School of Library and Information Science
Policies and Procedures Manual

Revised and Adopted August 2010
The 2010 version of the ALA/ASIS&T/SLA Policies and Procedures Manual was revised and adopted in August 2010.

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Jarrod Jones  
Sara Nelson

**2010-2011 Officers**  
ALA President: Bill Harris  
ASIS&T President: Lana Brand  
SLA President: Sara Nelson  
ALA Vice President: Alice Graves  
ASIS&T Vice President: Jenny Drake  
SLA Vice President: Diana Hurlburt  
ALA/ASIS&T/SLA Treasurer: Jessica Davis  
ALA/ASIS&T/SLA Co-Secretary: Jeffrey Austin  
ALA/ASIS&T/SLA Co-Secretary: Diana Hurlburt  
ALA/ASIS&T/SLA Webmaster: Vacant  
ALA/ASIS&T/SLA Archivist: Vacant
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History
The School of Library and Information Science (SLIS) Student Organizations at the University of South Florida (USF) consist of three separate student chapters of the American Libraries Association (ALA), American Society for Information Science and Technology (ASIS&T), and the Special Libraries Association (SLA).

Originally, the student chapters of these three groups worked individually. Currently, these three groups maintain separate contact with their respective parent organizations for financial support. However, in 2003, the separate groups began to work together as one larger organization because of common goals and the benefit of pooled resources for larger events and fundraisers. It is the goal for the three organizations to recruit enough members that the groups can work separately in the future on smaller events more tailored to the separate goals of their parent organizations.

SLIS Student Organizations will meet once a year to review the Policies and Procedures Manual. It is recommended that the review begin before the end of the Spring semester and carry on through summer if more time is needed. The updated manual should be completed by the beginning of the Fall semester. The committee can work in person or through designated discussion boards in Blackboard.

At any time during the year, if an officer or member following procedures finds an error or need for update, this can be brought up during a monthly meeting and barring disagreement, the revision can be noted. The Webmaster will make corrections to the current working manual.

Steps in Policies and Procedures Manual review:

1. The Presidents will appoint a Procedure Committee Chair. This does not have to be an officer.

2. The Procedure Committee Chair will request volunteers to join the committee. There should be at least one elected officer on the committee.

3. Committee members will investigate established procedures to determine which need revision or removal. In addition, the committee will determine if procedures should be added.

4. Drafts of new procedures will be presented to officers at a meeting or via an electronic method (i.e., discussion board, email, or Wiki).

5. Once members have had the opportunity to comment on the new manual, a member of the committee will compile the final draft.

6. The committee will vote on the final document. Once the final review period is passed, the manual will become final and placed into the Documents section of Blackboard by the Webmaster.

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2. Procedures for Election of Officers

In the Fall semester of 2006, it was proposed and approved by majority vote that the groups hold two elections per year. At the end of the Spring semester (in April), elections would be held for the three Presidential positions and Treasurer. At the beginning of the Fall semester (in September), elections would be held for the three Vice Presidential positions, as well as Co-Secretaries, Webmaster, and Archivist. The reasons for this split are as follows:

- New Presidents must attend a mandatory meeting with the Campus Activities Board, which usually takes place before elections had been held in Fall. In addition, new Presidents must register their organizations and constitutions usually by mid-September. It was extremely difficult for these required activities to be done on time when Fall elections were generally not completed until the end of September.
- The Treasurer also has a number of required activities to be accomplished quickly in order that he or she be added to the Credit Union accounts in time for Fall semester.
- The summer months are the best time for planning Fall events, and it made sense that the Presidents who would in term for the Fall be doing the planning.
- We encourage people to run for the Presidency after they have already been involved in the groups. Holding elections at the end of the Spring semester means that candidates have been able to participate for at least a semester.
- On the other hand, we encourage new students to run for Vice President at the beginning, and possibly prepare to run for the Presidency in the Spring.
- The position of Co-Secretary, Webmaster, and Archivist are also excellent positions for new students.

Terms for the Executive Board run as follows

- ALA President May-April
- ASIS&T President May-April
- SLA President May-April
- ALA Vice-President October-September
- ASIS&T Vice-President October-September
- SLA Vice-President October-September
2.1 Election preparation

1. Prior to the September meeting, an announcement will be posted to ALIS, emailed to members, and made in classes—whenever possible—asking that persons interested in running for office attend the first meeting.

2. All positions on the Executive Board (see section 3) will be elected positions. If a position is not filled during the elections, the Executive Board can appoint a member to fill this position. See 2.5 Appointing Executive Board Members.

3. The timeline for the election process should be determined by the election committee, keeping in mind that President will need at least a week before September 30 to register the groups.

4. At the September meeting, copies of the Policies and Procedures Manual will be passed out to interested candidates. In addition, an announcement will be made regarding the biography form, which is included in the documents section of Blackboard. Only members of the SLIS Student Organizations are eligible to run for office. Therefore, interested candidates should be shown how to join so that they can reach the biography form.

5. The biography forms should be electronically submitted to the designated member of the Election Committee.

6. Campaigning includes returning the biography form, which will be posted to the online community, and answering questions from members. **NOTE** that phone numbers should not be included when the Election Committee places the biography form onto a Discussion Board. Members can contact potential officers through email. There will be no negative campaigning allowed. The Nominating Committee will immediately remove any candidate engaging in negative campaigning from the election process.

7. Use the Survey tool available Blackboard to create the ballot. Each position should have at least one candidate and one “none” option. The Survey Tool can be found in Blackboard → Organizations → School of Library and Information Science Student Organizations → Control Panel → Assessment.
8. Throughout the voting time, reminders should be placed on the discussion board, and emails should be sent to member lists and ALIS to remind people to vote. Either one of the Co-Secretaries or a member of the Election Committee should send out announcements.

2.2 Counting Votes
Survey Monkey provides an automatic tally for the votes. If there is a tie, the elections committee will bring this promptly to the Executive Board for action. The two preferred solutions would be have the tied candidates be co-winners or to have another election.
2.3 Announcing New Officers

After voting has closed and votes have been tabulated, the members of the nominating committee will send emails to both the new officers and those who were not elected.

The Nominating Committee member sending the e-mail (in either scenario 2.31 or 2.32) should receive confirmation from all involved parties. If no confirmation is received, then the member should follow up with a phone call. (A phone number is supplied by the candidate in the biography.). In the event that the nominated officer does not respond within 24 hours of the installation meeting, he or she forfeits the position. The alternate candidate will then be offered the position.

2.31 Sample email to the new officers:

You have all been elected as officers for the 2009-2010 student organizations!

Congratulations!

As you know, your duties will begin at the meeting in October. Please be prepared to attend all meetings and participate in all the activities. Sometime soon, there will be a meeting scheduled for all the new officers to meet, brainstorm, and plan. Also, expect some contact from previous officers about your office duties.

Please respond back to me to confirm your receipt of this email.

2.32 Sample email to those who were not elected:

I am sorry to inform you that you were not elected <insert position here> of <insert org here>. However, the current officers have been impressed with your enthusiasm and really want you to help with the organizations. During the year, there will be committees for various duties that you can chair. In addition, if you have an activity you would like to plan, please let us know.

(Optional text if there are any positions that were not filled by elections) There are several appointed positions that you could fulfill well. They are: <insert any appointed positions here>. We really want your involvement and input. Let me know if you are interested in any of these positions.

Please respond back to me to confirm your receipt of this email.

The Nominating Committee member sending the email should receive confirmation from all involved parties. If no confirmation is received, then the member should follow up with a phone call (phone number is supplied by the candidate in the biography).
2.4 Changeover Meeting

The former president of the organization hosting the meeting opens the October/April meeting. This president will convene the meeting. S/he will first announce the election results (winners only, not the numbers). S/he will also mention the available positions (if applicable). The new officers take up their duties at the conclusion of the meeting.

Ideally, the new officers will meet twice before the changeover meeting: once with the outgoing officers and once by themselves.

2.5 Appointing Executive Board Members

Any position not filled by the elections in September / March can be appointed. Interested parties should submit a biography form to the current Co-Secretaries. (If there are no current Co-Secretaries, another officer should be designated to receive the form.) The Co-Secretaries will then forward the form to all officers. The officers should discuss and approve the application within 72 hours. Reasons for not approving an application would include former removal from the Executive Board.

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3. Policies and Procedures for the Executive Board

All officers must be degree-seeking USF students and maintain a 2.0 GPA, per the The Center for Student Involvement Office. Executive Board Members serve one year, from their election date. The Board is active during the summer term. If an Executive Member graduates before the end of the term, follow the procedures outlined under individual positions (sections 3.2 to 3.7).

The Executive Board is defined as
- ALA President
- ASIS&T President
- SLA President
- ALA Vice President
- ASIS&T Vice President
- SLA Vice President
- ALA/ASIS&T/SLA Treasurer
- ALA/ASIS&T/SLA Co-Secretaries
- ALA/ASIS&T/SLA Webmaster
- ALA/ASIS&T/SLA Archivist

3.1 Attendance Policy for Members of the Executive Board

The Student Chapters follow the procedure of the American Library Association regarding the attendance of Executive Board members: Failure to attend two meetings (defined as either the monthly Chapter meeting or periodic Officers planning meetings) without an explanation acceptable to the Executive Board constitutes grounds for removal. Virtual attendance is not acceptable as a substitute. (See 3.8 Procedure for Removing a Board Member.)

3.2 President Duties

- It is the duty of the three Presidents to preside over monthly meetings. At the beginning of each semester, the dates for the meetings will be set, and at that time, the presiding officer will be determined. ALA, SLA, and ASIS&T Presidents will alternate as meeting leader. As the presiding officer, the President will be responsible for establishing the meeting agenda and arranging food for the meeting that the treasurer will purchase. If for any reason the President cannot fulfill these duties, it is his/her responsibility to find a proxy.
• Presidents appoint committee chairs and members as needed. If the committee is formed during a meeting in which a proxy presides, the proxy will make such appointments.

• The Presidents will guide Student Chapter committees. Presidents will ensure that committees stay on task and complete their assignments, offering help when needed. Because a Vice President will serve as ex officio members of all committees, the President can follow the progress of the committee through the Vice Presidents.

• Presidents supervise the development of the activities calendar. At the beginning of each semester, the presidents will ensure an events calendar is prepared. Events can be added later in the semester.

• At least one president must attend formal SLIS functions: Orientation, SLIS Graduation Party, and Alice Smith Lecture and Induction of new Beta Phi Mu members. If no President can attend a function, Presidents must ensure another representative of the group will attend.

• Incoming Presidents must register the student group with the university. Registrations must be done between August 25 and September 30.

• Presidents are responsible for reporting to their respective parent organizations. Details on reporting are found in sections 3.21 through section 3.23 in this manual.

• If a President graduates before the end of the term, the Vice President will take the place of the President. The change should be made in Oasis so the organization will not drop out of existence.

• The President is responsible for adding new member to their specific organization blackboard page and the records of the school.
3.21 Reporting Duties for ALA President

There are minimal reporting duties for the ALA President.

1. When the new President is elected, s/he should inform Don Wood at dwood@ala.org, or call 1-800-545-2433, ext. 2429. More information can be found at http://www.ala.org/ala/mgrps/affiliates/chapters/student/studentchapters1.cfm.

2. The new President should join the Student Chapter listserv.
   a. **Student Chapter Listserv**: The Chapter Relations Office has created a listserv, STUCHAPT, for members of ALA student chapter groups and their faculty advisors. The purpose of the list is to allow students to connect with other chapters and exchange information regarding chapter activities, events, and other ideas. It will also be used by the Chapter Relations Office to keep in closer contact with the students and better serve them. To subscribe, please contact Don Wood at the information above.

3. Review the policy for reimbursement and submit a request in April.
   a. **Reimbursement for Student Chapter Programs**: Student chapter groups can be reimbursed for up to $100 per fiscal year for programs and events. Send receipts to the ALA Chapter Relations Office at 50 E. Huron St., Chicago IL 60611 with a letter requesting the reimbursement and to whom it should be sent. If possible, receipts should be sent together rather than smaller requests throughout the year.

4. It is recommended that the new President review the Student Chapter pages at ALA <http://www.ala.org/ala/mgrps/affiliates/chapters/student/studentchapterpages/studentchapterdir.cfm>

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3.22 Reporting Duties for ASIS&T President

As of August 2010, USF does not have a formal ASIS&T student chapter. However, the required documents have been prepared according to the Procedures for Forming an ASIS&T Student Chapter. Documents will be submitted by September 30th, 2010 per the deadlines below. 

<http://web.simmons.edu/~asist/temp/manual/docs/Appendix-C.pdf>

From the ASIS&T Student Chapter Manual
<http://www.asis.org/Chapters/student_chapter_manual.html>:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Responsible Officer</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of each semester</td>
<td>Student Chapter Advisor</td>
<td>Send list of graduates to Local Chapter Membership Chair</td>
</tr>
<tr>
<td>End of each semester when necessary</td>
<td>Student Chapter Officers</td>
<td>Hold elections for coming semester</td>
</tr>
<tr>
<td>After each election</td>
<td>Student Chapter Advisor</td>
<td>Send list of officers to Chapter Assembly Representative for Student Chapters</td>
</tr>
<tr>
<td>May 31</td>
<td>Student Chapter Officers (and Advisor)</td>
<td>Submit annual report as self-nomination for annual award</td>
</tr>
<tr>
<td>September 30</td>
<td>Student Chapter Chair</td>
<td>Submit request for funds</td>
</tr>
<tr>
<td>Late October, early November (varies)</td>
<td>Student Chapter Advisor (others welcome)</td>
<td>Attend meeting of Student Chapter Advisors at the ASIS&amp;T Annual Meeting</td>
</tr>
<tr>
<td>October 30</td>
<td>Student Chapter Officers (and Advisor)</td>
<td>Submit annual report (if not submitted as part of award self-nomination) to the Headquarters</td>
</tr>
</tbody>
</table>

For more information on ASIS&T Student Chapters: http://www.asis.org/Chapters/chapters-student.html

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3.23 Reporting Duties for SLA President

There are two reports that need to be submitted to SLA. For more information, see http://units.sla.org/committee/sarc/guidelines.htm

1. The chief officer of each student group must report to the Chair of the Student Academic Relations Committee by November 30 of each year. Reports must include:
   a. a brief statement of the Group’s plan for programs and projects for the academic year (September-May),
   b. the names and titles of elected officers, and
   c. the name of the Student Group Advisor. The Student Group Advisor should be an SLA member. Student Groups who fail to comply with the reporting requirements will be declared inactive.

2. The chief officer of each Student Group must submit the following information to the Chair of the Student Academic Relations Committee, prior to April 30 of each year:
   a. a brief annual report on the Group’s programs and projects during the academic year (September-May),

3. One copy of each report must be sent to the Association Office. You should contact the office in advance to see who is the correct staff person to receive the letter.

i. Sample Yearly Update Report

Yearly Update Report, FY 2005

Special Libraries Association
Student Chapter
University of South Florida

James Rhyne, Chapter President
Ursula Woods, Chapter Vice President
Wade Bishop, Chapter Finance Officer
Jennifer Hitchcock, Chapter Communications

Members as of 2005 Nov 22: 10

Activities for Spring 2005:
- Book Sale Fundraiser
  USF School of Library and Information Science Student Organizations
- Networking and Career Guidance
  A student seminar on careers and networking after graduation. The attending librarians were from local academic, public, and special libraries.
- Graduation and Alumni Social

Activities for Fall 2005
- Quarterly Meeting of Suncoast Information Specialists
Members attended this meeting of the SIS, a local organization of librarians and information specialists, who meet quarterly to foster communication and networking among those working in the area in information science. The seminar was sponsored by Betsy King, a special librarian at a local engineering firm.

- Database Usage and Availability
  Seminar provided by librarians in the USF Tampa campus on the available database resources in the library catalog. This seminar is primarily for students new to the program who are not familiar with the resources available, but all students are encouraged to attend.

- Book Sale Fundraiser
  USF School of Library and Information Science Student Organizations

Activities for Spring 2006
- Database Training (planned)
  A student in the SLIS program, who was an IT specialist in her former career, will present a seminar on database management, types of database management systems and data warehousing.
- Leadership Seminar (planned)
  This will be a four-part series presented by a member of the SLIS faculty and several of his colleagues who are in library leadership positions.
- Database Usage and Availability (planned)
  Seminar provided by librarians in the USF Tampa campus on the available database resources in the library catalog. This seminar is primarily for students new to the program who are not familiar with the resources available, but all students are encouraged to attend.
- Book Sale Fundraiser (planned)
  USF School of Library and Information Science Student Organizations
- Graduation and Alumni Social (planned)

For Summer 2006 the USF School of Library and Information Science Student Organizations are planning to sponsor a trip to the ALA Conference in New Orleans. At the conclusion of a polling period we will either contribute to a group transportation charter, a stipend for lodging, or assistance with registration.

Respectfully,

[PRESDENTS NAME]
ii. Sample form for reporting to SLA

SLA Student Group Report Form

**Name of Student Group:** USF School of Library and Information Science SLA  
**Address:** 4202 East Fowler Ave, CIS1040, Tampa, FL 33620-7800  
**Phone:** USF SLIS - 813.974.3520

**Email:** lisinfo@cas.usf.edu  
**Website:** [http://www.ctr.usf.edu/slis](http://www.ctr.usf.edu/slis)  
**Due:** April 30

<table>
<thead>
<tr>
<th>Officers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor:</td>
<td><a href="mailto:cdee@mail.cas.usf.edu">cdee@mail.cas.usf.edu</a></td>
</tr>
<tr>
<td>Dr. Cheryl Dee</td>
<td><a href="mailto:dsmith@mail.usf.edu">dsmith@mail.usf.edu</a></td>
</tr>
<tr>
<td>Drew Smith</td>
<td></td>
</tr>
<tr>
<td>Student Leadership:</td>
<td>jrhynemail.usf.edu</td>
</tr>
<tr>
<td>Jim Rhyne, President</td>
<td><a href="mailto:ugwoods@mail.usf.edu">ugwoods@mail.usf.edu</a></td>
</tr>
<tr>
<td>Ursula Woods, Vice President</td>
<td><a href="mailto:bwbishop@mail.usf.edu">bwbishop@mail.usf.edu</a></td>
</tr>
<tr>
<td>Bradley W. Bishop</td>
<td></td>
</tr>
</tbody>
</table>

Please give a brief list of the Group's projects during the academic year (September-May)

<table>
<thead>
<tr>
<th>Date of Project</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 19, 2005</td>
<td>Book Sale – fund raiser for ALA/ASISIT/SLA student orgs</td>
</tr>
<tr>
<td>March 8, 2006</td>
<td>Book Sale – fund raiser for ALA/ASISIT/SLA student orgs</td>
</tr>
<tr>
<td>May 6, 2006</td>
<td>Spring Commencement Ceremony and Reception</td>
</tr>
</tbody>
</table>

Please give a brief list of the Group's programs during the academic year (September-May)

<table>
<thead>
<tr>
<th>Date of Program</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 10, 2005</td>
<td>New Member Social</td>
</tr>
<tr>
<td>November 7, 2005</td>
<td>Database Usage and Availability</td>
</tr>
<tr>
<td>February 1, 2006</td>
<td>New Member Social</td>
</tr>
<tr>
<td>February 6-27, 2006 (Mondays)</td>
<td>Leadership Seminar-Covers how to develop leadership traits, styles and skills needed in librarianship.</td>
</tr>
<tr>
<td>March 20, 2006</td>
<td>Database Usage and Availability</td>
</tr>
<tr>
<td>April 5, 2006</td>
<td>Pathfinder Training</td>
</tr>
</tbody>
</table>
List the SLA student members who are affiliated with your group, as of 1 April 2006.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>#ID Number (if known)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>James C. Rhyne</td>
<td>73248</td>
<td><a href="mailto:jrhyne@tampabay.rr.com">jrhyne@tampabay.rr.com</a></td>
</tr>
<tr>
<td>Ursula G. Woods</td>
<td></td>
<td><a href="mailto:ugwoods@mail.usf.edu">ugwoods@mail.usf.edu</a></td>
</tr>
<tr>
<td>Alexandra Olson</td>
<td></td>
<td><a href="mailto:adolson@mail.usf.edu">adolson@mail.usf.edu</a></td>
</tr>
<tr>
<td>Keri Dhondup</td>
<td></td>
<td><a href="mailto:kdhondup@lib.usf.edu">kdhondup@lib.usf.edu</a></td>
</tr>
<tr>
<td>Diane Ashoff</td>
<td></td>
<td><a href="mailto:dashoff@mail.usf.edu">dashoff@mail.usf.edu</a></td>
</tr>
<tr>
<td>Alicia Livinski</td>
<td></td>
<td><a href="mailto:alivinsk@mail.usf.edu">alivinsk@mail.usf.edu</a></td>
</tr>
<tr>
<td>Tara Murphy</td>
<td></td>
<td><a href="mailto:tlmurph2@mail.usf.edu">tlmurph2@mail.usf.edu</a></td>
</tr>
<tr>
<td>Bradley W. Bishop</td>
<td></td>
<td><a href="mailto:bwbishop@mail.usf.edu">bwbishop@mail.usf.edu</a></td>
</tr>
<tr>
<td>Jennifer Hitchcock</td>
<td></td>
<td><a href="mailto:libraryangel@disneyangel.com">libraryangel@disneyangel.com</a></td>
</tr>
</tbody>
</table>

Please send completed form by 30 April to:
Director, Membership Marketing
SLA
331 South Patrick Street
Alexandria, VA 22314-3501
USA

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3.3 Vice President Duties

- Vice Presidents assist the Presidents in their duties and preside in the place of the President at Student Chapter functions. Vice Presidents should work closely with Presidents.
- Vice Presidents serve as *ex officio* members of Student Chapter committees. Each Vice President should serve on at least one committee. The vice-presidents as a group would make the decision of which vice-president go with each committee. Their function is to provide direction and information to the committee chair. When they cannot attend committee meetings, it is necessary to find a proxy to attend in their place and report back.
- Vice Presidents take the place of the President if the President should graduate or leave the position for any reason before the end of the term.
- If the Vice President graduates or leaves the position before the end of the term, the Student Organization should solicit for and appoint a new Vice President.
3.4 Treasurer Duties
The following are not suggestions or guidelines; they are all necessary tasks and accompanying procedures of the treasurer’s duties.

3.41 Main Duties

- The Treasurer’s term runs from May until the following April.
- At the changeover meeting, the departing Treasurer will:
  - give the new Treasurer the organizations’ cash box, checkbooks, and vertical file box of financial records
  - communicate to the new Treasurer the cash box lock combination and Cyberteller logins and passwords
  - initiate the changing of authorized signers on the organizations’ bank accounts (see 3.42)
- The Treasurer is responsible for maintaining the organizations’ financial holdings and records and must:
  - maintain the organizations’ cash box
    - Record cash transactions in the cash box ledger
    - Replenish cash, as needed (e.g. before fundraisers)
    - Deposit excess cash to organization bank accounts, as needed (e.g. after fundraisers)
  - maintain the organizations’ checkbooks
    - Record checks written in the checkbook ledgers
    - Balance checkbooks regularly
    - Additional checks can be ordered through the Cyberteller website
  - maintain the organizations’ financial records
    - File bank statements, receipts, and other financial paperwork in the vertical file box
    - Remove and shred financial records older than seven (7) years
- The Treasurer is responsible for purchasing and transporting the food and supplies that the hosting President has arranged for All Members’ meetings, or for reimbursing the purchaser of food and supplies when a receipt is presented, if alternate arrangements have been made (see 5.2).
- The Treasurer is responsible for dispensing cash or checks to pay for organization expenditures (organization Presidents and Faculty Advisors are also authorized to write checks for their respective organizations).
• The Treasurer is responsible for attending All Members’ and Officers’ meetings, and for presenting a Treasurer’s Report at All Members’ meetings, including account balances and any new financial activity.
• The Treasurer should also attend fundraisers (or assign the cash box to another officer who will be attending), and
  o count the cash in the cash box before the fundraiser, and again at the end of the fundraiser (in a secure location)
  o report the fundraiser total to the fundraiser Committee Chair

3.42 Opening, Changing Authorized Signers, and Closing
A vital function of the office is changing authorized signers on Credit Union accounts. This means adding new officers to the accounts. New officers will be added to the account for each organization. The Treasurer adds him/herself to each organization’s account as well as the President of each respective organization. This must be done as soon as possible after elections.

The advisor is also on the account, but the changing of the advisor occurs less frequently and follows the same procedures below in the USF Federal Credit Union Student Organizations Accounts document.

In the event that the Treasurer and President graduate at the same time or are determined unavailable for any other reason, an interim treasurer should be appointed to the account to retain access to organization funds. This should be done before the President and Treasurer leave. To appoint an interim treasurer, a call for volunteers can be taken at a monthly meeting. If there is more than one volunteer, the candidates should explain their interest and summer availability to the group, step out, and a hand vote should be taken. Once an interim treasurer is appointed, the current Treasurer should work to have accounts change hands before s/he leaves the area.

On the following page is a scanned document from the USF Federal Credit Union that explains the procedures for opening, changing authorized signers, and closing an account. (Note: Picture loads slowly). Although this document entails the official procedures, credit union employees interpret the stipulations differently.
3.43 Letter from USF Credit Union on Student Organizations Accounts

To Open:

- A letter from the OFFICE OF STUDENT ACTIVITIES stating the organization is affiliated with the University on USF letterhead, stating the name of the advisor.
- A TIN # (tax identification number). The SS-4 form to apply for a TIN # can be obtained through the Lobby Services department or applied for over the phone (1-800-829-4933, Option 1).
- Advisor and account signers (usually the President and Treasurer) must bring in drivers licenses when opening account. Membership application must be signed by all signers. In the event all signers are not present, those not present must have their signature notarized and send in a photocopy of drivers license.
- Minimum to open savings - $15.00
- Minimum to open checking - $25.00
- All withdrawals and checks written only require one signature, two (2) signature withdrawal accounts are not available.
- ATM cards are not available for organizational accounts.
- Cyberteller access is available.

CHANGING AUTHORIZED SIGNERS

- A letter from the advisor stating the names of the previous and new signers, their social security numbers and titles, and
- A letter from the Office of Student Activities stating a change in advisors, if applicable, and
- A USF Federal Credit Union Membership Application and Agreement must be signed by all signers. In the event all signers are not present, those not present must have their signatures notarized and send in a valid photocopy of drivers license
- TIN # Verified.

CLOSING MEMBERSHIP

- Advisor must close the account.

13302 North Palm Drive  •  Tampa, Florida 33612-9602

Revised 10/2003 jls
3.44 Sample letter for adding new officers to an account:

DATE
USF Federal Credit Union
13302 N. Palm Drive
Tampa, FL 33612

To Whom It May Concern:

This letter is to inform you that the new Treasurer (or President) of the USF Student Chapter of the <insert organization here> is FIRST NAME LAST NAME. Please update your records accordingly.

Thank you in advance.

Sincerely,

<insert organization here> FACULTY ADVISOR NAME
TITLE
<insert organization here> Faculty Advisor
EMAIL ADDRESS
3.5 Co-Secretary Duties

- The Co-secretary is responsible for taking minutes at the meeting. This entails writing down the essence of any discussion and motions made. The minutes should also include which members were present and which officer presided. Should neither Co-secretary be able to be present for any of the meetings, s/he must personally find someone else to take over his or her duties for that meeting. See attendance procedures (section 3.1) regarding missed meetings.

- After the meeting, the Co-secretary must send out a copy of the minutes to all officers by email for approval. This is done in case the Co-Secretary missed something. Two working days after copy of minutes have been e-mailed to officers, one of the Co-Secretaries will post them on Blackboard.

- The Co-secretary must also keep track of any changes made to the organization’s calendars and notify members of any changes.

- The Co-secretaries are the official voices of the organization. They are responsible for sending out all announcements via email. At the beginning of each semester, the Co-secretaries will email the entire membership welcoming them back and reminding them of their membership (see section 3.51).

- The Co-secretaries must keep track all new members and are responsible for adding them to the official member list. The Co-secretaries will divide their duties at the beginning of the semester and notify the officers at the next meeting. Should someone want to leave the organizations, the Co-Secretary must remove them from Blackboard. The procedures for removing a member can be found below. The procedures are as follows:
  
  - At the beginning of each semester, the Co-Secretary will ask the SLIS Academic Program Specialist for a list of graduates from the previous year so the list of active members within Blackboard can be updated.
  
  - To remove members who have graduated, go to Blackboard → Control Panel → Remove Users from Organization. Once there, the Co-Secretary should search for the member’s name. Once the name is found, the Co-Secretary must check the box that says “remove.”

  **Academic Program Specialist: Daniel Kahl**
Office Location: CIS 2013; Office Phone: 813.974.8022; E-mail: djkahl@usf.edu

Office Address:
School of Library and Information Science
University of South Florida
4202 E Fowler Ave. CIS 1040
Tampa, FL 33620-7800

- New members will sign up by emailing slisstudentorgs@usf.edu.

- Once the Co-Secretary receives the email from the new member, s/he must add the member to the list by going to Blackboard ➔ Control Panel ➔ Enroll User. Once there, he or she needs to search for the new member’s name. Once the name is found, the Co-Secretary must check the box that says “add.” The new member is now on the list and will have access to Blackboard.

- Once the Co-secretary receives the email from the webmaster, he / she must verify a USF email. If not, email the member for a USF email account.

- The Co-secretary is responsible for asking member which individual organizations they wish to join and emailing new member information to the presidents.

- After the member is added, the Co-Secretary must send an email to the member welcoming him or her to the organization and giving him or her information about how to access Blackboard. This can also be done in a group email if there is more than one new member (to do this, send the email out in the control panel instead of communications).

- If the Co-Secretary graduates or leaves his or her position before the end of his or her term in office, an interim Co-Secretary should be appointed as soon as possible.
3.51 Sample of the greeting email

USF ALA/SLA/ASIS&T Student Chapters Members

Welcome to new and old members!

I’m taking this opportunity to email you to let you know that the student organizations community is available online under the Organizations tab in Blackboard. You can use the discussion boards to communicate with members who don’t live in your area as well as attend meetings virtually (more on that later).

We will also be utilizing Blackboard for the upcoming elections for officers of the three organizations. So stay tuned and stay active...we’ve got a great year ahead of us!

Please feel free to pass the idea of membership on to fellow students. Have them email an officer (listed below) if they would like to join.

If for some reason, you no longer wish to be a member of these organizations, please respond to this email so I can remove your name from our membership.

If you have interest in running for office, please attend the first meeting in person for Fall on Sept XX, XXXX.

I look forward to seeing you (in person or virtually) at the first meeting on September XX at 4 p.m.!
3.6 Webmaster Duties
The Webmaster handles the SLIS Student Organizations’ Blackboard accounts, Web site, and social networking accounts. At this time, the organizations share the same Web site. If the Webmaster graduates or leaves his or her position before the end of his or her term in office, an interim Webmaster should be appointed as soon as possible.

3.61 Blackboard
The Webmaster will maintain the SLIS Student Organizations community on Blackboard on a continual basis and will report any changes at the monthly meetings.

- For each student organizations meeting, the Webmaster may set up the Elluminate ahead of time, if requested, in Blackboard via the collaborations button. The Webmaster will also transcribe the proceedings, if requested, of the meetings in real-time via Elluminate for those attending virtually. The Webmaster will also read aloud any comments made by those members so that the physical group can hear them. Should the Webmaster not be able to be present for any of the meetings, s/he must personally find someone else to take over his or her duties for that meeting. See section 3.1 for information on missing meetings.

- The transcriptions of these meetings may be included in the minutes.

- Should the Co-Secretary give additional minutes of the meeting to the Webmaster, these also need to be posted to the Community. Those older than five (5) years should be backed up for offline storage.

- When new Student Organization officers are elected or appointed, the Webmaster will remove the old officers’ information from the Officer section and replace it with the new officers’ information.

- The Webmaster is responsible for putting any announcements and calendar changes given by the Co-Secretary into the Announcements and Calendar sections of Blackboard.

3.62 Web site
The Webmaster is responsible for the SLIS Student Organizations Web site. This Web site is hosted by the Marshall Center Student Organizations web space. The address for the SLIS Student Organizations site is <http://usfstudentorgs.usf.edu>

- The FTP info for the Student Organizations Web site is below:
  Host Name: ctr.usf.edu
User Name: slis
Password: s54l24i3s!

- The log-in information for the 30 Boxes calendar (30boxes.com) is below:
  E-mail address: USFSLIS33620@yahoo.com
  Password: ala2010

- There is no specific format for the Web site, and it can be changed at the officers’ discretion. At the beginning of every year after the new officers are elected, the Webmaster will report to the officers for input or changes to the Web site and will report any changes throughout the year at the monthly meetings. Please refer to the Student Organizations web space account requirements below for more information.

### 3.63 Web Site Regulations

**Cap on web space:** 20 MB.

**Commercial activity:**
Students Organizations may not use their MC web space for commercial activity. This includes but is not limited to running any sort of private business through your web space.

**Fund raising and advertising:**
Students Organizations may not use MC Web Space for fund-raising or advertising for commercial or non-commercial organizations, except for University-related organizations and University-related events. This means no banner-ads or affiliated promotions from commercial sites of any kind.

**Use of the university name, logo, or seal:**
Students may not use the University name on their pages in any way that implies University endorsement of their organization, products, or services. They may not use University logos and trademarks, including USF, or the University seal. Permission to use the University name, logos, and seal in any way is granted by the Office of Public Affairs only.

- **Acceptable:** The Widget Society at USF
- **Unacceptable:** The USF Widget Society

Further guidelines for www pages are available from academic computing:
http://usfweb2.usf.edu/university-communications-and-marketing/marketing/web-services/index.asp

### 3.64 Social Networking
The Webmaster is responsible for the SLIS Student Organizations’ social networking accounts. These include Facebook, WordPress, Flickr, and Delicious.

- **Facebook** ([http://www.facebook.com/pages/Tampa-FL/USF-SLIS-Student-Orgs/87502871572](http://www.facebook.com/pages/Tampa-FL/USF-SLIS-Student-Orgs/87502871572)): The Webmaster is responsible for tracking, encouraging, and contributing to the activity on the USF SLIS Student Orgs Fan Page. The outgoing Webmaster should make the incoming Webmaster an administrator on the Facebook account, as well as any other incoming officers. He must also delete his and any other outgoing officers’ administrative privileges. If the incoming Webmaster does not have a Facebook account, he must create one in order to access the USF SLIS Student Orgs Fan Page.

- **WordPress** ([http://usfslisstudentorg.wordpress.com/](http://usfslisstudentorg.wordpress.com/)): The Webmaster must organize SLIS students to ensure regular blog posts on behalf of the SLIS Student Organizations. He is responsible for granting administrative blog privileges to all officers and other necessary members. The outgoing Webmaster should make the incoming Webmaster an administrator on the WordPress account, as well as any other incoming officers. He must also delete his and any other outgoing officers’ administrative privileges. If the incoming Webmaster does not have a Word Press account, he must create one in order to access the Librarians-in-Training Blog.

- **Flickr** ([http://www.flickr.com/photos/49644780@N02/](http://www.flickr.com/photos/49644780@N02/)):
  - Yahoo ID & Email: USFSLIS33620@yahoo.com
  - Password: ala2010
  - Alternate email: j626jones@gmail.com
  - Questions:
    - Q: Where did u get your master's degree?
    - A: The University of South Florida
  - Who is your favorite author?
  - Angela Davis
  - Flickr user name: USF SLIS.

- **Delicious**
  - E-mail address: USFSLIS33620@yahoo.com
  - Password: ala2010

**3.65 iTunes U**

The Webmaster is responsible for getting recordings of Brown Bag or other relevant events to the USF iTunes Coordinator for inclusion on our iTunes account.

- Current contact:
3.7 Archivist Duties

The Archivist shall document the events and activities of the American Library Association, Special Libraries Association, and American Society for Information Science and Technology Student Chapters and preserve and organize their existing and future historical documents and information. The term of this position is Fall-Summer.

- Take photos of any SLIS Student Organization events or activities. If unable to attend, the Archivist should designate another representative to do so.
- Post and update photos and materials from all events and activities on the USF SLIS Student Orgs Facebook fan page, the Librarians-in-Training WordPress blog, and the USF SLIS Student Organizations’ Flickr account.
- Collect and maintain material, as outlined below, from Executive Chairs. It will be the Executive Chairs’ responsibility to provide the archivist with needed material. Materials are kept in the downstairs CIS closet, for which the Academic Program Specialist has a key.
- Update and maintain the digital archive located on the SLIS organizations’ Blackboard page.
- Provide copies of material upon request to Executive Chairs and other committee members.
- At the end of the Spring Semester of every academic year, the Archivist shall perform the following duties:
  - Liaise with both the Co-Secretaries and Webmaster to ensure that all meeting minutes and resolutions for the academic year are retained in both the print and digital archive.
  - Liaise with the Presidents of ALA, ASIS&T and SLA to ensure that all administrative materials of enduring value are retained in the archive, and made available in the digital archive if appropriate.
  - Liaise with the chairs of any permanent or ad hoc committees formed during the academic year (including, but not limited to, the Booksale Committee) to ensure that records of committee activities which have enduring value are retained in the archive.
Materials kept include (but are not limited to):

Administrative (keep latest 5 years, in original format)
Minutes
Organizational Charts
Policies/Procedures Manual
Position/Committee Descriptions
Reports
Statements of Purpose
Legal (keep current record plus latest 10 years, in original format)
Agreements (with RUSA, ALA, etc.)
By-Laws
Program Materials (keep permanently, in original format)
Bibliographies
Brochures
Films, videos
Fliers
Handouts
Outlines
Posters
Speech/talk notes or text/tapes
Articles
Membership brochures
Newsletter: "Update"
Papers
Program materials
Membership Rosters (keep permanently)
Executive Committee
Committees and Sub-committees
General Membership
Records of Historic Interest
Letters
Photographs
Special Projects

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3.8 Removing an Executive Board Member

If any officer fails to uphold her/his post, meet membership or attendance requirements, or does not comply with University policies, a vote of "no confidence" must be presented to the Executive Board. Membership requirements are stated in the respective ALA, ASIS&T, or SLA Constitutions. Attendance requirements are stated in Section 3.1. University Policies are included in Section 7 of the USF Graduate Catalog.

Attendance shall be taken by one of the Co-Secretaries and included in the minutes of every Executive Board meeting. Fifteen minutes after the start of the meeting, the Co-Secretary must bring it to the attention of the presiding President that a board member has missed their second meeting. Written notification via e-mail shall then be presented with reason for removal to the officer in question by one of the Co-Secretaries. If no response is received within 5 days, one of the Co-Secretaries must attempt to call the officer. A meeting must be scheduled by the Executive Board within 14 days of the missed second meeting. If the time does not work for the guilty party, the Executive Board via e-mail can by majority vote change the day/time for the emergency meeting. After the officer in question has had his/her right to speak to the board on their own behalf, a vote is taken from the Executive Board. The officer in question does not have a vote. He/she may be removed from office by a vote determined by a 2/3 majority vote of the Executive Board.

3.81 Sample of the written notification - Attendance

Based on our records, you have not attended two meetings and have not given a valid reason for your absence to the Executive Board. We have scheduled a meeting on Month, Day - Time to discuss your removal from the board. If this date/time does not work, please let us know. You will have an opportunity to speak to the board on your behalf. A majority vote of the Executive Board will require you to vacate the position.

3.82 Sample of the written notification - Membership

Based on our records, you are not a USF student or have recently graduated. We have scheduled a meeting on Month, Day - Time to discuss your removal from the board. We have scheduled a meeting on Month, Day - Time to discuss your removal from the board. You will have an opportunity to speak to the board on your behalf. A majority vote of the Executive Board will require you to vacate the position.

3.83 Sample of the written notification – USF Policy

Based on our records, you are in violation of USF Policy <state specific policy>. We have scheduled a meeting on Month, Day - Time to discuss your removal from the
board. We have scheduled a meeting on Month, Day – Time to discuss your removal from the board. You will have an opportunity to speak to the board on your behalf. A majority vote of the Executive Board will require you to vacate the position.

3.9 New Members

- New members will sign up by emailing slisstudentorgs@usf.edu.

- Once the Co-Secretary receives the email from the new member, s/he must add the member to the list by going to Blackboard → Student Life → Student Organizations → Search. Once there, he or she needs to search for the particular organization name(s). Once the name is found, the Co-Secretary must click on the Membership icon on the far right of the screen. S/he enters the new member’s USF Netid and clicks Add. The new member is now on the list and will have access to Blackboard.

- After the member is added, the Co-Secretary must send an email to the member welcoming him or her to the organization and giving him or her information about how to access Blackboard. This can also be done in a group email if there is more than one new member (to do this, send the email out in the control panel instead of communications). The new member also needs to be contacted if they wish to join all three organizations or just one or two of the organizations.

3.91 Sample letter to new members

Welcome to the SLIS student organizations! You should now be able to access our Blackboard site under the organizations tab. If you would like to get involved in the organizations, you can help out with the various upcoming events we are currently planning. Please check the Web site and Blackboard site for updates. Feel free to let me or any of the other officers know if you would like to help or have any questions. We look forward to your involvement in the organization!
4. Registering a Student Organization

Procedures:
All forms necessary for starting an organization, maintaining an organization, requesting student organization services as well as other pertinent forms are available at the Center for Student Involvement (MSC 3302). Additional information about the registration and conduct of student organizations may be found in the Student Organization Handbook.

The Center for Student Involvement maintains a record of status and officer listings of all officially recognized university student organizations. To remain active, each organization must submit an updated officer listing to The Center for Student Involvement between August 25 and September 30 of each academic year. Student Organization Officers must be degree-seeking students at the University of South Florida with at least a 2.0 GPA. Officer listings are verified randomly throughout the year. Forms with invalid information will be returned to the organization. Failure to update officer listings may result in deactivation.

Each student organization is required to retain an advisor. The advisor must be a current USF faculty or staff person and will be the official representative for the organization (special exemption requests can be submitted to the Coordinator for Student Organizations). The advisor should guide, interpret, and educate the students regarding all rules, regulations, and procedures set forth by the university, the State of Florida, and the United States Government. Center for Student Involvement staff members will conduct advisor training in these areas including the overall role of an advisor and the Event Approval Process. Each advisor is permitted to advise a maximum of three organizations. Advisors are included on the Student Organization Registration Form submitted to the Center for Student Involvement each year. Failure to update advisor status on the officer listing may result in deactivation. Student organization membership must be at least 80% currently enrolled USF students (80/20 rule). However, in order to be eligible for Activity and Service fee funding by Student Government, 100% of student organization members must be currently enrolled USF students and 10 students must be listed on the Student Organization Registration Form.

Starting a New Student Organization:

Organizers can request official registration for a student organization by submitting a completed Student Organization Registration Form together with one copy of the organization’s constitution to the Center for Student Involvement.
for review, and meeting with the Coordinator for Student Organizations (CSO). The organization is responsible for making changes (i.e., corrections, additions, and deletions) directed by the Center for Student Involvement and resubmitting the required forms and/or constitution. will forward a letter of official registration to the organization and a verification letter to the advisor. Information regarding the officially recognized organization will be filed and entered in the computer database. Questions regarding constructing a constitution and membership requirements (80/20 rule) should be directed to Student Activities staff members.

An organizer can request a provisional registration for a student organization by submitting the appropriate form. The CSO will review the request and verify the enrollment status of the organizer. Provisional registrations are authorized for not less than 90 days. During this time, the organizer should finalize their Student Organization Registration Form and Constitution and submit these documents to Student Activities. The Center for Student Involvement will forward the results of the review to the organization.

Policies:

- The Center for Student Involvement initiates deactivation procedures for student organizations that fail to submit the appropriate officer and advisor listing form by the above-mentioned deadline. An organization that has been deactivated can request reactivation by submitting the appropriate form, a current constitution, and reconciling all outstanding debts for University services. The CSO will review all requests for deactivation and reactivation. Changes are entered into the computer database.
- Student Organizations can request name changes by submitting the appropriate forms. Changes are entered into the computer database.
- Student organizations are not permitted to schedule meetings or events during final exam week.
- Student organizations are subject to the USF fundraising policy. Information regarding the policy may be obtained from the The Center for Student Involvement.
- The The Center for Student Involvement will investigate violations of university rules, and/or State laws by Student Organizations, and will impose appropriate sanctions when necessary. A copy of the Student Organization Judicial Policy is available through the The Center for Student Involvement or on the Web Site.
Student Organizations with past due accounts will be sent letters of reminder to both Chapter President and Advisor at 30 and 60 days past due. Organizations with bills 61-90 days late shall have all of their room reservations and other campus event reservations cancelled. Student Organizations with bills over 91 days late will have their registration suspended until the bill is paid in full. Under temporary suspension, the organization cannot hold social functions, participate in intramurals or avail themselves of any of the services afforded to registered student organizations at USF.

Student Organizations may not use Greek letters or words in their organization name unless the group is formally affiliated with a Greek council or Honor society.

For more information on regulations, see http://www.involvement.usf.edu/resource.htm

4.1 Registering Faculty Advisors with the Credit Union

Each Student Organization has a bank account at the USF Credit Union, and must be added to the account. A letter is required indicating the name of the advisor, name of the account and account number. Email or fax copies are not acceptable. The signed letter must be taken in person to the Credit Union and submitted (see Sections 3.41-3.42 regarding instructions regarding the Credit Union).
5. Procedures for Meetings

5.1 Booking a room in CIS for a meeting

Check with front desk for booking a meeting room. Traditionally, CIS 2020 is booked for group meetings. For lectures that include use of the computers, the computer classrooms (CIS 2028 or CIS2030) are available.

5.2 All Members Meetings

1. At the beginning of the fall semester (preferably early August), officers will decide on the combined regular meetings for September through December of the coming school year. The Co-Secretary should post these dates to ALIS and the Webmaster should post them to the announcements on Blackboard and the calendar on the Web site. In December, the meetings should be set for spring.

2. After monthly dates are established, one officer needs to book CIS 2020 for those dates. See section 5.1 to book a room.

3. There should be little physical setup needed except for the LCD projector and laptop. The Webmaster is responsible for setting these up according to the procedures.

4. The Webmaster is responsible for the Elluminate process during the meeting proceedings. Procedures for this are covered under Webmaster Duties (section 3.6).

5. Food (Traditionally snacks are provided during all members meetings):
   a. After being elected, the Presidents will decide which organization will “host” each meeting and choose the food for the meeting. The Treasurer is responsible for bringing food, drink, napkins, cups, ice, etc. although help may be required for larger events. Miscellaneous supplies are stored in CIS 2020.
   b. Funds for these items will come out of the “host” organization’s account. In the event that items that a member other than the Treasurer purchases the items, reimbursement will be provided. Refer to the Treasurer’s procedures (section 3.4) for reimbursement procedures.
6. Specific agendas and meeting reminders can be posted on ALIS (by the Co-Secretary) and should be posted on the Blackboard Community (by the Webmaster) no later than 1 week before the meeting. Agendas will be written by the host President.

5.3 Meeting of Departing Officers and Incoming Officers

As soon as possible after election results have been determined, the departing officers should meet with the incoming officers to review procedures and answer any questions that incoming officers may have.

5.4 Committee and Officers Meetings

If the committee is meeting in the CIS building, follow procedures 5.1 for booking a room. If the committee is meeting off campus or in another area, then please disregard these procedures.

5.5 Strategic Planning Meeting

In the first general meeting for the fall semester, all members must meet to plan the Student Organizations’ goals and activities for the coming year. All officers are strongly encouraged to attend. Each Student Organization’s Faculty Advisor is also invited and encouraged to attend. Other members are welcome by invitation.

For example, members should discuss what types of events or theme they will promote for the coming year, any fundraising activities to be held, and other special events or activities. It is a good idea to have at least 1 (better 2) officers placed in charge of planning this strategic planning meeting; however, all officers input on possible agenda items should be solicited throughout the planning process.

Minutes must be taken and final minutes approved by the officers prior to posting to the Student Organization’s section of Blackboard. (See Appendix D for a sample agenda).

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6. Student Organizations Storage Closet

On the first floor of the CIS building in room number 1043, there is a storage closet for the groups. Any officer can obtain the key from the front desk. The storage closet holds the donations for the book sales and supplies such as decorations, cups, plates, etc. In addition, there are numerous file cabinets for use.

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7. Book Sale

The book sale is the main fundraiser of each semester. The event is held once in the spring and once in the fall. The following procedures are the basic steps required to operate a successful book sale, but details are left to each set of officers.

1. Pick a date for the book sale that works with most volunteers and officers, especially the treasurer and presidents. Historically, the book sales have been held on Wednesday. The week before exams typically also sees higher traffic to the library area.

2. Choose a Committee Chair to manage the event. The Committee Chair should plan to stay the entire day of the book sale.

3. **Must** contact Library administration in order to reserve the front ledge of the Library. A form entitled 'Use of Facility – Approval' must be requested at the circulation desk of the library. Indicate the booksale chair as contact person as well as the date/time, location (front ledge), and the number of library bookcarts that will be needed to transport books. The circulation staff should have the form signed by the Operations Director (whose office is located in the circulation area) and should make a copy for SLIS records. The circulation staff should then fax the signed form to the Marshall Center Office of Student Activities.

4. In addition to completing the form, an email reminder should be sent to the Operations Director of the Library to remind him/her of the time and date of the event. Following is a sample email requesting the use of the front ledge:

   Greetings Director *****,

   Please let this serve as a reminder that the SLIS Student Organizations has reserved the front ledge of the Tampa Library for our Spring/Fall Book Sale. The SLIS Book Sale will be held on <insert date> (Wednesday) and will begin at <insert time> a.m. and close at <insert time> p.m.

   We will need <# > book carts for set-up, display, and clean up. I will contact the Stacks supervisor to acquire book trucks, unless there is a new procedure I should follow.

   The Use of Facility – Approval Form has already been faxed to the Marshall Center Office of Student Activities. Please let me know if there is anything else you need.

   Thank you very much,
   Your Name & Title

5. The Center for Student Involvement **must** be notified of the event and the details of the event, even though the ‘Use of Facility – Approval’ form has
been completed. The Office of The Center for Student Involvement is located on the second floor of the Marshall Center and confirming receipt of the ‘Use of Facility – Approval’ form requires an in person visit.

6. Check with president of the organization to assure that an Accountable Officers form has been left with Event and Meeting Services on the 4th floor of the Marshall Center. ONLY THE PRESIDENT of an organization is allowed to fill out this form, which certifies that our organization understands the guidelines for student events.

Once you have a date, approval from the Tampa Library, and the Office of Student Activities, the organizations can begin the logistical planning of the book sale that includes soliciting and collecting book donations, staffing the book sale, advertising, and pricing. Officers may find these tasks easier to plan in a separate Book Sale Committee.

### 7.1 Book Donations

Take donations from library staff, library science instructors, and students; store books in downstairs CIS closet. Have students initially drop books off inside the graduate student offices, as not everyone has access to the locked closet downstairs. The Treasurer of the organization will have a key, as does the person at the front desk in the LIS offices. Advertise to ALIS and USFTalk listservs, WUSF radio, and with flyers around campus.

### 7.2 Staffing

At least six people are needed for both set-up and take down; the minimum during the sale itself is two people: one for the lock box, one for the crowd. Have nametags for each volunteer. Write their first name and “Volunteer” on it. It helps to identify who is working the sale so customers recognize those who can answer questions. The Committee Chair should have a list of all volunteers, times volunteering, and telephone number with them on site. Note when volunteers show up and leave.
7.21 Sample Staffing Schedule

**BOOK SALE VOLUNTEER SCHEDULE**

<table>
<thead>
<tr>
<th>Time Needed</th>
<th>Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 – 8:00</td>
<td>•</td>
</tr>
<tr>
<td>SET UP</td>
<td>•</td>
</tr>
<tr>
<td>8:00 – 9:00</td>
<td>•</td>
</tr>
<tr>
<td>9:00 – 10:00</td>
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<td>10:00 – 11:00</td>
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<td>11:00 – 12:00</td>
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<td>12:00 – 1:00</td>
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<td>2:00 – 3:00</td>
<td>•</td>
</tr>
<tr>
<td>3:00 – 4:00</td>
<td>•</td>
</tr>
<tr>
<td>CLEAN UP @ 4p</td>
<td>•</td>
</tr>
</tbody>
</table>
7.22 Sample Email Requesting Volunteers
Send out an email requesting volunteers to the ALIS and Student Organization listservs.

WE NEED YOU ON MARCH 8TH!

The USF SLIS ALA/SLA/ASIS&T Student Chapters are holding their semi-annual BOOK SALE on March 8th! We need VOLUNTEERS to help run the sale – no experience necessary! Volunteer a few hours of your time to a worthy and good cause (and have something to add to your resume)!

If you can share some of your time on Wednesday, March 8th from 7:30am-4:30pm, please email <booksale chair> at: <booksale chair email>

THANKS FOR YOUR HELP! If you'd also like to donate some books, magazines, videos or anything else, please let <booksale chair> know at <booksale chair email>.

7.23 Sample Email to Volunteers before Book Sale
It’s important to be in touch with all volunteers before the book sale to explain what they will need to do, where to go, Committee Chair’s telephone number, and what the schedule is for the day.

Hello all,

Thanks again for volunteering for the book sale on <Day of the Week>, <Month><Day>! The book sale is in front of the USF Tampa Library (you'll see the row of books)! I look forward to meeting everyone then. I've updated the schedule again, and we're now covered the entire day.

If you CANNOT make it, please call me at: <booksale chair cell number>. It's really important you let me know if something comes up.

For those setting up the book sale with me, please meet at the CIS building, downstairs along the classroom corridor. The LIS student group closet is along that hallway with the boxes of books. I'll be there a little before 7:00 am to open up the closet. We'll use the library carts to haul the books over. Wade Bishop will be helping us with this set up.

As I wrote earlier, we'll be answering questions, keeping things in order, taking money & making change etc. Nothing too difficult! Suggest you bring some water and a snack if you think you'll be hungry.

Please let me know if you have any questions. Thanks again and see everyone on Wednesday!

Regards,
<booksale chair>
Book Sale Volunteer Coordinator
7.24 Sample Thank You Email for Book Sale Volunteers

Send a thank you email acknowledging all volunteers who helped to prepare beforehand and during the sale to the entire ALIS listserv and to all Student Organization members.

The ALA/SLA/ASIS&T Student Chapters’ held their semi-annual Book Sale last week (3/8) in Tampa where we earned $647.55.

We would like to thank the following volunteers who helped run the book sale – without their commitment and donation of time, this book sale would not have taken place.

Please join us in thanking and acknowledging the following Spring 2006 Book Sale Volunteers:

<LIST NAMES OF BOOKSALE VOLUNTEERS>

Don’t forget you can donate books, magazines, textbooks etc. all year long! Contact either <booksale chair> at <booksale chair email> or <Student ALA President> at <Student ALA President email> to make a donation.

Next book sale will be held in <next semester and year>.

Thank you once again to our volunteers and those that made donations!

<LIST NAMES OF BOOKSALE COMMITTEE MEMBERS>

7.3 Advertising

*Print advertising* (see the attached link for information on making free photocopies, placing sandwich boards, etc.)

http://ctr.usf.edu/sa/register.html

There are bulletin boards for flyers in all of the major Colleges on campus. Try to hang posters up in some of the buildings around campus such as Engineering, Sciences, Education, Campus Recreation Center, etc.

*Advertising in the BULLETin calendar*

http://www.ctr.usf.edu/sa/events_calendar.htm

*Advertising to Listservs*

ALIS and USFTalk are listservs to which you have access. ALIS is the online community for students of the School of Library and Information Science. To register with ALIS, visit http://www.cas.usf.edu/lis/alis.html. To register with USFTalk, which is an open forum for the USF community, visit http://listserv.admin.usf.edu/archives/usftalk.html

*Advertising on the radio station WBUL*
Below is a memo from the radio station, WBUL on free advertising for Student Organizations.

Subject: Live broadcasting in the Fall
Memorandum
To: USF Student Organization
From: WBUL Program Director, Patricia Bery
Date: 8/2/2006
Re: Live broadcasting in the Fall.

Need to broadcast an important event this school year? WBUL gives you 30 minutes to do it LIVE. Starting in the Fall, WBUL will be giving student organizations the opportunity to broadcast live on Channel 6 in residence halls, on the web at wbul.org, in the lower level of the Marshall Center and on 1620 AM from Monday through Friday at 5:30pm until 6:00pm.

Whether you need to launch a new product, advertise an interest meeting, promote your sorority or fraternity week, an event or conduct an informational session about your affiliation, broadcasting LIVE on WBUL is a unique and innovative new way to reach the students. It's an affordable supplement to traditional advertisement and the perfect way to extend your reach without extending your budget, because it's FREE!!!!!!!!!!!

Need more information?
Feel free to contact Patricia.
Email: pbery@mail.usf.edu
Work: (813) 974-4906
Cell: (786) 236-5332

WBUL
Be PROUD of It. Be Part of It.

Advertising off campus
Advertise on book sale sites like www.booksalefinder.com or on websites like craigslist and Tampa4Sale.

Advertising the day of the event
If you have extra volunteers, you should ask one to hold a sign near the Marshall Center directing people to the library.

7.4 Pricing
Pricing should be decided by the organization in a general meeting. In the past, pricing has been $1 per paperback and $2 hardback; simple pricing makes the work easier; individual pricing of books would take a long time. However, for really nice books, complete sets, etc, do consider special pricing. One method is to label these books with a colored dots and the price. Another method is having a separate box for bargain books or higher priced books. Having a large easy-to-read poster listing prices is important. You can hang this on one of the library columns or use a sandwich board, etc. DVDs and audio material are worth more, and should be valued as more.
For the last hour, it is suggested that either books are half price or by the bag. This moves more books at the end. If you want to sell by the bag, you should also plan to collect donated plastic or paper bags and bring them to the site.

7.5 Set-up
Set-up requires the use of several book trucks. Prior to the day of the sale, contact the stacks supervisor at the Tampa Library to use a few of their book trucks.

- It works best if you keep the books in their boxes with the spines facing up towards the viewer. This prevents books from slipping into messy piles along the front ledge. Throughout the day, consolidate down into fewer boxes.
- You’ll sell more if you take an afternoon or two with volunteers to sort through all donated books. Toss out very damaged or outdated books, and organize into general themes/genres (i.e., science, fiction, law, computer books, foreign language, classic literature, self-help, biography, children’s, gardening, home, cooking, etc.). People always ask, “Where are the psychology books?” or “Do you have any Russian language books?” Clearly label with signs where each section is on the ledge.
- During the last half hour of the sale, start going through the remaining books and decide if you will discard any books. If you will be discarding, place into dumpster behind library.
- Use book trucks to bring boxed remaining books back to the closet and store until next sale preparations begin.

7.6 Time
Usually the book sale is held from 8:00 am to 4:00 pm. However, this can be changed to fit the new officers’ choice. It is suggested that you begin set up with a few volunteers at 6:30 or 7:00 am (if you are starting the sale at 8:00 am). Setting up takes a significant amount of time and people begin to browse and show up at the library beginning at 8:00 am. People like to sit on the ledge in front of the library, so it is easier to start the set-up at 6:30 or 7 because there are not many people to kick off the ledge. Consider daylight when setting up the sale; if held in late fall it will get dark earlier and the sale should probably wrap up earlier than in the spring sale.
8. Graduation Reception

Traditionally the Student Chapters assist with the Spring Graduation Reception held on the day of Spring Graduation in the CIS atrium. Academic Program Specialist is the SLIS staff member who arranges the reception. It is the responsibility of the chapters to discuss with the staff member the help she may need. Usually this entails decorating before the event and clean-up afterward. Once the chapter responsibility has been established, volunteers should be chosen to carry out those duties.

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9. ALA Student Intern Procedures

As an official ALA Student Chapter, SLIS is eligible to designate one student to the roster of the ALA Student-Staff Project during the Annual Conference. To qualify for this project, the student must be a personal member of ALA.

Students who have already participated in the program are not eligible.

ALA will provide housing and a per diem in exchange for a total of 20 hours of work (typically four hours per day) during conference. Students will receive a short questionnaire to help match them with appropriate ALA staff.

Please keep in mind that students can be expected to perform a range of duties, from clerical, to sales, to use of computers.

9.1 Choosing a candidate

The faculty advisors of ALA, SLA, and ASIS&T choose the Student Intern. This format can be handled by lottery.

10. Survey Monkey

Survey Monkey account

Survey Monkey is web-based survey software. A free account has been set up for the Student Organizations to use for elections, surveys on meeting times, workshop ideas, etc. With a free account, we can have ten questions per survey and only 100 responses. To access Survey Monkey:

1. [www.surveymonkey.com](http://www.surveymonkey.com)
2. Username: sliswebmaster@hotmail.com; password: biblioteca

Survey Monkey is very easy to use. There are tutorials available at the following link:

11. Café Press Shop
The SLIS Student Chapters has space in Café Press Shop
(http://www.cafepress.com/usfslis), an online marketplace, to sell items with our
unique logo. A variety of products are available for purchase including t-shirts,
sweatshirts, tank tops, baby bibs, mugs, hats, and bags. Our logo was designed
by SLIS student Julie Sayles and chosen by a contest in 2007. The current mark-
up on products is $4.00, but his can be changed at anytime.

Individuals order directly from the Café Press Shop and when $25.00 of profit is
earned by our student organization a check will be sent to the SLIS Student
Organization mailbox #2398 located in Marshall Center. At this time checks are
being sent to Lucy Owen at 4202 E. Fowler Avenue, Ctr. 246, Box #2398, Tampa
Fl 33620. Both the contact name and mark-up can be changed at any time.

Additional information for officers regarding this Shop can be found in the
Documents section of BlackBoard. Currently, it is only viewable by officers, who
must access it via the Control Panel’s Documents.

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12. Hazing
This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

"Hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.

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Appendix A

American Library Association (ALA) USF Student Chapter Constitution

I. Name
The name of this group shall be American Library Association (ALA) University of South Florida Student Chapter.

II. Affiliation, Purpose & Goals
A. Affiliation: The American Library Association USF Student Chapter is an affiliate of the national organization of the American Library Association.
B. Purpose & Goals
1. To facilitate and encourage participation in the American Library Association.
2. To increase awareness and use of the resources of the American Library Association, including publications, promotional materials, scholarships, and conferences.
3. To provide a local forum for the focus and exchange of ideas and information about trends, issues and opportunities in the profession.
4. To develop skills and relationships that will enable students to have a creative impact on the profession.
5. To promote and support involvement in professional activities.
6. To increase awareness of national issues in library and information studies.

III. Membership Qualifications
A. 100% of active membership must be USF students. Associate membership may be granted to non-students (e.g., non-degree seeking students, USF alumni) under special circumstances. These associate members shall not be given the rights and privileges of active USF students.
B. Active membership continues until either the member graduates or has been removed by the organization. Associative membership continues until either the member withdraws or has been removed by the organization.
C. Upholding the objectives and purposes of the organization, plus all members must attend, at a minimum, one function or meeting per semester, are the only requirements for continued membership.
D. If any member fails to uphold the purposes and objectives of the organization, does not meet membership requirements, or does not comply with University policies, he/she may be removed by a 2/3’s vote of the Active, voting members.
E. Only Active USF students in the organization have voting rights. Non-USF students do not have voting rights.

IV. Dues/Fees
A. No dues, fees, assessments, donations, or other charges are levied for membership into the American Library Association USF Student Chapter.
B. If a student wishes to join the professional organization of the national American Library Association, this organization independently collects its own annual dues of $33.
V. Quorum
A quorum shall be composed of 50% + 1 of current, active voting members.

VI. Officer Descriptions
A. Required Officers
1. President
   a. The President shall preside over meetings, appoint and oversee organizational functions, and to act as the primary University and College of Arts and Sciences liaison.
   b. The President shall be elected in May and serve in office through the following April.

2. Vice President
   a. The Vice President shall assist the President with her/his duties, preside over the organization in the President’s absence, and act as the primary School of Library and Information Science liaison.
   b. The Vice President shall be elected in September and serve in office through the following August.

3. Treasurer
   a. The Treasurer shall receive, dispatch, submit, and keep accurate records of all financial matters regarding the American Library Association Student Chapter.
   b. The Treasurer shall be elected in May and serve in office through the following April.

4. Co-Secretaries
   a. The Co-Secretaries shall share the responsibilities of recording, keeping, and making available copies of the meeting minutes and dispatching correspondence related to the student organization.
   b. The Co-Secretaries shall be elected in May and serve in office through the following April.

5. Webmaster
   a. The Webmaster shall create and maintain as necessary the ALA student chapter Web site and online organizational community.
   b. The Co-Secretaries shall be elected in May and serve in office through the following April.

6. Archivist
   a. The Archivist shall document the events and activities of the American Library Association Student Chapter and preserve and organize existing historical documents and information regarding the history of the organization as related to the student chapter.
   b. The Archivist shall be elected in September and serve in office through the following August.

7. At this time there are no optional positions; however, additional officers may be created by a majority vote of the Executive Board to service the organization. The duties and titles of these offices will be created and established in the organizational bylaws.
VII. Elections of Officers
   A. One month prior to the first general meeting of the fall semester and the last
general meeting of the spring semester, the President must notify the members of
the annual election of officers.
   B. Elections are conducted on Blackboard, in the election area of the ALA student
chapter web site.
   C. In the event of a tie, a run-off between those candidates who tied will take place
the week following the election.
   D. In the event that a required officer position becomes vacant during the school
year, the President must motion for the election. In the event that the President's
position is vacated, the Vice President takes on the interim responsibilities of the
President and makes the motion for the election. In the event that the Vice
President's position is open or vacated, the Co-Secretary makes the motion. In the
event that the other officers' positions are vacated, the Treasurer makes the
motion. The motion must be seconded. The motion carries with a simple majority
vote of the Executive Board.
   E. In the event that any other position is vacated during the school year, a simple
majority vote of the Executive Board is required for the election. The members
must be notified of said election.

VIII. Removal of Officers
   A. If any officer fails to uphold her/his post, meet membership requirements or does
not comply with University policies, a vote of "no confidence" must be presented
to the Executive Board.
   B. Written notification shall then be presented with reason for removal to the officer
in question.
   C. After the officer in question has had his/her right to speak to the board on their
own behalf, a vote is taken from the Executive Board. The officer in question
does not have a vote.
   D. He/she may be removed from office by a vote determined by a majority vote of
the Executive Board.

IX. Advisor(s)
   A. Criteria
      1. Advisors are chosen according to their active membership in the parent
organization and their professional interests and involvement.
      2. Advisors are automatically renewed each year unless they request otherwise
or the membership votes to select a new advisor based on fulfillment of the
duties below.
   B. Duties
      1. Advisors will assist members in communicating with the parent organization,
when necessary, and in alerting members to important issues in the parent
organization.
      2. Advisors will be a co-signer with the President and the Treasurer on the ALA
USF Student Chapter bank account at USF Federal Credit Union.
X. Meetings
   A. The officer transitions meeting will be held 2 weeks following the election of new officers.
   B. The Executive Board meetings should be held, at a minimum, once a month during the spring and fall semesters.
   C. The General Member meetings will meet monthly during USF academic terms.
   D. A special meeting can be called by an officer, when necessary, with a 48-hour notice.

XI. Rules of Order
   Meetings shall be run according to Robert's Rules of Order.

XII. Amendments
   A. The American Library Association Student Chapter shall operate in accordance with all University, Student Government, The Center for Student Involvement and Student Organization Advisory Board provisions.
   B. Any amendment or by-law changes regarding the American Library Association Student Chapter shall be passed by a majority vote as defined above, and will be considered pending until presented to and reviewed by Student Activities.

XIII. Hazing
   This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:
   "Hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
   In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress;
and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.

XIV. Organization Agreement
Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Office of Student Organizations policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.
Appendix B

American Information for Information Science & Technology (ASIS&T) USF Student Chapter Constitution

I. Name
The name of this group shall be American Information for Information Science & Technology (ASIS&T) University of South Florida Student Chapter.

II. Affiliation, Purpose & Goals
A. Affiliation: The ASIS&T USF Student Chapter is an affiliate of the national organization of the American Society for Information Science & Technology.

B. Purpose & Goals
1. To facilitate and encourage participation in the American Information for Information Science & Technology.
2. To increase awareness and use of the resources of the American Society for Information Science & Technology, including publications, promotional materials, scholarships, and conferences.
3. To provide a local forum for the focus and exchange of ideas and information about trends, issues and opportunities in the profession.
4. To develop skills and relationships that will enable students to have a creative impact on the profession.
5. To promote and support involvement in professional activities.
6. To increase awareness of national issues in special libraries.

III. Membership Qualifications
A. 100% of active membership must be USF students. Associate membership may be granted to non-students (e.g., non-degree seeking students, USF alumni) under special circumstances. These associate members shall not be given the rights and privileges of active USF students.

B. Active membership continues until either the member graduates or has been removed by the organization. Associative membership continues until either the member withdraws or has been removed by the organization.

C. Upholding the objectives and purposes of the organization, plus all members must attend, at a minimum, one function or meeting per semester, are the only requirements for continued membership.

D. If any member fails to uphold the purposes and objectives of the organization, does not meet membership requirements, or does not comply with University policies, he/she may be removed by a 2/3’s vote of the Active, voting members.

E. Only Active USF students in the organization have voting rights. Non-USF students do not have voting rights.

IV. Dues/Fees
A. No dues, fees, assessments, donations, or other charges are levied for membership into the ASIS&T USF Student Chapter.
B. If a student wishes to join the professional organization of the national American Information for Information Science & Technology, this organization independently collects its own annual dues of $40.

V. Quorum
A quorum shall be composed of 50% + 1 of current, active voting members.

VI. Officer Descriptions
A. Required Officers
1. President
   a. The President shall preside over meetings, appoint and oversee organizational functions, and to act as the primary University and College of Arts and Sciences liaison.
   b. The President shall be elected in May and serve in office through the following April.
2. Vice President
   a. The Vice President shall assist the President with her/his duties, preside over the organization in the President’s absence, and act as the primary School of Library and Information Science liaison.
   b. The Vice President shall be elected in September and serve in office through the following August.
3. Treasurer
   a. The Treasurer shall receive, dispatch, submit, and keep accurate records of all financial matters regarding the ASIS&T USF Student Chapter.
   b. The Treasurer shall be elected in May and serve in office through the following April.
4. Co-Secretaries
   a. The Co-Secretaries shall share the responsibilities of recording, keeping, and making available copies of the meeting minutes and dispatching correspondence related to the student organization.
   b. The Co-Secretaries shall be elected in May and serve in office through the following April.
5. Webmaster
   a. The Webmaster shall create and maintain as necessary the ASIS&T USF Student Chapter website and online organizational community.
   b. The Co-Secretaries shall be elected in May and serve in office through the following April.
6. Archivist
   a. The Archivist shall document the events and activities of the ASIS&T USF Student Chapter and preserve and organize existing historical documents and information regarding the history of the organization as related to the student chapter.
   b. The Archivist shall be elected in September and serve in office through the following August.
7. At this time there are no optional positions; however, additional officers may be created by a majority vote of the Executive Board to service the
organization. The duties and titles of these offices will be created and established in the organizational bylaws.

VII. Elections of Officers
A. One month prior to the first general meeting of the fall semester and the last general meeting of the spring semester, the President must notify the members of the annual election of officers.
B. Elections are conducted on Blackboard, in the election area of the ASIS&T Student Chapter website.
C. In the event of a tie, a run-off between those candidates who tied will take place the week following the election.
D. In the event that a required officer position becomes vacant during the school year, the President must motion for the election. In the event that the President's position is vacated, the Vice President takes on the interim responsibilities of the President and makes the motion for the election. In the event that the Vice President's position is open or vacated, the Co-Secretary makes the motion. In the event that the other officers' positions are vacated, the Treasurer makes the motion. The motion must be seconded. The motion carries with a simple majority vote of the Executive Board.
E. In the event that any other position is vacated during the school year, a simple majority vote of the Executive Board is required for the election. The members must be notified of said election.

VIII. Removal of Officers
A. If any officer fails to uphold her/his post, meet membership requirements or does not comply with University policies, a vote of "no confidence" must be presented to the Executive Board.
B. Written notification shall then be presented with reason for removal to the officer in question.
C. After the officer in question has had his/her right to speak to the board on their own behalf, a vote is taken from the Executive Board. The officer in question does not have a vote.
D. He/she may be removed from office by a vote determined by a majority vote of the Executive Board.

IX. Advisor(s)
A. Criteria
1. Advisors are chosen according to their active membership in the parent organization and their professional interests and involvement.
2. Advisors are automatically renewed each year unless they request otherwise or the membership votes to select a new advisor based on fulfillment of the duties below.
B. Duties
1. Advisors will assist members in communicating with the parent organization, when necessary, and in alerting members to important issues in the parent organization.
2. Advisors will be a co-signer with the President and the Treasurer on the ASIS&T USF Student Chapter bank account at USF Federal Credit Union.

X. Meetings
   A. The officer transitions meeting will be held 2 weeks following the election of new officers.
   B. The Executive Board meetings should be held, at a minimum, once a month during the spring and fall semesters.
   C. The General Member meetings will meet monthly during USF academic terms.
   D. A special meeting can be called by an officer, when necessary, with a 48-hour notice.

XI. Rules of Order
   Meetings shall be run according to Robert's Rules of Order.

XII. Amendments
   A. The ASIS&T Student Chapter shall operate in accordance with all University, Student Government, The Center for Student Involvement and Student Organization Advisory Board provisions.
   B. Any amendment or by-law changes regarding the ASIS&T Student Chapter shall be passed by a majority vote as defined above, and will be considered pending until presented to and reviewed by Student Activities.

XIII. Hazing
   This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:
   “Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
   In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological
shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.

XIV. Organization Agreement
Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Office of Student Organizations policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.
Appendix C

Special Libraries Association (SLA) USF Student Chapter Constitution

I. Name
The name of this group shall be Special Libraries Association (SLA) University of South Florida Student Chapter.

II. Affiliation, Purpose & Goals
A. Affiliation: The SLA USF Student Chapter is an affiliate of the national organization of the American Society for Information Science & Technology.
B. Purpose & Goals
1. To facilitate and encourage participation in the Special Libraries Association.
2. To increase awareness and use of the resources of the American Society for Information Science & Technology, including publications, promotional materials, scholarships, and conferences.
3. To provide a local forum for the focus and exchange of ideas and information about trends, issues and opportunities in the profession.
4. To develop skills and relationships that will enable students to have a creative impact on the profession.
5. To promote and support involvement in professional activities.
6. To increase awareness of national issues in special libraries.

III. Membership Qualifications
A. 100% of active membership must be USF students. Associate membership may be granted to non-students (e.g., non-degree seeking students, USF alumni) under special circumstances. These associate members shall not be given the rights and privileges of active USF students.
B. Active membership continues until either the member graduates or has been removed by the organization. Associative membership continues until either the member withdraws or has been removed by the organization.
C. Upholding the objectives and purposes of the organization, plus all members must attend, at a minimum, one function or meeting per semester, are the only requirements for continued membership.
D. If any member fails to uphold the purposes and objectives of the organization, does not meet membership requirements, or does not comply with University policies, he/she may be removed by a 2/3’s vote of the Active, voting members.
E. Only Active USF students in the organization have voting rights. Non-USF students do not have voting rights.

IV. Dues/Fees
A. No dues, fees, assessments, donations, or other charges are levied for membership into the SLA USF Student Chapter.
B. If a student wishes to join the professional organization of the national Special Libraries Association, this organization independently collects its own annual dues of $40.

V. Quorum
A quorum shall be composed of 50% + 1 of current, active voting members.

VI. Officer Descriptions
A. Required Officers
1. President
   a. The President shall preside over meetings, appoint and oversee organizational functions, and to act as the primary University and College of Arts and Sciences liaison.
   b. The President shall be elected in May and serve in office through the following April.
2. Vice President
   a. The Vice President shall assist the President with her/his duties, preside over the organization in the President’s absence, and act as the primary School of Library and Information Science liaison.
   b. The Vice President shall be elected in September and serve in office through the following August.
3. Treasurer
   a. The Treasurer shall receive, dispatch, submit, and keep accurate records of all financial matters regarding the SLA USF Student Chapter.
   b. The Treasurer shall be elected in May and serve in office through the following April.
4. Co-Secretaries
   a. The Co-Secretaries shall share the responsibilities of recording, keeping, and making available copies of the meeting minutes and dispatching correspondence related to the student organization.
   b. The Co-Secretaries shall be elected in May and serve in office through the following April.
5. Webmaster
   a. The Webmaster shall create and maintain as necessary the SLA USF Student Chapter website and online organizational community.
   b. The Co-Secretaries shall be elected in May and serve in office through the following April.
6. Archivist
   a. The Archivist shall document the events and activities of the SLA USF Student Chapter and preserve and organize existing historical documents and information regarding the history of the organization as related to the student chapter.
   b. The Archivist shall be elected in September and serve in office through the following August.
7. At this time there are no optional positions; however, additional officers may be created by a majority vote of the Executive Board to service the
organization. The duties and titles of these offices will be created and established in the organizational bylaws.

VII. Elections of Officers
A. One month prior to the first general meeting of the fall semester and the last general meeting of the spring semester, the President must notify the members of the annual election of officers.
B. Elections are conducted on Blackboard, in the election area of the SLA Student Chapter website.
C. In the event of a tie, a run-off between those candidates who tied will take place the week following the election.
D. In the event that a required officer position becomes vacant during the school year, the President must motion for the election. In the event that the President's position is vacated, the Vice President takes on the interim responsibilities of the President and makes the motion for the election. In the event that the Vice President's position is open or vacated, the Co-Secretary makes the motion. In the event that the other officers' positions are vacated, the Treasurer makes the motion. The motion must be seconded. The motion carries with a simple majority vote of the Executive Board.
E. In the event that any other position is vacated during the school year, a simple majority vote of the Executive Board is required for the election. The members must be notified of said election.

VIII. Removal of Officers
A. If any officer fails to uphold her/his post, meet membership requirements or does not comply with University policies, a vote of "no confidence" must be presented to the Executive Board.
B. Written notification shall then be presented with reason for removal to the officer in question.
C. After the officer in question has had his/her right to speak to the board on their own behalf, a vote is taken from the Executive Board. The officer in question does not have a vote.
D. He/she may be removed from office by a vote determined by a majority vote of the Executive Board.

IX. Advisor(s)
A. Criteria
1. Advisors are chosen according to their active membership in the parent organization and their professional interests and involvement.
2. Advisors are automatically renewed each year unless they request otherwise or the membership votes to select a new advisor based on fulfillment of the duties below.
B. Duties
1. Advisors will assist members in communicating with the parent organization, when necessary, and in alerting members to important issues in the parent organization.
2. Advisors will be a co-signer with the President and the Treasurer on the SLA
USF Student Chapter bank account at USF Federal Credit Union.

X. Meetings
A. The officer transitions meeting will be held 2 weeks following the election of new
officers.
B. The Executive Board meetings should be held, at a minimum, once a month
during the spring and fall semesters.
C. The General Member meetings will meet monthly during USF academic terms.
D. A special meeting can be called by an officer, when necessary, with a 48-hour
notice.

XI. Rules of Order
Meetings shall be run according to Robert’s Rules of Order.

XII. Amendments
A. The SLA Student Chapter shall operate in accordance with all University, Student
Government, The Center for Student Involvement and Student Organization
Advisory Board provisions.
B. Any amendment or by-law changes regarding the SLA Student Chapter shall be
passed by a majority vote as defined above, and will be considered pending until
presented to and reviewed by Student Activities.

XIII. Hazing
This organization prohibits its members, both individually and collectively
from committing any acts of hazing as defined herein:
“Hazing” as defined by §1006.63, Florida Statutes, means any action or
situation that recklessly or intentionally endangers the mental or physical
health or safety of a student for purposes including, but not limited to,
initiation or admission into or affiliation with any organization operating
under the sanction of a postsecondary institution, regardless of a person’s
willingness to participate. "Hazing" includes, but is not limited to, pressuring
or coercing the student into violating state or federal law; any brutality of a
physical nature, such as whipping, beating, branding, exposure to the
elements, forced consumption of any food, liquor, drug, or other substance;
or other forced physical activity that could adversely affect the physical
health or safety of the student; and also includes any activity that would
subject the student to extreme mental stress, such as sleep deprivation,
forced exclusion from social contact, forced conduct that could result in
extreme embarrassment, or other forced activity that could adversely affect
the mental health or dignity of the student. Hazing does not include
customary athletic events or other similar contests or competitions or any
activity or conduct that furthers a legal and legitimate objective.
In addition to Florida Statutes §1006.63, hazing as defined by the USF
system also includes, but is not limited to, the forced use of alcohol; morally
degrading or humiliating games and activities; physical and psychological
shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.

XIV. Organization Agreement
Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Office of Student Organizations policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.

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Appendix D: Sample Strategic Meeting Agenda

USF ALA/SLA/ASIS&T Student Chapter General Meeting
May 4, 2006
12:30 pm – 4:00 pm

Meeting Goals
1. Discuss and develop revisions and additions to the Procedures Manual
2. Review Student Chapter Constitutions
3. Assign writing of revisions to Officers with deadline for completion
4. Discuss, plan and identify responsible persons for Fall workshop series and other outreach opportunities in Fall

Agenda

I. Procedures Manual & Constitution Updates
Although each Chapter has to update its own Constitution and appropriate sections, there are a number of general and overarching issues that have been raised and should be reviewed, updated and discussed, including the following:

• Reviewing and updating roles & responsibilities of each officer particularly for the Presidents (from Constitutions), VPs, and Archivist (which do not have any specified)
• Reviewing and updating Webmaster & Co-Secretaries roles & responsibilities,
• Adding more information/details about re-registering organization w/USF and w/national association
• Adding reporting requirements to national association (dates, contact etc.)
• Including on Blackboard copies of all reports submitted to national associations and/or USF
• Adding procedures for adding new Faculty Advisor for USF and w/national association (i.e., steps to take)
• Including brief history of why we do what we do (i.e., separate bank accounts, joint meetings etc.)
• Discussing current procedures outlined that are not being followed
• Other items.

Here are some websites for information on Student Chapters that will assist with the above:

SLA
http://www.sla.org/content/SLA/governance/Policies/40-95.cfm

ALA
http://www.ala.org/ala/ourassociation/chapters/studentchapters/studentchapters.htm
http://www.ala.org/ala/ourassociation/governingdocs/policymanual/policymanual.htm
II. Outreach
A. Fall workshop series
B. SLIS Fall Orientation
C. Canvassing Foundations & Basic Info classes in Summer & Fall
D. Website
E. Social/Educational events

III. Fundraising
A. Fall Book Sale
B. T-shirts

IV. Other Business
A. Replacement for Wade (who is graduating)- Robbie Diaz has volunteered
B. Fall Elections - recruitment & voting
C. Other items

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