

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

General:

- 1.) Pursuant to Constitution Article XVII (*Supremacy*), the Bylaws are ancillary to the Constitution.
 - 2.) Further pursuant to the aforementioned Article, in the instance of a conflict or discrepancy between the Bylaws and the Constitution, the Constitution reigns supreme.
 - 3.) Unless otherwise indicated, the working definitions of the capitalized terms herein shall follow the definitions as established in Article II (*Definitions and Interpretation*) of the Constitution, or in other pertinent sections of the Constitution.
 - 4.) This document may be cited as the "LISSA Bylaws," "Bylaws of LISSA," or "Bylaws of the Library and Information Studies Students' Association."
 - 5.) The notes in the left margins, and the notes in italics and enclosed in square brackets following a citation, are for convenience and ease of reference only and shall not affect the construction or interpretation of the Bylaws.
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Article One (I): Membership Fee and Membership

- 1) For the purposes of this article "Member" is defined as the individual who fulfills the requisite criteria as defined herein and in the Bylaws. Further, each Member is either an Online Member or On-Campus Member, depending on their registration.

Membership fee

- 2) All Members are subject to an annual membership fee.
 - The annual membership fee for On-Campus Members is thirty dollars (\$30.00). The cumulative maximum total of fees that any On-Campus Member pays is sixty dollars (\$60.00).
 - The annual membership fee for Online Members is only charged if they attend in-person to events. For each event the fee will be five dollars (\$5.00) to a maximum of fifteen dollars (\$15.00) in a year. The cumulative maximum total of fees that any Online Member pays is thirty dollars (\$30.00).

Non-refundable

- 1.) The membership fee is non-refundable.

Amendments to
fee

- 2.) Amendments to the application of the membership fee, its structure, and/or its amount requires a majority two-thirds motion of approval by the Executive, and with at least fifteen (15) Regular School Days of notice to the Membership.

Termination of membership

3.) A Member may withdraw and terminate membership in LISSA by submitting a written letter of intent to such effect to the Executive. Cessation of membership, and all corresponding rights, privileges, duties, and responsibilities by such means is effective either upon confirmation of receipt of the aforementioned letter.

Reinstatement of membership

4.) A former Member who withdraws and terminates membership in LISSA may have membership reinstated by submitting a written letter of intent to such effect to the Executive. Restoration of membership, and all corresponding rights, privileges, duties, and responsibilities shall occur upon confirmation of receipt of the aforementioned letter by the Executive.

Specific duties of executive members

Article Two (II): The Executive

1.) Specific duties of the Executive Members are as thus:

a. President:

- Chair the meetings of the Executive;
- Call and give notice regarding all meetings of the Executive;
- Set the preliminary agenda for meetings of the Executive;
- Call and give notice regarding all general meetings of the Membership;
- Chair the general meetings of the Membership;
- Set the preliminary agenda for all general meetings of the Membership;
- Act as the Organization's official liaison to SLIS, the Faculty of Education, and the broader University community;
- Act as a primary point-of-contact for the Membership concerning Executive and Organizational affairs;
- Act as a primary point-of-contact for Committee and Sub-Committee members concerning Committee and Sub-Committee affairs;
- Appoint Members to sit on the committees of SLIS, and ensure that members are aware of their responsibilities;
- Sit on the SLIS School Council, and act as the official Organizational representative in this capacity.

a. Secretary:

- Have primary jurisdiction over, maintain, and update the repository of the files and documents of the Organization;
- Record, produce, and distribute the meeting minutes of the proceedings of all meetings of the Executive and all general meetings of the Membership;
- Receive, produce, and distribute any such information necessary for the proper facilitation of the meetings of the Executive and all general meetings of the Membership;
- Act as a facilitator for the production of the documents of LISSA;
- Act as the primary facilitator of general elections, by-elections, and referenda;
- Facilitate the annual transition of the Executive;
- Complete and submit the annual registration as required by Student Group Services;

- Act as the main point-of-contact for business and correspondence with Student Group Services.
- b. Treasurer:
- Have primary jurisdiction over, maintain, and update the financial records of LISSA;
 - Draft and produce an annual budget for the Organization;
 - Enforce and ensure adherence to the aforementioned annual budget;
 - On a regular basis, provide to the Executive financial statements detailing the transactions, balances, and other activity on the financial accounts of the Organization;
 - Act as the primary facilitator for the production of the annual year-end financial report to the Membership, to be presented at the Annual General Meeting;
 - Have signing authority over all financial accounts of the Organization, notwithstanding instances where such authority is delegated to a Committee;
 - Act as the main point-of-contact for affairs, business, and correspondence with relevant and appropriate financial institutions;
 - Facilitate the annual transition of signing authorities on the financial accounts of the Organization;
 - Act as a primary reviewer for the finances of the Committees and Sub-Committees of LISSA;
 - Receive the year-end financial reports of the Committees and Sub-Committees of LISSA;
 - Create and enforce money and budget control protocols;
 - Act as the primary facilitator for the collection of the Membership Fee.
- c. GSA Representative:
- Act as the liaison and point-of-first contact for the affairs, business, and correspondence with the GSA;
 - Act as the liaison and point-of-first contact for the affairs, business, and correspondence with the Faculty of Graduate Studies and Research;
 - Attend the meetings of the GSA Council, subject to the rules of assembly of the said Council, in order to represent and advocate on behalf of the Organization;
 - Communicate on a regular basis with the Executive and the Membership, any such information from the GSA and/or the Faculty of Graduate Studies and Research that is pertinent to the Organization, and to the general graduate student experience.
- d. Social Convenor:
- Plan and facilitate social and community building events for the Membership;
 - Provide the necessary volunteer training to facilitate such events;
 - Where and/or when necessary, develop and coordinate a volunteer corps to assist in the events and affairs of LISSA, and provide for the

administration of this volunteer corps, including recruitment, retention, and discipline;

- Serve as the central coordinator for events in which LISSA is the primary event organizer, sponsor, co-sponsor, and/or co-host;
- Serve as a resource and liaison for any groups who approach the Executive or LISSA for assistance in event planning, organization, promotion, and/or facilitation.

f. Part-time Representative:

- Act as the liaison, advocate, and point-of-first-contact for part-time On Campus MLIS Members, and for long distance On Campus MLIS Members who are not on the University campus on a regular basis.

g. Online MLIS Representative:

- Act as the liaison, advocate, and point-of-first-contact for the Online MLIS Members;
- As needed, establish a forum for online MLIS students to meet and discuss pertinent issues. For the purposes of this section, such a forum may be physical, digital, or otherwise;
- Generally, assist in Organizational affairs by being a resource regarding Organizational processes and knowledge.

h. Graduation Representative:

- Plan and facilitate the annual Year-End/graduation party, and coordinate all such duties and responsibilities pertaining to the aforementioned event;
- Plan and facilitate other ancillary graduation activities and events, including, but not limited to: graduation photographs, etc.

i. Communications Coordinator:

- Update and maintain the LISSA website;
- Manage LISSA social media pages;
- Create and distribute posters to advertise LISSA events;
- Send out meeting announcements and other LISSA communications on SLIS listservs;
- Manage LISSA email account.

j. Vice-President and Alternate Executive Members:

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

2.) The following duties hereafter represent a non-exhaustive list of duties that are necessary for the proper functioning of the Organization, and shall be taken upon on a voluntary basis by any Executive Member. Alternatively, the Executive may assign and delegate such duties by another mechanism that the Executive deems appropriate.

- Annual and periodic updating of the LISSA website;
- Organizing and facilitating an annual orientation session for new SLIS students;
- Organizing and facilitating periodic workshops, seminars, or presentations, commonly known as “Bagel Days” on topics including, but not limited to,

professional librarianship, professional librarian associations, and/or professional development;

- Policy development, review, and enforcement;

No prohibition on cooperative effort

- 2.) Nothing in this Article shall limit or hinder any joint, cooperative, and/or collaborative ventures between Executive Members to fulfill and execute any tasks or duties delegated to the Executive.

Succession in case of absence

- 3.) Succession of the Presidential office and its associated powers, duties, and responsibilities in case of the President's Absence shall be as thus:

- i.) Vice-President; or in case of the Vice-President's Absence:
- ii.) Secretary; or in case of the Secretary's Absence:
- iii.) Treasurer.

Succession beyond line of succession

- a. Should a situation arise whereby all of the aforementioned Executive Members are Absent, the powers, duties, and responsibilities of the Presidential office shall be delegated temporarily to the remaining Executive Members by means of voluntary delegation and assumption, until such time that one of the aforementioned Executive Members returns to assume his/her Executive position.

Resignation of an Executive Member

- 4.) An Executive Member may resign from his/her position and as such relinquish all corresponding powers, duties, and responsibilities, by submitting a written letter of resignation to the Executive. Such a resignation shall come into effect immediately, or at a date specifically indicated in the aforementioned letter.

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

Part-Time Representative filled by Part-Time member

- 5.) The Part-Time Representative and Alternate Part-Time Representative shall only be filled by a duly elected part-time Member.

- a. For the purposes of this Section, a part-time Member is defined as a Member taking nine (9) or fewer credits in either Fall or Winter term.
- b. For the purposes of this Section, a part-time Member of any year in his/her program is eligible to become either the Senior or Alternate Part-Time Representative.

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

Missing meetings unannounced

1.) If an Executive Member misses three (3) or more duly called and convened meetings of the Executive without any prior notice to the chairperson of the aforementioned meetings, then the Executive Member in question is subject to the disciplinary measures as established in Constitution Article VII (*Accountability and Conduct*).

Protocol for known absences

2.) If an Executive Member is aware of the need to be absent from a duly called and convened meeting of the Executive, then the Executive Member in question shall notify the chairperson of the aforementioned meeting of the need to be absent, and shall also, prior to the convening to the aforementioned meeting, submit a report to the chairperson detailing the activities of the said Executive Member and/or any comments pertaining to the topics of discussion as established in the agenda of the aforementioned meeting.

Deciding time and location of meetings

3.) Pursuant to Constitution Article V, Sections 9(a) [*Monthly Executive Meetings during Fall and Winter Terms*] and 9(e) [*location of Executive Meetings*], the time and location of a Meeting of the Executive shall be decided by the chairperson of the aforementioned meeting on advice of the Executive.

Period of notice for meetings

4.) At least twenty-four (24) hours notice must be given to all Executive Members in advance of any meeting of the Executive.
a. Notice of a meeting of the Executive shall also be given to the Membership.
b. Notwithstanding the aforementioned Section, the Executive may, by means of a Motion, convene an emergency meeting of the Executive with due cause and reason within a shorter time frame of notice.

Calling of meetings on request

5.) A meeting of the Executive may be called upon the request of four (4) Executive Members, in accordance to the conditions, protocols, and procedures established herein and in the Constitution.

E-motions

6.) The Executive may, outside of a meeting, adopt a Motion via electronic correspondence or otherwise, so long as such a Motion that is adopted is noted in the minutes of the following meeting of the Executive.

Assignment of chairperson

7.) The chairperson of a meeting of the Executive may freely assign the role of chairperson, and all its corresponding powers, duties, and responsibilities, to another Executive Member, so long as this transfer is consensual and mutually agreed upon.

Distribution of minutes

8.) The minutes of each meeting of the Executive shall be distributed to the Organization within fifteen (15) Regular School Days of the aforementioned meeting.

Current committees

Article Four (IV): Committees and Sub-Committees

1.) Current as of August 2010, the Committees and Sub-Committees of LISSA are:

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

Governance of
Sub-
Committees

2.) As Committees operate at arm's length from the Executive, the governance and operations of these Committees shall be governed, at minimum, by the *General Terms of Reference for LISSA Committees* attached in Schedule I hereto.

Governance of
Committees

3.) As Sub-Committees operate directly under the Executive to investigate and execute specific matters pertinent to the Executive and/or the Organization, the governance and operations of these Committees shall be governed, at minimum, by a set of guidelines and terms of reference to be established in the founding Motion of the said Sub-Committee.

Article Five (V): General Meetings

Timing &
calling meetings

1.) The Annual General Meeting shall be held annually in either March or April.

2.) The Executive may pass a Motion to convene other General Meetings.

Quorum not
reached

3.) If quorum for a general meeting has not been achieved after fifteen (15) minutes of the time selected for a General Meeting, then the aforementioned Meeting shall be considered quorate with a minimum of fifteen percent (15%) of the On-Campus Membership present, though Online Members are welcome to attend. The quorum for any general meeting of the Organization is at least twenty percent (20%) of the On-Campus Members, though Online Members are welcome to attend. For the purposes of this Section, the Executive Members in attendance shall count towards quorum.

Distribution of
minutes

4.) The minutes of each General Meeting shall be recorded, produced, and distributed by the Secretary and/or the Alternate Secretary within ten (10) Regular School Days, or fourteen (14) calendar days of the conclusion of the General Meeting, whichever occurs first.

Effect of
accidental
admittance

5.) All acts approved by a General Meeting are valid and subsisting even if it is subsequently discovered that one or more persons that were accidentally admitted to voting membership were not eligible to be voting members as long as the results of any vote at the General Meeting was not altered by the presence of the aforementioned persons.

Article Six (VI): General Elections Protocol and Procedure

Definitions

1.) For the purposes of this Article:

- a. "Candidate" is any Member in their first year of study at SLIS, or who has two (2) or more remaining years in his/her SLIS or SLIS-combined program, who

submits his/her name as a candidate for one of the Alternate Executive positions during a general election.

- b. “Election Day” is the day on which the General Election is held.
- c. “Position” is defined as the respective Executive positions of Vice-President and the Alternate Executive.
- d. “Secretary” is defined as the Secretary or delegate therein acting to oversee and execute the election process.
- e. “Valid Ballot” is a ballot cast in which only one (1) clearly denoted mark beside a Candidate’s name or None of the Above is made per Alternate Executive position.
- f. “Voter” is any Member in his/her first academic year of full-time study at SLIS, as well as any part-time student/joint degree program student and Member that has at least two academic years of study remaining before graduation. Exceptions to these definitions will be assessed and deemed eligible to vote at the discretion of the Secretary.

Timing of election

- 2.) A General Election to fill the Positions shall be held on a day within forty (40) Regular School Days of the commencement day of classes in a given Fall Term.
 - a. The Secretary shall provide to the Membership at least ten (10) Regular School Days of notice prior to Election Day.

Nominations

- 3.) Nominations to fill the Positions shall be submitted in writing or electronic mail format to the Secretary at least three (3) Regular School Days prior to Election Day.
 - a. Nominations may be made by a Candidate on their own free and independent accord, or may also be made by persons on behalf of a Candidate, provided that the named Candidate willingly and without coercion accepts such a nomination.
 - b. In the instance where no nominations are received for any Position, such a Position may remain open to nominations up to one (1) Regular School Day prior to Election Day, at the discretion of the Secretary.

Free nominations & nominations on behalf

No received nominations

Election forum

- 4.) At a date and time between the calling of a General Election and the opening of polls on Election Day, the Secretary shall convene a forum for the purposes of, *inter alia*, allowing Candidates to present themselves to the Membership, having the Members present questions to Candidates, explaining the election process to Members, and, notwithstanding Section 3 herein, accept nominations from the floor.
 - a. The aforementioned forum shall be held at a time where a significant majority of Voters can attend.
 - b. The aforementioned forum may be held in any particular format deemed appropriate by the Secretary, who shall act in the capacity similar to a moderator or chairperson.

Candidate campaigning and canvassing

- 5.) Candidates may canvass and campaign anywhere within the School, provided that:
 - a. Instructor permission is obtained when campaigning during a class;
 - b. SLIS permission is obtained to post bills, posters, etc;

- c. Any physical print campaign materials are reviewed and approved by the Secretary;
- d. A Candidate is solely responsible for any and all costs arising from individual canvassing or campaigning;
- e. No campaigning or canvassing shall take place over listservs.

6.) The Secretary shall release a list of successful Candidates to the Voters at least one (1) Regular School Day prior to Election Day in an electronic and/or print format.

7.) On Election Day:

- a. The Secretary shall obtain a list of eligible Voters, and distribute print ballots to the aforementioned Voters.
 - i. Ballots shall contain the Positions open for election, the listing of successful Candidate names for each respective Position, and “None of the Above” for each respective Position.
- b. A polling station shall be open for a period of one (1) hour during a time at which as many Voters as possible can vote.
 - i. The polling station shall have a ballot box, produced and secured by means that will prevent unauthorized persons from using foreseeable means to gain access into the ballot box.
- c. The polling station shall be supervised at all times by the Secretary, who shall also verify the identity of each Voter against the aforementioned list of eligible Voters whenever a vote is cast.
- d. Upon closing of the polling station, the Secretary shall recruit two (2) Members to be volunteers in the vote counting process. The Secretary and aforementioned volunteers shall retire to a private facility to initiate the confidential counting process. Entry into the private facility by any other persons is barred.
 - i. The Secretary and the aforementioned volunteers shall individually and independently verify the ballot counts for each Position.
 - ii. The vote tallies are not confirmed until the ballot counts made by the Secretary and the aforementioned volunteers match on all accounts.
 - iii. For the purposes of this Article, a Candidate is successfully elected when he/she receives a plurality of Valid Ballots for that given Position
 - iv. All ballots collected shall be securely stored under seal for five (5) Regular School Days following Election Day, at which point the ballots shall be destroyed.
 - v. The specific vote tallies shall be recorded, signed, sealed, and stored alongside the secured financial files of the Organization for one (1) calendar year from Election Day. Thereafter, the tally shall be destroyed.
- e. Once vote tallies are confirmed, the Secretary shall announce the results to the Membership via print and/or electronic mail in a timely manner, pursuant to Constitution Article IX, Section 5 [*timing of announcement of election results*].

Candidates list

Ballots, distribution & voter list

Polling station

Supervision of polling station

Vote and ballot counting procedure

Announcement of results

Privacy of results

Recount & procedure

- i. For the purposes of preserving privacy and integrity, only the names of successfully elected Candidates shall be released; the specific vote tallies for each Candidate shall be kept confidential.
- f. All Candidates have the right to request a recount within forty-eight (48) hours after the announcement of results.
 - i. Such a request shall be made to the Secretary.
 - ii. The Secretary shall thereafter seek the assistance of two (2) other Members, other than the two (2) Members who conducted the ballot count on Election Day, to reopen the aforementioned sealed ballots and conduct a recount for the contested positions according to the protocols established in Section 6(d) herein.
 - iii. The vote tally as a result of a recount shall be the official vote tally, and shall supersede and render null and void the previous vote tally for the contested position.
 - iv. The results of the recount will be announced to the Membership within three (3) Regular School Days of the occurrence of the recount. Only the name(s) of the successfully elected Candidates shall be released.
 - v. Only one (1) recount per Position shall be permitted.

Powers of the Secretary

8.) At all times during a General Election, the Secretary has the authority to answer any queries, clear any ambiguities, and issue rulings under this Article, pursuant to the conditions, protocols and procedures established herein, in the Bylaws, and in the Constitution.

Unfilled positions

- 9.) In the event that any given Alternate Position remains unfilled after the conclusion of the General Election, the Secretary shall call for interested Eligible Members to submit their names to be appointed to an unfilled position by means of a three-quarters (3/4) Motion of the Executive.
- a. In the instance that more than one (1) Eligible Member submits his/her name to be appointed to a Position within a reasonable timeframe, then a By-Election pursuant to the conditions, protocols, and procedures herein shall be held.
 - b. For the purposes of this Section, a plurality of votes for “None of the Above” for any Position is considered an unfilled Position.

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

Definitions

- 1.) For the purposes of this Article:
- a. “By-Election” is defined as any election other than a General Election.
 - b. “Candidate” is defined as either:
 - i. any Member in their first year of study at SLIS who submits his/her name as a candidate for a vacant Alternate Executive position; or,
 - ii. any Member in their second or later year of study at SLIS who submits his/her name as a candidate for a vacant Senior Executive position.

- c. All other capitalized terms pertaining to elections shall follow the definitions as established in Bylaw Article VI (*General Elections Protocol and Procedure*).

Events causing by-election

- 2.) A By-Election shall occur in the event of:
 - a. A vacancy on the Executive arising from, *inter alia*, the resignation, termination, or removal of an Executive Member; or,
 - b. More than one (1) Eligible Candidate expresses succinct interest in being appointed to an unfilled Position following a General Election.

Format of by-election

- 3.) A By-Election shall occur at a duly convened Special General Meeting, convened for the specific and sole purpose of conducting a By-Election. Such a Special General Meeting shall be convened by the Secretary within fifteen (15) Regular School Days after it becomes apparent that a By-Election is required.

Voting eligibility

- 4.) At a By-Election to fill an Alternate Executive position, only first-year Members are eligible to vote.
 - a. At a By-Election to fill a Senior Executive position, only second and later-year Members are permitted to vote.

Voting methods

- 5.) For the purposes of simplicity, a By-Election vote shall be conducted by a blind show of hands.
 - a. Notwithstanding the aforementioned Section, a vote by secret ballot may be held at the discretion of the Secretary, or if five (5) Members make such a request to the Secretary at least one (1) Regular School Day prior to the date of the By-Election.

Vote counting procedure

- 6.) The By-Election Special General Meeting shall be chaired by the Secretary, with one (1) other Member recruited to assist in the counting of votes.
 - i. For the purposes of this Article, a Candidate is successfully elected when he/she receives a plurality of votes or Valid Ballots for that given Executive position.

Privacy of results

- 7.) For the purposes of preserving privacy and integrity, only the name(s) of successfully elected Candidates shall be announced, with the actual vote tallies kept confidential.
 - a. The official vote tally shall be noted, signed, and sealed by the Secretary and the aforementioned recruited Member, and shall be stored alongside the secured financial files of the Organization for one (1) calendar year from Election Day. Thereafter, the tally shall be destroyed.

Aspects not covered

- 8.) The conditions, protocols, and procedures pertaining to Special General Meetings and General Elections as outlined in the Bylaws and in the Constitution shall govern all other aspects of a By-Election not covered herein.

Executive power to appoint

9.) a. In the instance that only one (1) Candidate submits his/her name to stand for By-Election, the Secretary may opt to move a three-quarters (3/4) Motion of the Executive to appoint the aforementioned Candidate to the vacant position.

Executive power to delegate

b. In the instance that no Candidate within a reasonable timeframe submits his/her name to stand for By-Election, the Executive may delegate the powers, duties, and responsibilities of the vacant position to any other Executive Member.

Article Eight (VIII): Referenda Protocol and Procedure

Definitions

1.) For the purposes of this Article:

- a. “Petition” is a document that contains the referendum question, and is signed by the requisite number of Members as denoted in Constitution Article X, Section 3 [*Structure of petition*]. In addition to the signatures of the Members, a petition shall also have the printed names and University student identification numbers of the corresponding Members expressing support for the petition to initiate a referendum in order to be valid.
- b. “Secretary” is defined as the Secretary or delegate therein acting to oversee and execute the election process.
- c. “Valid Ballot” is a ballot cast in which only one (1) clearly denoted mark beside “yes” or “no” is made.

Question format

2.) Pursuant to Constitution Article X, Section 1 [*Scope of referenda*], any Petition to initiate a referendum must have a question posed in a clear and succinct manner, and shall be answerable in a “yes” or “no” manner.

Date setting & announcement

- 3.) Upon formal receipt of a Petition, the Secretary shall set a referendum date pursuant to Constitution Article X, Section 4 [*Date of commencement*], at a time in which a majority of the Membership may cast ballots.
 - a. The Secretary shall announce the holding of a referendum and the referendum question as indicated and denoted on the petition to the Membership within two (2) Regular School Days of receipt of a Petition.

Forum

- 4.) At the discretion of the Secretary, or if the Petition stipulates as such, an open forum to discuss the referendum may be held.
 - a. The chairperson of the aforementioned forum shall be decided by a Motion of the Members gathered, or the President if no such Motion is passed.
 - b. The aforementioned forum shall be governed by the chairperson with a flexible application of the most current version of *Robert’s Rules of Order*.

5.) On referendum day:

- a. The Secretary shall obtain a list of Members, and distribute print ballots into the mailboxes of the Members.

Ballots, distribution & voter list

Polling station

Supervision of polling station

Vote and ballot counting procedure

Announcement of results

Recount & procedure

- i. Ballots shall have the referendum question, as denoted in the Petition, with a “yes” or “no” space to mark a vote.
- b. A polling station shall be open for a period of two (2) hours during a time at which as many Members as possible can vote.
 - i. The polling station shall have a ballot box, produced and secured by means that will prevent unauthorized persons from using foreseeable means to gain access into the ballot box.
- c. The polling station shall be supervised at all times by the Secretary, and the Secretary shall also verify the identity of each voter against the aforementioned list of Members whenever a vote is cast.
- d. Upon closing of the polling station, the Secretary shall recruit two (2) Members to be volunteers in the vote counting process. The Secretary and aforementioned volunteers shall retire to a private facility to initiate the confidential counting process. Entry into the private facility by any other persons is barred.
 - i. The Secretary and the aforementioned volunteers shall individually and independently verify the ballot counts.
 - ii. The vote tallies are not confirmed until the ballot counts made by the Secretary and the aforementioned volunteers match on all accounts.
 - iii. For the purposes of this Article, a referendum motion is decided by a simple majority (50% +1) of Valid Ballots cast for a given side.
 - iv. All ballots collected shall be securely stored under seal for five (5) Regular School Days following referendum day, at which point the ballots shall be destroyed.
 - v. The specific vote tallies shall be recorded, signed, sealed, and stored alongside the secured financial files of the Organization for one (1) calendar year from referendum day. Thereafter, the tally shall be destroyed.
- e. Once vote tallies are confirmed, the Secretary shall announce the results to the Membership via print and/or electronic mail in a timely manner, pursuant to Constitution Article X, Section 5 [*timing of announcement of referendum results*].

- 6.) A recount of a referendum vote may be held at the request of ten (10) Members expressing interest either collectively or individually.
 - a. Such a request shall be made to the Secretary within forty-eight (48) hours after the confirmation and announcement of referendum results.
 - b. The Secretary shall thereafter seek the assistance of two (2) other Members, other than the two (2) Members who conducted the ballot count on referendum day, to reopen the aforementioned sealed ballots and conduct a recount according to the protocols established in Bylaw Article VI, Section 7(d) [*General Election ballot counting procedure*].
 - c. The vote tally as a result of a recount shall be the official vote tally, and shall supersede and render null and void the previous vote tally for the referendum.

- d. The results of the recount will be announced to the Membership within three (3) Regular School Days of the occurrence of the recount.
- e. Only one (1) recount request will be entertained for any given referendum.

Powers of Secretary

7.) At all times during a Referendum, the Secretary has the authority to answer any queries, clear any ambiguities, and issue rulings under this Article, pursuant to the conditions, protocols and procedures established herein, in the Bylaws, and in the Constitution.

Article Nine (IX): Finances and Financial Affairs

Signing authorities

1.) There shall be three (3) signing authorities for the financial accounts of LISSA. These signing authorities shall be:

- a. The Treasurer;
- b. The President;
- c. One (1) other Executive Member, assigned to be as such by means of an Executive Motion.

2/3 signing rule

2.) At least two (2) of the three (3) aforementioned signing authorities must sign any and all outgoing cheques in order for the aforementioned cheques to be valid.

No self-signing

3.) A designated signing authority shall not co-sign a cheque that reimburses him/herself.

Transfer

4.) The signing authority shall be transferred by the preceding Executive to the succeeding Executive prior to May 1 of any given year.

Payment format

5.) Payments made to the Organization shall only be made via cash or cheque.

Expenditure payments

6.) All expenditures of the Organization are to be paid for via cheque, notwithstanding an instance in which an electronic fund transfer may be accepted.

Approval of expenditures

7.) Pursuant to Constitution Article XII (*Finances*), the Executive shall approve any and all expenditures and financial commitments over and including fifty dollars (\$50.00) by means of a Motion. A cheque to fulfill and execute such expenditures and financial commitments shall only be drafted only if such Executive approval is obtained.

Expenditures under \$50.00

8.) Expenditures and financial commitments below fifty dollars (\$50.00) may be approved by the Treasurer and one (1) other signing authority, provided that reimbursement for such expenditures and execution of such financial commitments does not personally benefit any of the aforementioned signing authorities.

- a. Any and all expenditures and financial commitments approved via the aforementioned mechanism shall be reported to the Executive by the Treasurer during the Treasurer's report at a meeting of the Executive.

Float

- 9.) The cash float shall contain no more than fifty dollars (\$50.00) in cash.
 - a. Should a larger float be required, the consent of the Treasurer shall be obtained.

Reimbursement of Executive Member expenses

- 10.) Reimbursement of Executive Members for expenses incurred in the course of fulfilling their respective tasks, duties, and responsibilities shall occur pursuant to the conditions, procedures, and protocols established herein.
 - a. Receipts and other documentation of such expenditures shall, at minimum, contain and identify the name, date, amount, and purpose of the transaction.

Deposits over \$500

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

Article Ten (X): LISSA Student Lounge, Lockers, and Common Space

Access & Upkeep

- 1.) The LISSA student lounge is open to the use and enjoyment by all Members. It is a collective space in which all Members will contribute to its upkeep and cleanliness, and the Executive shall be responsible for providing the means to allow such upkeep to be undertaken.

No liability

- a. Members use the aforementioned lounge at their own individual risk, and the Executive, delegates, agents, and parties therein acting with or on behalf of the Executive, assumes no responsibility and/or liability for any theft, loss, damage, and/or destruction to/of personal property stored or otherwise left in the aforementioned lounge.
- b. Pursuant to the aforementioned Sub-Section, the Executive, delegates, agents, and parties therein acting with or behalf of the Executive, assumes no responsibility and/or liability for any harm, suffering, and/or injury suffered, inflicted, or caused by a Member's use of the aforementioned lounge.

First-come-first-serve

- 2.) The LISSA lockers are to be provided to Members free of charge, and on a first-come-first-serve-basis.

Locker locks

- a. Members are responsible for providing their own lock or securing device for their respective lockers.

No liability

- b. Members use the LISSA lockers and store property in the aforementioned lockers at their own individual risk. The Executive, delegates, agents, and parties therein acting with or on behalf of the Executive, assumes no responsibility and/or liability for any theft, loss, damage, and/or destruction of any stored property in the LISSA lockers, and/or any harm, suffering, and/or injury suffered, inflicted, or caused by a Member's use of the aforementioned lockers.

Article Eleven (XI): Amendment

2/3 Motion mechanism

1.) An amendment to the Bylaws may only be made by means of a majority two-thirds (2/3) Motion at a duly convened meeting of the Executive, provided that the amendment has been submitted and distributed to the Executive and the Membership at least three (3) Regular School Days before the aforementioned meeting

3/4 Motion mechanism

2.) Notwithstanding the aforementioned Section, an amendment to Article IX (*Finances and Financial Affairs*) may only be made by means of a majority three-fourths (3/4) Executive Motion, pursuant to the submission and distribution procedure as established in the aforementioned Section.

Unanimous Motion mechanism

3.) During a referendum or an election period, from the instant that such an event is called, to the conclusion and announcement of the official results of those aforementioned events, including any period of time where a recount is undertaken, an amendment to Article VI (*General Elections Protocol and Procedure*), Article VII (*By-Elections Protocol and Procedure*) and/or Article VIII (*Referenda Protocol and Procedure*) may only be made by means of an unanimous Executive Motion.

Amending this Article

4.) An amendment to this Article may only be made by means of an unanimous Executive Motion, pursuant to the submission and distribution procedure as established in Section 1 of this Article.

General meeting Motions and referenda notwithstanding

5.) Nothing in this Article shall limit the amendableness of the Bylaws via a motion at duly convened General Meeting of the Organization, or in a duly conducted Referendum.

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Schedule I:
General Terms of Reference for LISSA Committees

General

- 1.) This Schedule is ancillary to the Bylaws, and as such, in the case of a conflict or discrepancy between this Schedule and the Bylaws, the Bylaws reign supreme.
- 2.) Unless otherwise indicated, the working definitions of the capitalized terms herein shall follow the definitions as established in Constitution Article II (*Definitions and Interpretation*), or in other pertinent sections of the Constitution and/or the Bylaws.
- 3.) This document may be cited as “General Terms of Reference for LISSA Committees,” “Schedule I [Schedule One],” or “Committee Terms of Reference.”
- 4.) The notes in italics and enclosed in square brackets following a citation are for convenience and ease of reference only and shall not affect the construction or interpretation of this Schedule.

Article One (I): Arms-Length Clause

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

Article Two (II): Delegation of Powers

- 1.) Pursuant to the aforementioned Article, the Executive grants any and all such powers necessary for the practical and every-day governance and operations of Committees unto the body of volunteers that forms the core panel that administers, governs, and oversees the operations of the respective Committees (hereafter “Leadership Panels”).

Article Three (III): Non-Assumption and No-Risk

- 1.) The Executive hereby declares itself to be held free and assume no risks, responsibilities, liabilities, and/or damages for the activities, affairs, dealings, and proceedings (hereafter “Operations”) of the Committees.

Article Four (IV): General Reserve Powers of the Executive

- 1.) The Executive, acting in good faith and due diligence on behalf of the Membership, at any and all such times retains the following rights, powers, and authority to:
 - a. Discipline and dismiss Committee members;
 - b. Inspect and/or review the finances and/or operational proceedings of a Committee;
 - c. Request, inspect, and/or review the books and documents of a Committee;

- d. Request reports on the proceedings, operations, and activities of a Committee, subject to reasonable timelines and expectations;
- e. Summon Committee members to appear before the Executive;
- f. Alter the organizational structure and/or nature of a Committee, pursuant to Constitution Article VI, Section 1 [*Powers to Establish Committees*];
- g. Dissolve a Committee, pursuant to Constitution Article VI, Section 1 [*Powers to Establish Committees*].

Article Five (V): Membership and Governance

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

Article Six (VI): Conduct

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

Article Seven (VII): Operations

- 1.) A Committee may execute its Operations in any manner that fulfills its core mandate as denoted in the aforementioned Committee's founding motion, provided that such execution of Operations is in accordance to the conditions, protocols, and procedures established herein, in the Bylaws, and the Constitution.

Article Eight (XIII): General Financial Affairs

- 1.) Committees shall maintain an accurate and true record of financial activity.
- 2.) Committees shall present to the Treasurer an annual year-end financial report before April 30 of any given year.
- 3.) Committees are hereby conferred with the authority and power to open a bank account for the purposes of maintaining an accurate and true record of financial activity and to securely procure and distribute funds for the purposes of executing the Operations.
 - a. The Treasurer shall be made aware of any openings, amendments, and closings to any and all Committee bank accounts.

Article Nine (IX): Grants

- 1.) Committees may apply for grants provided by individuals or groups outside of the Organization, provided that such grants are legal and ethical.
 - a. Committees shall report, in writing, their intention to apply for grants to either the President or the Treasurer for approval.
 - b. Committees shall report, in writing, receipts of grants to either the President or Treasurer.
- 2.) In an instance where a Committee is barred from applying for grants because of procedural or other matters, the aforementioned Committee may opt to apply for such grants by using the LISSA name, and all the pertinent authority and powers that arise from such an invocation, pursuant to Article III (*Assumption and No-Risk*) herein. Such permission to apply to use the LISSA name shall be obtained from the Treasurer on the advice of the Executive.

Article Ten (X): Sponsorship

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

Article Eleven (XI): Amendment

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

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