archiving of the books, records, accounts, financial statements, and documents of LISSA, in accordance with the LISSA Bylaws and with generally accepted records management standards and principles.
- 4.) The terms "Records" shall be as defined in Article XX of the Bylaws.

Article Eleven (XI): Accountability and Conduct

- 1.) All Executive Members and any committee member shall perform their duties in good faith, consideration, and sound judgment.
- 2.) All Executive Members are bound to uphold the principles, provisions, and protocols herein and in the Bylaws as well as the policies, standards, and codes of conduct established by the University.

Article Twelve (XIII): General Repeal, Superseding, and Enactment

- 1.) Upon ratification and coming into force, this Constitution shall stand as the sole constitution of LISSA. It shall in its entirety repeal, declare null and void, and supersede all previous constitutional documents of LISSA, and all known and unknown amendments to those documents.

- 2.) The Constitution is the highest document within the Organization, and is the authoritative source regarding LISSA's governance and structure.
 - 3.) In the event of a discrepancy between the Constitution and the Bylaws, the Constitution shall supersede the Bylaws.
 - 4.) Any bylaw, Motion, and/or decision that runs contrary to the provisions contained in the Constitution shall be deemed unconstitutional, and therefore null and void.
 - 5.) In the case of a discrepancy between the master copy of the Constitution and any copy thereof, the original master copy shall supersede the copy.
 - a. The master copy of the Constitution is the most recent version bearing the signatures of the ratifying Executive.
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Article Thirteen (XIV): Dissolution Procedures

- 1.) LISSA may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose, of which 90 days notice must have been given in writing to all members.
 - 2.) If LISSA's membership remains below 10 members for a full fiscal year, LISSA shall automatically be dissolved.
 - 3.) Upon dissolution, the Executive shall donate any funds, and any other assets in LISSA's keeping, to a non-profit organization or organizations that advances the cause of the LIS profession. These organization(s) shall be selected by simple majority during the meeting at which LISSA is dissolved. The arrangements for donation of assets must be made within one month of the meeting at which LISSA is dissolved.
 - a. No LISSA funds or assets will not be distributed to individual members.
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Article Fourteen (XV): Amendment

- 1.) An amendment to the Constitution may be made by means of a majority two-thirds (2/3) Motion at a duly convened general meeting of the Organization, provided that the amendment has been submitted in writing to the Organization at least three (3) Regular School Days before the aforementioned general meeting.
- 2.) An amendment to the Constitution may be made by utilizing the conditions, protocols, and procedures pertaining to a referendum established herein and in the Bylaws.
- 3.) An amendment to the Constitution shall contain, at minimum, the old text to be changed, the new text to be added, and the rationale for the amendment.



Bylaws of the Library and Information Studies Students' Association (LISSA)

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General:

- 1.) Pursuant to Constitution Article XII (General Repeal, Superseding, and Enactment), the Bylaws are ancillary to the Constitution. In the instance of a conflict or discrepancy between the Bylaws and the Constitution, the Constitution reigns supreme.
- 2.) This document may be cited as the "LISSA Bylaws," "Bylaws of LISSA," or "Bylaws of the Library and Information Studies Students' Association."
- 3.) The notes in italics and enclosed in square brackets following a citation, are for convenience and ease of reference only and shall not affect the construction or interpretation of the Bylaws.

Article One (I): Membership and Fees

- 1.) The annual membership fee for members shall be determined at a monthly meeting prior to the beginning of fall semester, by a majority two-thirds ($\frac{2}{3}$) Motion of approval by the Executive
 - a.) Once fees are determined, they shall be posted publicly and will remain the same price throughout the school year.
- 2.) The membership fee may be waived at the discretion of the Executive following the same procedure detailed in Section 1.
- 3.) The membership fee is non-refundable.

Article Two (II): The Executive

- 1.) Upon being elected to the LISSA Executive, all Executive Members are required to complete an Indigenous Awareness

- a.) For the purpose of this article, an Indigenous Awareness Course is any activity approved by the Executive (i.e. LIS 5XX - Indigenous Contexts; Indigenous MOOC offered by UAlberta) that fulfills the spirit of this requirement.
 - b.) An activity can be approved by a 2/3 majority vote during any monthly meeting.
 - c.) Adjustments to the timeline of completion may be made in circumstances in which Executive Members terms start later than anticipated, or if other unforeseen interruptions occur to their term.
- 2.) Specific duties of the Executive Members are as follows:

a.) President:

- Organize and facilitate the meetings of the Executive and/or the Membership, including:
 - Setting the preliminary agenda for meetings;
 - Calling and giving notice to Executives and/or the Membership regarding meetings;
 - Acting as Chair for meetings;
- Act as the Organization's official liaison to SLIS, the Faculty of Education, and the broader University community, including:
 - Meeting regularly with the SLIS Director to raise concerns, request information, or otherwise discuss matters relevant to the Membership;
 - Sitting on the SLIS School Council and any other such committee, council, or working group that requires the participation of a GSA president, and acting as the official Organizational representative in this capacity.
- Act as a primary point-of-contact for the Membership concerning Executive and Organizational affairs;
- Act as a primary point-of-contact for Committee and Sub-Committee members concerning Committee and Sub-Committee affairs;
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b.) Secretary:

- Have primary jurisdiction over, maintain, and update the repository of the files and documents of the Organization in the LISSA Google Drive;

- Record, produce, and distribute the meeting minutes of the proceedings of all meetings of the Executive and all general meetings of the Membership;
- Ensure the timely distribution of any information necessary for the proper facilitation of LISSA meetings.
- Act as a facilitator for the production of the documents of LISSA;
- Act as the primary facilitator of general elections, by-elections, and referenda;
- Facilitate the annual transition of the Executive;
- Complete and submit the annual re-registration in BearsDen as required by Student Group Services;
- Act as the main point-of-contact for business and correspondence with Student Group Services.
- Along with the Social Convenor and President, plan and execute the LISSA portion of SLIS Orientation each year.

c.) Treasurer:

- Have primary jurisdiction over, maintain, and update the financial records of LISSA;
- Draft and produce an annual budget for the Organization, to be approved by a majority vote of the Executive before October 1st of that year;
- Enforce and ensure adherence to the aforementioned annual budget;
- At each regularly scheduled meeting of the the Executive, provide financial statements detailing the transactions, balances, and other activity on the financial accounts of the Organization;
- Act as the primary facilitator for the production of the annual year-end financial report to the Membership, to be presented at the Annual General Meeting;
- Have signing authority over all financial accounts of the Organization, notwithstanding instances where such authority is delegated to a Committee;
- Act as the main point-of-contact for affairs, business, and correspondence with relevant and appropriate financial institutions;
- Facilitate the annual transition of signing authorities on the financial accounts of the Organization;

- Act as a primary reviewer for the finances of the Committees and Sub-Committees of LISSA;
- Receive the year-end financial reports of the Committees and Sub-Committees of LISSA;
- Ensure that all financial activities of the Organization are in accordance with the procedures laid out in Article Nine of these Bylaws and Article Twelve of the Constitution;
- Where adequate procedures for the responsible administration of LISSA's finances are found to be lacking, advise the Executive of all concerns and recommend measures to address the issue;
- Act as the primary facilitator for the collection of the Membership Fee.

d.) GSA Representative:

- Act as the liaison and point-of-first contact for the affairs, business, and correspondence with the GSA;
- Act as the liaison and point-of-first contact for the affairs, business, and correspondence with the Faculty of Graduate Studies and Research;
- Attend the meetings of the GSA Council, subject to the rules of assembly of the said Council, in order to represent and advocate on behalf of the Organization;
- Communicate on a regular basis with the Executive and the Membership, any such information from the GSA and/or the Faculty of Graduate Studies and Research that is pertinent to the Organization, and to the general graduate student experience.

e.) On-Campus Representative:

- Act as the liaison, advocate, and point-of-first-contact for On-Campus Members;
- From time to time, establish a forum for On-Campus students to meet and discuss pertinent issues.
- Generally, assist in Organizational affairs by being a resource regarding Organizational processes and knowledge.
- Collaborate with the Online Representative to act as liaisons, advocates, and first-point of contact for On-Campus Members.

f.) Online Representative:

- Act as the liaison, advocate, and point-of-first-contact for Online Members.

- Maintain and moderate the digital forum for online students, with the assistance of other executives if necessary.
- Collaborate with the On-Campus Representative to act as liaisons, advocates, and first-point of contact for Online Members.
 - Generally, assist in Organizational affairs by being a resource regarding organizational processes and knowledge.

g.) Graduation Representative:

- Plan and facilitate the annual Year End/Graduation Banquet, and coordinate all such duties and responsibilities pertaining to the aforementioned event, potentially including: food arrangements, venue booking, entertainment, ticket sales, graduation “awards”, and more;
- Plan and facilitate individual graduation photos for all SLIS students graduating in the current academic year with a third party company, in accordance with SLIS administration.
- Along with Social Convenor, provide the necessary volunteer training to facilitate such events

h.) Communications Coordinator:

- Update and maintain the LISSA website;
- Manage LISSA social media pages;
- Create and distribute digital graphics to advertise LISSA events;
- Send out meeting announcements and other LISSA communications on SLIS listservs;
- Manage LISSA email account and update associated calendar;
- Facilitate the online streaming of executive meetings for online attendees;
- Serve as a liaison and resource for Committees, Subcommittees, and any other student groups or individuals who approach the Executive or LISSA for assistance in event proMotion and/or communications coordination
- - Maintenance and updating of the LISSA eClass

i.) Vice-President and Junior Executive Members:

- Assist in the execution and fulfillment of the aforementioned specific duties of their corresponding and respective Senior Executive positions;
- With mutual agreement and consent, execute and fulfill such other tasks outlined herein in this Article.

- 3.) The Online Representative and Junior Online Representative shall only be filled by a duly elected Online member.
 - a.) For the purposes of this section, an online student of any year in their program is eligible to become either the senior or junior online representative.
- 4.) The On-Campus Representative and Junior On-Campus Representative shall only be filled by a duly elected On-Campus Member.
- 5.) If the elected individual is unable to fulfill any of the particular duties assigned to their position, the executive will reassign those duties as necessary.
- 6.) The following duties represent a non-exhaustive list of duties that are necessary for the proper functioning of the Organization, and shall be taken upon on a voluntary basis by any Executive Member. Alternatively, the Executive may assign and delegate such duties by another mechanism that the Executive deems appropriate.
 - Annual and periodic updating of the LISSA website;
 - Organizing and facilitating periodic workshops, seminars, or presentations on topics including, but not limited to, professional librarianship, professional librarian associations, and/or professional development
 - Policy development, review, and enforcement;
- 7.) Nothing in this Article shall limit or hinder any cooperative, and/or collaborative ventures between Executive Members to fulfill and execute any tasks or duties delegated to the Executive.
- 8.) Succession of the Presidential office and its associated powers, duties, and responsibilities in case of the President's Absence shall be as thus:
 - i.) Vice-President; or in case of the Vice-President's Absence:
 - ii.) Secretary; or in case of the Secretary's Absence:
 - iii.) Treasurer.
 - a.) Should a situation arise whereby all of the aforementioned Executive Members are Absent, the powers, duties, and responsibilities of the Presidential office shall be delegated temporarily to the remaining Executive Members by means of voluntary delegation and assumption, until such time that one of the aforementioned Executive Members returns to assume their Executive position.
- 9.) An Executive Member may resign from their position and as such relinquish all corresponding powers, duties, and responsibilities, by submitting a written letter of resignation to the Executive. Such a resignation is effective immediately, or at a date specifically indicated in the aforementioned letter.

- a.) In the time period between the vacancy of an Executive position arising from such a resignation, to the time that the vacancy can be rectified by means of a By-Election or otherwise, the corresponding Junior Executive Member shall take upon the powers, duties, and responsibilities of the aforementioned vacant position.
- b.) In the instance that a Junior Executive Member has not been elected or is otherwise not present, then any Executive Member may be delegated the powers, duties, and responsibilities of the aforementioned vacant position until such time that the aforementioned vacancy can be rectified.

Article Three (III): Attendance and Meetings of the Executive

- 1.) If an Executive Member misses three (3) or more duly called and convened meetings of the Executive without any prior notice to the chairperson of the aforementioned meetings, then the Executive Member in question is subject to the disciplinary measures as established in Constitution Article XI (*Accountability and Conduct*).
- 2.) If an Executive Member is aware of the need to be absent from a duly called and convened meeting of the Executive, then the Executive Member in question shall notify the chairperson of the aforementioned meeting of the need to be absent, and shall also, prior to the convening to the aforementioned meeting, submit a report to the chairperson detailing the activities of the said Executive Member and/or any comments pertaining to the topics of discussion as established in the agenda of the aforementioned meeting.
- 3.) Pursuant to Constitution Article VII, (*Meetings*), the time and location of a Meeting of the Executive shall be decided by the chairperson of the aforementioned meeting on advice of the Executive.
- 4.) At least forty-eight (48) hours notice must be given to all Executive Members in advance of any meeting of the Executive.
 - a. Notice of a meeting of the Executive shall also be given to the Membership.
 - b. Notwithstanding the aforementioned Section, the Executive may, by means of a Motion, convene an emergency meeting of the Executive with due cause and reason within a shorter time frame of notice.
- 5.) A meeting of the Executive may be called upon the request of four (4) Executive Members, in accordance with the protocols, and procedures established herein and in the Constitution.
- 6.) The Executive may, outside of a meeting, adopt a Motion via electronic correspondence or otherwise, so long as such a Motion that is adopted is noted in the minutes of the following meeting of the Executive.

- 7.) The chairperson of a meeting of the Executive may freely assign the role of chairperson, and all its corresponding powers, duties, and responsibilities, to another Executive Member, so long as this transfer is consensual and mutually agreed upon.
- 8.) The minutes of each meeting of the Executive shall be distributed to the Organization within fifteen (15) Regular School Days of the aforementioned meeting.

Article Four: (IV): Committees, Working Groups, LISSA Affiliated Groups and Student Groups

- 1.) Current as of April 25, 2022, the Committees, Working Groups and Affiliated Groups of LISSA are:
 - a. Committees
 - i. Social Convenor Committee
 - ii. Graduation Committee
 - iii. Organizing Committee
 - iv. Diversity and Inclusion Committee
 - b. Working Groups
 - i. Constitution and Bylaws Working Group
 - c. LISSA Affiliates
 - i. Partners' Week (PW)
 - ii. Shout! For Libraries
 - iii. Pathfinder: Journal of Library and Information Studies Committee.
 - iv. Canadian Association of Academic Librarians (CAPAL)
- 2.) As Affiliated Groups operate at arm's length from the Executive, the governance and operations of these Committees shall be governed, at minimum, by the *General Terms of Reference for LISSA Committees and Subcommittees* attached in Schedule I hereto.
- 3.) As Committees and Working Groups operate directly under the Executive to investigate and execute specific matters pertinent to the Executive and/or the Organization, the governance and operations of these groups shall be governed, at minimum, by a set of guidelines and terms of reference to be established in the founding Motion of the said group.
- 4.) Current as of September 29, 2019, the following groups are now recognized as independent student groups through Student Group Services (SGS):

- Forum for Information Professionals (FIP) committee;
- Future Librarians for Intellectual Freedom (FLIF) committee.

5.) Independent student groups are required to request funding in the form of grants from LISSA.

Article Five (V): General Meetings

- 1.) The Annual General Meeting shall be held annually in either March or April.
- 2.) The Executive may pass a Motion to convene other General Meetings.
- 3.) The quorum for any general meeting of the organization is at least twenty percent (20%) of the On-campus and Online Members. For the purposes of this section, the executive members in attendance shall count towards quorum.
- 4.) If quorum for a general meeting has not been achieved after fifteen (15) minutes of the time selected for a General Meeting, then the aforementioned Meeting shall be considered quorate if a supermajority (greater than 66% or 2/3) of the Executive is present. This provision must be explicitly stated in the message or advertisement announcing the date and time of the general meeting.
- 5.) The minutes of each General Meeting shall be recorded, produced, and distributed by the Secretary and/or the Alternate Secretary within ten (10) Regular School Days, or fourteen (14) calendar days of the conclusion of the General Meeting, whichever occurs first.
- 6.) All acts approved by a General Meeting are valid and subsisting even if it is subsequently discovered that one or more persons that were accidentally admitted to voting membership were not eligible to be voting members as long as the results of any vote at the General Meeting was not altered by the presence of the aforementioned persons.

Article Six (VI): General Elections Protocol and Procedure

- 1.) For the purposes of this Article:
 - a. "Candidate" is any Member in their first year of study at SLIS, or who has two (2) or more remaining years in their SLIS or SLIS-combined program, who submits their name as a candidate for one of the Alternate Executive positions during a general election.
 - b. "Election Day" is the day on which the General Election begins.

- c. "Position" is defined as the respective Executive positions of Vice-President and the Alternate Executive.
 - d. "Secretary" is defined as the Secretary or delegate therein acting to oversee and execute the election process.
 - e. "Valid Ballot" is a ballot cast in which only one (1) clearly denoted mark beside a Candidate's name or None of the Above is made per Alternate Executive position.
 - f. "Voter" is any member in their first academic year of full-time study at SLIS, as well as any Part-Time student/joint degree program student and member that has at least two academic years of study remaining before graduation. Exceptions to these definitions will be assessed and deemed eligible to vote at the discretion of the LISSA secretary.
 - g. "Election link" is a hyperlink to the online election created in LISSA's BearsDen Account.
 - h. "BearsDen" is the University of Alberta's online platform for managing student groups.
- 2.) A General Election to fill the Positions shall be held on a day within forty (40) Regular School Days of the commencement day of classes in a given Fall Term.
- a. The Secretary shall provide to the Membership at least ten (10) Regular School Days of notice prior to Election Day.
- 3.) Nominations to fill the Positions shall be submitted by email to the LISSA official email: lissa@ualberta.ca, or directly to the Secretary, at least three (3) Regular School Days prior to Election Day.
- a. Nominations may be made by a Candidate on their own free and independent accord, or may also be made by persons on behalf of a Candidate, provided that the named Candidate willingly and without coercion accepts such a nomination.
 - b. In the instance where no nominations are received for any Position, such a Position may remain open to nominations up to one (1) Regular School Day prior to Election Day, at the discretion of the Secretary.
- 4.) At a date and time between the calling of a General Election and the opening of polls on Election Day, the Secretary may convene a forum for the purposes of, *inter alia*, allowing Candidates to present themselves to the Membership, having the Members present questions to Candidates, explaining the election process to Members, and, notwithstanding Section 3 herein, accept nominations from the floor.
- a. The aforementioned forum shall be held at a time where a significant majority of Voters can attend.

- b. The aforementioned forum may be held in any particular format deemed appropriate by the Secretary, who shall act in the capacity similar to a moderator or chairperson.
- 5.) Candidates may canvass and campaign anywhere within the School, provided that:
- a. Instructor permission is obtained when campaigning during a class;
 - b. The Secretary has confirmed that the nomination has been received and noted;
 - c. SLIS permission is obtained to post bills, posters, etc;
 - d. Any physical print campaign materials are reviewed and approved by the Secretary;
 - e. A Candidate is solely responsible for any and all costs arising from individual canvassing or campaigning;
 - f. No campaigning or canvassing shall take place over listservs.
 - g. Permission is obtained from the Executive to canvass and campaign on the eClass.
- 6.) The Secretary shall release a list of successful Candidates to the Voters at least one (1) Regular School Day prior to Election Day in an electronic and/or print format.
- 7.) On Election Day:
- a. The Secretary shall obtain a list of eligible voters, and distribute via email the hyperlink to the BearsDen voting page to the aforementioned voters.
 - i. In the event that electronic voting is not possible, the election process will be re-evaluated at the discretion of the Secretary.
 - ii. Ballots shall contain the Positions open for election, the listing of successful Candidate names for each respective Position, and "None of the Above" for each respective Position.
 - b. An electronic polling station maintained through Bearsden shall be open for a period of 5 days (Monday - Friday) so as many students both on campus and online can vote.
 - c. Upon closing the electronic polling stations, the Secretary shall recruit one(1) Member as a witness to confirm from Bearsden the official vote tallies for each candidate. The Secretary and the aforementioned volunteer shall individually and independently verify the ballot counts for each Position.
 - i. The vote tallies are not confirmed until the ballot counts are viewed by the Secretary and the aforementioned volunteer

- ii. For the purposes of this Article, a Candidate is successfully elected when they receives a plurality of Valid Ballots for that given Position
 - iii. The vote tallies are maintained through the SGS student group platform: Bearsden.
 - d. Once vote tallies are confirmed, the Secretary shall announce the results to the Membership via electronic mail in a timely manner, pursuant to Constitution Article IX, Section 5 [*timing of announcement of election results*].
 - i. For the purposes of preserving privacy and integrity, only the names of successfully elected Candidates shall be released; the specific vote tallies for each Candidate shall be kept confidential.
 - e. All Candidates have the right to request a recount within forty-eight (48) hours after the announcement of results.
 - i. Such a request shall be made to the Secretary.
 - ii. The Secretary shall thereafter seek the assistance of two (2) other Members, other than the one (1) Member who conducted the ballot confirmation on the final Election Day, to reopen Bearsden election manager tool and conduct a re-confirmation for the contested positions according to the protocols established in Section 6(d) herein.
 - iii. The vote tally as a result of a re-confirmation shall be the official vote tally, and shall supersede and render null and void the previous vote tally for the contested position.
 - iv. The results of the re-confirmation will be announced to the Membership within three (3) Regular School Days of the occurrence of the re-confirmation. Only the name(s) of the successfully elected Candidates shall be released.
 - v. Only one (1) re-confirmation per Position shall be permitted.
- 8.) At all times during a General Election, the Secretary has the authority to answer any queries, clear any ambiguities, and issue rulings under this Article, pursuant to the conditions, protocols and procedures established herein, in the Bylaws, and in the Constitution.
- 9.) In the event that any given Alternate Position remains unfilled after the conclusion of the General Election, the Secretary shall call for interested Eligible Members to submit their names to the official LISSA email: lissa@ualberta.ca to be appointed to an unfilled position by means of a three-quarters (3/4) Motion of the Executive.
 - a. In the instance that more than one (1) Eligible Member submits their name to be appointed to a Position within a reasonable timeframe, then a By-Election pursuant to the conditions, protocols, and procedures herein shall be held.

- b. For the purposes of this Section, a plurality of votes for “None of the Above” for any Position is considered an unfilled Position.

Article Seven (VII): By-Elections Protocol and Procedure

- 1.) For the purposes of this Article:
 - a. “By-Election” is defined as any election other than a General Election.
 - b. “Candidate” is defined as either:
 - i. any Member in their first year of study at SLIS who submits their name as a candidate for a vacant Alternate Executive position; or,
 - ii. any Member in their second or later year of study at SLIS who submits their name as a candidate for a vacant Senior Executive position.
 - c. All other capitalized terms pertaining to elections shall follow the definitions as established in Bylaw Article VI (*General Elections Protocol and Procedure*).
- 2.) A By-Election shall occur in the event of:
 - a. A vacancy on the Executive arising from, *inter alia*, the resignation, termination, or removal of an Executive Member; or,
 - b. More than one (1) Eligible Candidate expresses succinct interest in being appointed to an unfilled Position following a General Election.
- 3.) A By-Election shall occur at a duly convened Special General Meeting, convened for the specific and sole purpose of conducting a By-Election. Such a Special General Meeting shall be convened by the Secretary within fifteen (15) Regular School Days after it becomes apparent that a By-Election is required.
- 4.) At a By-Election all eligible LISSA members are permitted to vote
- 5.) For the purposes of simplicity, a By-Election vote shall be conducted by a blind show of hands.
 - a. Notwithstanding the aforementioned Section, a vote by secret ballot may be held at the discretion of the Secretary, or if five (5) Members make such a request to the Secretary at least one (1) Regular School Day prior to the date of the By-Election.
- 6.) The By-Election Special General Meeting shall be chaired by the Secretary, with one (1) other Member recruited to assist in the counting of votes.

- i. For the purposes of this Article, a Candidate is successfully elected when they receive a plurality of votes or Valid Ballots for that given Executive position.
 - 7.) For the purposes of preserving privacy and integrity, only the name(s) of successfully elected Candidates shall be announced, with the actual vote tallies kept confidential.
 - a. The official vote tally shall be noted, signed, and sealed by the Secretary and the aforementioned recruited Member, and shall be stored alongside the secured financial files of the Organization for one (1) calendar year from Election Day. Thereafter, the tally shall be destroyed.
 - 8.) The conditions, protocols, and procedures pertaining to Special General Meetings and General Elections as outlined in the Bylaws and in the Constitution shall govern all other aspects of a By-Election not covered herein.
 - 9.)
 - a. In the instance that only one (1) Candidate submits their name to stand for By-Election, the Secretary may opt to move a three-quarters (3/4) Motion of the Executive to appoint the aforementioned Candidate to the vacant position.
 - b. In the instance that no Candidate within a reasonable timeframe submits their name to stand for By-Election, the Executive may delegate the powers, duties, and responsibilities of the vacant position to any other Executive Member.
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Article Eight (VIII): Finances and Financial Affairs

- 1.) There shall be three (3) signing authorities for the financial accounts of LISSA. These signing authorities shall be:
 - a. The Treasurer;
 - b. The President;
 - c. One (1) other Executive Member, assigned by a vote of the Executive.
- 2.) At least two signing authorities shall be on-campus students. Where necessary to meet this requirement, a fourth Executive Member may be designated as a signing authority by means of a vote of the executive.
- 3.) At least two (2) of the signing authorities must sign any and all outgoing cheques in order for the aforementioned cheques to be valid.
- 4.) A designated signing authority shall not co-sign a cheque that reimburses themselves.
- 5.) The signing authority shall be transferred by the preceding Executive to the succeeding Executive as soon as is reasonably practicable following the appointment of the succeeding Executive.

- 6.) The Treasurer shall provide to the Executive a full list of which members have banking access cards, access to LISSA cheques, and keys to the LISSA cash box:
 - a. At the final meeting of the Executive prior to the transfer of signing authorities;
 - b. At the first meeting of the Executive following the transfer of signing authorities;
 - c. At the first meeting of the Executive following any other significant change in LISSA's banking situation.
- 7.) Payments made to the Organization shall only be made via electronic transfer, cash or cheque.
- 8.) All expenditures of the Organization are to be paid for via cheque, notwithstanding an instance in which an electronic fund transfer may be accepted.
- 9.) Pursuant to Constitution Article XII (*Finances*), the Executive shall approve any and all expenditures and financial commitments over and including fifty dollars (\$50.00) by means of a Motion. A cheque to fulfill and execute such expenditures and financial commitments shall only be drafted only if such Executive approval is obtained.
- 10.) Expenditures and financial commitments below fifty dollars (\$50.00) may be approved by the Treasurer and one (1) other signing authority, provided that reimbursement for such expenditures and execution of such financial commitments does not personally benefit any of the aforementioned signing authorities.
 - a. Any and all expenditures and financial commitments approved via the aforementioned mechanism shall be reported to the Executive by the Treasurer during the Treasurer's report at a meeting of the Executive.
- 11.) The cash float shall contain no more than fifty dollars (\$50.00) in cash.
 - a. Should a larger float be required, the consent of the Treasurer shall be obtained.
- 12.) Reimbursement of Executive Members for expenses incurred in the course of fulfilling their respective tasks, duties, and responsibilities shall be provided only on provision to the treasurer of proper documentation.
 - a. Proper documentation of such expenditures shall, at minimum, contain and identify the name, date, amount, and purpose of the transaction.
 - b. Whenever reimbursement for an expense is provided, the Treasurer shall add all relevant documentation to LISSA's records.

- 13.) If a deposit being made is over five hundred dollars (\$500.00) in cash, the Alternate Treasurer, or another Executive Member, shall accompany the Treasurer for the full duration of the trip to and from the appropriate financial institution(s).

Article Nine (IX): Record Keeping

- 1.) The LISSA Executive Google Drive ("the Drive") is the primary repository of LISSA's records.
- 2.) All new records created on behalf of LISSA shall be stored on the Drive.
- 3.) No records shall be deleted from the Drive unless:
 - a. The contents of those records is first wholly duplicated elsewhere on the Drive, or;
 - b. A Motion of the Executive is passed stating that the records may be deleted.
- 4.) Section 3 does not preclude the Executive from renaming, amalgamating, or reorganizing documents as required to ensure the Drive's usability.
- 5.) Where there is a reasonable likelihood that they may be relevant to LISSA's future activities, all other hard copy or digital records in LISSA's keeping shall be copied to the Drive prior to being disposed of.
- 6.) Where references are made to access to records in these Bylaws or the Constitution, such references shall be understood to refer to:
 - a.) The contents of the Drive;
 - b.) Any other hard-copy or digital records in LISSA's keeping.

Article Ten (X): Amendment

- 1.) An amendment to the Bylaws may only be made by means of a majority two-thirds (2/3) Motion at a duly convened meeting of the Executive, provided that the amendment has been submitted and distributed to the Executive and the Membership_ at least three (3) Regular School Days before the aforementioned meeting
- 2.) Notwithstanding the aforementioned Section, an amendment to Article IX (*Finances and Financial Affairs*) may only be made by means of a majority three-fourths (3/4) Executive Motion, pursuant to the submission and distribution procedure as established in the aforementioned Section.
- 3.) During a referendum or an election period, from the instant that such an event is called, to the conclusion and announcement of the official results of those

aforementioned events, including any period of time where a recount is undertaken, an amendment to Article VI (*General Elections Protocol and Procedure*), Article VII (*By-Elections Protocol and Procedure*) and/or Article VIII (*Referenda Protocol and Procedure*) may only be made by means of an unanimous Executive Motion.

- 4.) An amendment to this Article may only be made by means of an unanimous Executive Motion, pursuant to the submission and distribution procedure as established in Section 1 of this Article.
- 5.) Nothing in this Article shall limit the amendableness of the Bylaws via a Motion at duly convened General Meeting of the Organization, or in a duly conducted Referendum.

Article Eleven (XI): Unforeseen Contingencies and Force Majeure

- 1.) The Executive shall have the final decision on any matters not provided for in these Bylaws or in the cases of force majeure.
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Appendix 1 - Definitions and Interpretations

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- 1.) "Absence" is defined as the unavailability of an Executive Member due to the result of illness, personal emergency, resignation, recall, and/or removal from office.
- 2.) "BearsDen" is the University of Alberta's online platform for managing student groups.
- 3.) "Bylaws" is defined as the *Bylaws of the Library and Information Studies Students' Association*.
- 4.) "Candidate" is any Member who submits their name as a candidate for one of the Alternate Executive positions during a general election.
- 5.) "Constitution" is defined as this document, the *Constitution of the Library and Information Studies Students' Association*.
- 6.) "Election Day" is the day on which the General Election begins.
- 7.) "Election link" is a hyperlink to the online election created in LISSA's BearsDen Account.
- 8.) "Executive Member" is defined as a member of the Executive of LISSA, pursuant to Article IV (*The Executive*).
- 9.) "Fall and Winter Terms" is defined as the terms from September to April inclusive whereby classes at the University of Alberta are in session, as defined in the University of Alberta Calendar of that respective Calendar year.
- 10.) "GSA" is defined as the Graduate Students' Association at the University of Alberta.
- 11.) "Member" is defined as the individual who fulfills the requisite criteria as defined in the constitution the Bylaws. Members are either Online Members or On-Campus Members, depending on their registration in the SLIS program.
- 12.) "Membership", in its noun form, is defined as the collective whole of all the members of the Organization.
- 13.) "Motion" is defined as a Motion that has been approved by a simple majority (50%+1), unless otherwise indicated.
- 14.) "Organization" is defined as LISSA as a constituent whole, consisting of the Membership, the Executive acting on behalf of the Membership, and any and all committees and sub-committees of LISSA.
- 15.) "Position" is defined as the respective Executive positions of Vice-President and the Alternate Executive.

- 16.) "Regular School Days" is defined as the days in which graduate classes are in session during the Fall and Winter terms. This excludes weekends, exam days and exam breaks, statutory holidays, and school holidays/breaks.
- 17.) "Secretary" is defined as the Secretary or delegate therein acting to oversee and execute the election process.
- 18.) "SLIS" is defined as the School of Library and Information Studies at University of Alberta.
- 19.) "Spring and Summer Terms" is defined as the terms from May to August inclusive whereby classes at the University of Alberta are in session, as defined in the University of Alberta Calendar of that respective Calendar year.
- 20.) "University" is defined as the University of Alberta in the City of Edmonton, Alberta.
- 21.) "Valid Ballot" is a ballot cast in which only one (1) clearly denoted mark beside a Candidate's name or None of the Above is made per Alternate Executive position.
- 22.) "Voter" is any current Member of LISSA.

Appendix 2:

**Appendix 2 - General Terms of Reference for
LISSA Committees, Sub-Committees, and
Affiliated Student Groups**

General

- 1.) This Appendix is ancillary to the Bylaws, and as such, in the case of a conflict or discrepancy between this Schedule and the Bylaws, the Bylaws reign supreme.
- 2.) Unless otherwise indicated, the working definitions of the capitalized terms herein shall follow the definitions as established in Constitution Article II (*Definitions and Interpretation*), or in other pertinent sections of the Constitution and/or the Bylaws.
- 3.) This document may be cited as “General Terms of Reference for LISSA Committees,” “Schedule I [Schedule One],” or “Committee Terms of Reference.”

Article One (I): Arms-Length Clause

- 1.) Affiliated Groups operate at an operational and governmental distance from the Executive. Certain rights and prerogatives, along with corresponding duties and responsibilities, to organizational autonomy, pursuant to the conditions, protocols, and procedures in the Constitution, the Bylaws, and herein are hereby assigned and delegated to Committees that fall under these Terms.
 - a. Nothing in the aforementioned Section shall limit, hinder, or otherwise undermine a Committee’s ultimate responsibility to the Membership via the Executive.

Article Two (II): Delegation of Powers

- 1.) Pursuant to the aforementioned Article, the Executive grants any and all such powers necessary for the practical and every-day governance and operations of Affiliated Groups unto the body of volunteers that forms the core panel that administers, governs, and oversees the operations of the respective Affiliated Groups (hereafter “Leadership Panels”).
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Article Three (III): Non-Assumption and No-Risk

- 1.) The Executive hereby declares itself to be held free and assumes no risks, responsibilities, liabilities, and/or damages for the activities, affairs, dealings, and proceedings (hereafter “Operations”) of the Affiliated Groups.
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Article Four (IV): General Reserve Powers of the Executive

- 1.) The Executive, acting in good faith and due diligence on behalf of the Membership, at any and all such times retains the following rights, powers, and authority to:
 - a. Discipline and dismiss Affiliated Group members;
 - b. Inspect and/or review the finances and/or operational proceedings of a Affiliated Group;
 - c. Request, inspect, and/or review the books and documents of a Affiliated Group;
 - d. Request reports on the proceedings, operations, and activities of an Affiliated Group, subject to reasonable timelines and expectations;
 - e. Summon Affiliated Group members to appear before the Executive;
 - f. Alter the organizational structure and/or nature of an Affiliated Group pursuant to Constitution Article VI, Section 1 [*Powers to Establish Committees*];
 - g. Dissolve an Affiliated Group, pursuant to Constitution Article VI, Section 1 [*Powers to Establish Committees*].
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Article Five (V): Membership and Governance

- 1.) Any SLIS student is free to participate and become a member and/or a volunteer in an Affiliated Group, subject to the membership and selection processes of a given Affiliated Group.
 - 2.) An Affiliated Group is free to recruit and maintain a core body of volunteers to provide for leadership and governance. The structure and nature of such a leadership body shall be decided at the will of the Affiliated Group, and shall have a structure that is conducive to collaboration, cooperation, and information sharing.
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Article Six (VI): Conduct

- 1.) Any member or volunteer of an Affiliated Group shall conduct him/herself in a manner that is in accordance with the rules, terms, policies, and protocols as established herein, in the Bylaws, the Constitution, and the *Code of Student Behaviour*.
 - 2.) A Leadership Panel is hereby delegated the power and authority to discipline and dismiss members and volunteers for behaviour and conduct that contravenes any of the aforementioned policies.
 - a. A disciplinary measure or dismissal of a committee member or volunteer may be appealed to the Executive.
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Article Seven (VII): Operations

- 1.) An Affiliated Group may execute its Operations in any manner that fulfills its core mandate as denoted in the aforementioned Affiliated Group's founding Motion, provided that such execution of Operations is in accordance with the conditions, protocols, and procedures established herein, in the Bylaws, and the Constitution.
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Article Eight (VIII): General Financial Affairs

- 1.) Affiliated Group shall maintain an accurate and true record of financial activity.
 - 2.) Affiliated Group shall present at the LISSA AGM an annual year-end financial report.
 - 3.) Affiliated Group are hereby conferred with the authority and power to open a bank account for the purposes of maintaining an accurate and true record of financial activity and to securely procure and distribute funds for the purposes of executing the Operations.
 - a. The Treasurer shall be made aware of any openings, amendments, and closings to any and all Affiliated Group bank accounts.
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Article Nine (IX): Grants

- 1.) Affiliated Groups may apply for grants provided by individuals or groups outside of the Organization, provided that such grants are legal and ethical.
 - a. Affiliated Groups shall report, in writing, their intention to apply for grants to either the President or the Treasurer for approval.

- b. Affiliated Groups shall report, in writing, receipts of grants to either the President or Treasurer.
- 2.) In an instance where an Affiliated Group is barred from applying for grants because of procedural or other matters, the aforementioned Affiliated Group may opt to apply for such grants by using the LISSA name, and all the pertinent authority and powers that arise from such an invocation, pursuant to Article III (*Assumption and No-Risk*) herein. Such permission to apply to use the LISSA name shall be obtained from the Treasurer on the advice of the Executive.

Article Ten (X): Sponsorship

- 1.) Affiliated Group are hereby conferred with the authority and power to seek and procure sponsorship opportunities, financial or otherwise, with individuals and groups outside of the Organization, provided that such sponsorship opportunities are legal and ethical, as dictated in, *inter alia*, the Constitution, the Bylaws, the *Code of Student Behaviour*, and herein.
- 2.) Any sponsorship opportunity with a monetary value of over \$50.00 (fifty dollars) shall be reported to the Treasurer.
- 3.) The President and/or the Treasurer, acting on behalf of the Executive, reserve the right to investigate, at any time, any and all sponsorship opportunities, agreements, contracts, and the like.

Article Eleven (XI): Amendment

- 1.) An amendment to this Schedule may be made by the Executive pursuant to the conditions, procedures, and protocols as established in Bylaw Article XI (*Amendment*), and where possible and/or advisable, on the advice of the Affiliated Groups.