

# **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 one term in the same office. They may run for the same office again after the Officer succeeding them has served at least one 2-year term. There are no restrictions on anyone running 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 take effect upon a majority vote of an emergency election by the ULSG. The election will be held at the next regularly scheduled ULSG meeting. If the replacement is rejected by the ULSG, the whole process will continue until a replacement is ratified by the ULSG. The period of finishing another person's term, no matter how long the period, will not count as a term in office. Thereafter, the replacement Officer can run for and serve 2 full terms in that office.

## SECTION C: ELECTIONS

### 1. Timing of Elections

Elections will be held during the University Library Specialist Group meeting held during Team Week activities in May. The new Officers will take office on July 1 of that year, and remain in office for two years.

30 days prior to the election the Election Committee will notify the members of the ULSG, via e-mail, & notices on bulletin boards, of the upcoming election.

### 2. Ballot

A ballot will be prepared and ready 30 days prior to the start of the Election. Ballots will be printed out on colored copy paper. Each available office will be listed on the ballot. Each candidate will be listed, in alphabetical order, under the heading of the office they are seeking. The voter will need to clearly mark which candidate they are voting for. Illegible ballots will not be counted.

### 3. Election Committee

Each successive Election will be conducted by a new Committee. This Committee will be selected at the ULSG meeting that is held during Team Week activities during January. The new Committee can be comprised of the same members as the previous Committee. A prospective Committee member is not allowed to seek office during their stint on the Committee. The Election Committee will consist of a minimum of 3 persons.

### 4. Eligible Candidates

All IUPUI University Library full-time employees deemed members of the University Library Specialist Group are eligible to run for office. Exceptions are for those members who have been in an office for two consecutive terms. Those members would not be eligible to run again for that office until one full term has expired.

### 5. Eligible Voters

All IUPUI University Library employees deemed members of the University Library Specialist Group are eligible to vote. Those eligible include those seeking office and Election Committee members.

### 6. Absentee Ballots

Anyone wanting to vote but not able to attend the May meeting can get an absentee ballot from the Election Committee no sooner than 30 days before the election. Completed absentee ballots will be accepted up till 5:00 pm on the last weekday prior to the election. (If the meeting is on Monday absentee ballots will not be accepted after 5:00 pm on the Friday before the election.)

## 7. Results

Immediately after all ballots are cast the Election Committee will retire to a private room and tabulate the votes. After the votes have been counted the Election Committee will return to the meeting and announce the results. If the office is being sought by two or more individuals, the winner shall be the person receiving the most votes. If a candidate is running unopposed that individual will win as long as he or she gets at least one vote.

# **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 regularly scheduled general meetings in January, May, and August. If there is a scheduled University Library “Organization Week” during those months, the ULSG general meetings will be scheduled during those weeks, if possible. If there is no “Organization Week” scheduled, the regularly scheduled general meeting will be held on the second Tuesday of that month. The Executive Committee will approve an agenda for each of these meetings. The meetings shall proceed according to the agenda.

The Executive Committee shall have the authority to call additional general or emergency meetings, if necessary.

## 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 at least 3 weeks in advance of the meeting. The Secretary of the ULSG will submit to the entire membership of the ULSG the agenda for the next regularly scheduled meeting at least 2 weeks in advance.

## 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.

# 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 3 weeks in advance of the meeting. The Secretary of the ULSG will submit any proposed amendments as part of the agenda for the next regularly schedule meeting.

### Important Dates:

October 16, 2001 – By-Laws approved by Interim Committee

January 3, 2002 – By-Laws approved by members of ULSG

May 8, 2002 – Amendment I, Amendment to Article IV, Section C ratified

September 17, 2003 – Amendment II, Amendment to Article VI, Section A ratified

September 17, 2003 – Amendment III, Amendment to Article VI, Section B ratified

September 17, 2003 – Amendment IV, Amendment to Article VII ratified

September 17, 2003 – Amendment V, Amendment to Article IV, Section B ratified

November 14, 2006 – Amendment VI, Amendment to remove Article VI, Section D, Number 3 ratified.

January 5, 2007 – Amendment VII, Amendment to Article VI, Section A ratified.

# AMENDMENT I

## AMENDMENT TO SECTION C: ELECTIONS

*The following amendment (ratified on May 8, 2002) replaces SECTION C: ELECTIONS of the by-laws of the University Library Specialist Group.*

### **Timing of Elections**

Elections will be held during the University Library Specialist Group meeting held during Team Week activities in May. The new Officers will take office on July 1 of that year, and remain in office for two years.

30 days prior to the election the Election Committee will notify the members of the ULSG, via e-mail, & notices on bulletin boards, of the upcoming election.

### **Ballot**

A ballot will be prepared and ready 30 days prior to the start of the Election. Ballots will be printed out on colored copy paper. Each available office will be listed on the ballot. Each candidate will be listed, in alphabetical order, under the heading of the office they are seeking. The voter will need to clearly mark which candidate they are voting for. Illegible ballots will not be counted.

### **Election Committee**

Each successive Election will be conducted by a new Committee. This Committee will be selected at the ULSG meeting that is held during Team Week activities during January. The new Committee can be comprised of the same members as the previous Committee. A prospective Committee member is not allowed to seek office during their stint on the Committee. The Election Committee will consist of a minimum of 3 persons.

### **Eligible Candidates**

All IUPUI University Library full-time employees deemed members of the University Library Specialist Group are eligible to run for office. Exceptions are for those members who have been in an office for two consecutive terms. Those members would not be eligible to run again for that office until one full term has expired.

### **Eligible Voters**

All IUPUI University Library employees deemed members of the University Library Specialist Group are eligible to vote. Those eligible include those seeking office and Election Committee members.

### **Absentee Ballots**

Anyone wanting to vote but not able to attend the May meeting can get an absentee ballot from the Election Committee no sooner than 30 days before the election. Completed absentee ballots will be accepted up till 5:00 pm on the last weekday prior to the election.

(If the meeting is on Monday absentee ballots will not be accepted after 5:00 pm on the Friday before the election.)

**Results**

Immediately after all ballots are cast the Election Committee will retire to a private room and tabulate the votes. After the votes have been counted the Election Committee will return to the meeting and announce the results. If the office is being sought by two or more individuals, the winner shall be the person receiving the most votes. If a candidate is running unopposed that individual will win as long as he or she gets at least one vote.

**AMENDMENT II**

**AMENDMENT TO ARTICLE VI, SECTION A: REGULARLY SCHEDULED MEETINGS**

*The following amendment (ratified on September 17, 2003) replaces SECTION A: REGULARLY SCHEDULED MEETINGS of the by-laws of the University Library Specialist Group.*

The ULSG will hold regularly scheduled meetings during January, March, May, July, September, and November. If there is a scheduled University Library “Organization Week” during those months, the ULSG meeting will be scheduled during that week. If there is no “Organization Week” scheduled, the regularly scheduled ULSG meeting will be held on the second Tuesday of that month. The Executive Committee will approve an agenda for each of these meetings. The meetings shall proceed according to the agenda.

**AMENDMENT III**

**AMENDMENT TO ARTICLE VI, SECTION B: AGENDA**

*The following amendment (ratified on September 17, 2003) replaces SECTION B: AGENDA of the by-laws of the University Library Specialist Group.*

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 at least 3 weeks in advance of the meeting. The Secretary of the ULSG will submit to the entire membership of the ULSG the agenda for the next regularly scheduled meeting at least 2 weeks in advance.

**AMENDMENT IV**

**AMENDMENT TO ARTICLE VII: AMENDMENT OF BY-LAWS**



*The following amendment (ratified on September 17, 2003) replaces AMENDMENT OF BY-LAWS of the by-laws of the University Library Specialist Group.*

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 3 weeks in advance of the meeting. The Secretary of the ULSG will submit any proposed amendments as part of the agenda for the next regularly schedule meeting.

## **AMENDMENT V**

### **AMENDMENT TO ARTICLE IV, SECTION B: TERMS OF OFFICE**

*The following amendment (ratified on September 17, 2003) replaces SECTION B: TERMS OF OFFICE of the by-laws of the University Library Specialist Group.*

Officers shall be elected for a 2-year term and may succeed themselves for one term in the same office. They may run for the same office again after the Officer succeeding them has served at least one 2-year term. There are no restrictions on anyone running 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 take effect upon a majority vote of an emergency election by the ULSG. The election will be held at the next regularly scheduled ULSG meeting. If the replacement is rejected by the ULSG, the whole process will continue until a replacement is ratified by the ULSG. The period of finishing another person's term, no matter how long the period, will not count as a term in office. Thereafter, the replacement Officer can run for and serve 2 full terms in that office.

## **AMENDMENT VI**

### **AMENDMENT TO ARTICLE VI, SECTION D: QUORUM**

*The following amendment (ratified on November 14, 2006) removed ARTICLE VI, SECTION D, NUMBER 3 from the by-laws of the University Library Specialist Group.*

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.

## **AMENDMENT VII**

### **AMENDMENT TO ARTICLE VII, SECTION A: REGULARLY SCHEDULED MEETINGS**

*The following amendment (ratified on January 5, 2007) replaced Article VII, Section A in the by-laws of the University Library Specialist Group.*

The ULSG will hold regularly scheduled general meetings in January, May, and August. If there is a scheduled University Library “Organization Week” during those months, the ULSG general meetings will be scheduled during those weeks, if possible. If there is no “Organization Week” scheduled, the regularly scheduled general meeting will be held on the second Tuesday of that month. The Executive Committee will approve an agenda for each of these meetings. The meetings shall proceed according to the agenda.

The Executive Committee shall have the authority to call additional general or emergency meetings, if necessary.

As amended on January 5, 2007