

LSA BYLAWS

ARTICLE I

Duties of Officers, Representatives, and Senators

- A. The President shall
 - a. Preside at all regular and special meetings;
 - b. Enforce all regulations and policies;
 - c. Preside over the Executive Board;
 - d. Meet with the Dean of the Virginia Tech University Libraries on an as needed basis;
 - e. Submit the budget to the Dean of the Virginia Tech University Libraries for approval each year;
 - f. Call special meetings;
 - g. Prepare an agenda for the LSA Secretary to distribute to the Representatives and Senators at least five (5) days prior to the next meeting;
 - h. Authorize disbursement of funds;
 - i. Establish ad hoc committees as approved by the Executive Board, appoint members, and designate chairs of these committees as appropriate;
 - j. Sit on the Library Advisory Council (LAC); and
 - k. Perform other such duties as associated with this office.
- B. The Vice-President shall
 - a. Preside in the absence of the President in all venues;
 - b. Serve as the principal assistant to the President;
 - c. Fulfill any term vacated by the President if willing and able, otherwise he/she shall serve as interim President until a new President is elected; and
 - d. Perform other such duties as associated with this office.
- C. The Secretary shall
 - a. Record attendance and advise the President if a quorum is present at the beginning of each Executive Board meeting;
 - b. Prepare minutes of all LSA meetings and maintain them as permanent records;
 - c. Distribute copies of the minutes to each member within ten (10) days after meetings;
 - d. Distribute copies of agenda and information packages to each Executive Board member at least five (5) days prior to the next meeting;
 - e. Serve as interim President until a special election is held, if both President and Vice President are vacated simultaneously; and
 - f. Perform other such duties as required by this office.
- D. The Representatives shall
 - a. Make informed decisions;
 - b. Vote on matters brought before the Executive Board;
 - c. Serve on any ad hoc committees as appointed by the President;
 - d. Report to their respective areas on issues brought before the Executive Board;
 - e. Seek opinions of their respective areas on pertinent matters concerning them;
 - f. Be accountable to their respective areas; and

- g. Be required to attend all scheduled meetings or arrange for the alternate for the zone to attend.
- E. Alternates may attend any Executive Board meeting but vote only when their Representative is absent.
- F. If a Representative resigns, the alternate shall assume the responsibilities of that Representative and the Executive Board shall then appoint a new alternate for the represented zone.

ARTICLE II

Elections

- A. The LSA membership in accordance with the Staff Senate Constitution and Bylaws shall elect the Staff Senators, by a majority vote, no later than March 31.
- B. The LSA membership shall elect the Executive Board Officers, by a majority vote, no later than April 15.
- C. The Executive Board shall appoint the Representatives for each zone, by a majority vote, no later than the May meeting based on volunteers and recommendations.
- D. Candidates must grant permission for their names to be on the nomination.
- E. All those elected and/or appointed shall assume responsibilities as of July 1.
- F. Special Elections:
 - a. In the event that an officer for some reason is unable or unwilling to complete his/her term, a special election must be held to fill the vacancy within one month.
 - b. In the event that the President and Vice President are unable or unwilling to complete their terms simultaneously, the Secretary will assume the post of interim President until a special election is held as described above.
- G. All elections for officers, both regular and special, will be conducted by one of the Staff Senator's or other non-voting member of the Executive Board. If there are no non-voting members available then a Representative who is not running for an office will be selected.

ARTICLE III

Resignations

Any officer or representative who for whatever reason is unable or unwilling to complete their term must submit a written letter of resignation to the Executive Board. The Executive Board will then notify the Dean of the University Libraries of the resignation and plans of election and/or replacement.

ARTICLE IV

Executive Board & Committees

- A. The Executive Board
 - a. Implements the rules and regulations of the LSA;
 - b. Assists in interpreting the intent of the LSA Constitution and Bylaws;
 - c. Assists the President in preparing the budget;
 - d. Appoints Representatives; and

- e. Acts as liaisons between the Staff and the Administration.
- B. The President may create ad hoc committees for special projects or as the need arises.

ARTICLE V

Meetings

- A. The LSA shall hold a general meeting open to all members no more or less than once a quarter.
- B. The LSA may call special meetings at the discretion of the officers, at the request of the Libraries' Administration or by petition of half (50%) of the members. Such special meetings will require Administration approval if held during work hours.
- C. The LSA Executive Board shall meet no less frequently than once a month.
- D. The President may cancel the monthly meeting if there is nothing on the agenda or due to other such emergencies that may arise.
- E. For an official vote, a quorum shall be required. A quorum for any vote shall consist of a majority (greater than 50%) of the membership.
- F. All meetings are open to all LSA members unless the Executive Board approves a motion to enter into executive session. However, a person who is not a Representative may not participate in discussion unless recognized by the President of the LSA.

ARTICLE VI

Procedures

Any member may submit an item(s) to any Representative for inclusion in the agenda of the next Executive Board meeting. A Representative wishing to have an item(s) included on the agenda of the next Executive Board meeting must submit the item(s) to the President of the LSA. The President shall then decide whether the item(s) should be included on the current agenda, postponed until the next meeting, or passed to the Administration or Staff Senate.

ARTICLE VII

Professional Development

- A. The LSA Executive Board shall be responsible for the administration and dissemination of Professional Growth and Development Funds in accordance with the written guidelines.
- B. The Guidelines for Administering Funds shall be in accordance with the Virginia Tech and Library Administration Policies.

ARTICLE VIII

Parliamentary Authority

Robert's Rules of Order (latest edition available) shall govern the business proceedings of the LSA or any of its sub-committees except when otherwise specified in the Constitution and/or Bylaws.

ARTICLE IX

Amendments

Notice of any proposal to amend, revise, or suspend the Bylaws shall be given in the agenda. A majority vote of the LSA membership is required for adoption.

ARTICLE X

Executive Board

Zone Representation shall be:

- Zone 1: Collections and Technical Services
- Zone 2: Learning
Dean's Office
University Records and Information Governance
- Zone 3: Research & Informatics
Planning and Branch Services
Public Relations and Marketing
Information Technologies & Services
Special Collections