

**Constitution
of the
Rutgers University chapter of the
American Society for Information Science & Technology**

I. Name and purpose:

1. This organization shall be known as the Rutgers University student chapter of the American Society for Information & Technology (*RUasis&t*).
2. The purpose of *RUasis&t* is to provide a forum through which student members of ASIS&T may share their special concerns and run programs for students and other members of the community with an interest in information science. *RUasis&t* serves as a liaison to *NJasis&t* and promotes the advancement of information science within academic curricula, and provides liaison between the academic community and local organizations, agencies, firms, or groups. *RUasis&t* works with the School of Communication, Information and Library Studies (SCILS) and the Information Technology (IT) department to provide technology information sessions each semester for incoming students in the Master of Library and Information Science (MLIS) program.

II. Membership:

Membership is open to all graduate students (full-time, part-time, master's candidates, doctoral candidates and online students) with an interest in information technology. Membership in *RUasis&t* is free; no dues are required.

III. Meetings:

1. Regular meetings will be held at least once per semester.
2. At its first meeting during the fall semester of each school year, *RUasis&t* will establish meeting times, dates, and places for the academic year.
3. Special meetings may be called by the *RUasis&t* president (or co-president) upon written request of members of the organization or in the event of an officer vacancy.
4. Any situation not provided for in this constitution shall be decided according to *Robert's Rules of Order, Revised*.

IV. Officers

From among its members, RU*asis&t* will select by majority vote a board consisting of two Co-Presidents and a Treasurer. All officers will be eligible for re-election, and will serve without financial compensation. Their responsibilities are:

- | | |
|----------------|---|
| Co-Presidents: | <ul style="list-style-type: none">• Preside at all meetings of the organization• Call special meetings when requested under Article III, Section C• Represent RU<i>asis&t</i> at all official RU<i>asis&t</i> and SCILS student functions.• Correspond with and report activities to the New Jersey chapter of ASIS&T (NJ<i>asis&t</i>).• Maintain the RU<i>asis&t</i> website and ensure that site information is accurate and current• Work with SCILS and IT personnel to schedule and present technology orientation sessions each semester for incoming MLIS students.• Discharge the duties of the Treasurer in the event of a position vacancy until a new Treasurer is elected. |
| Treasurer | <ul style="list-style-type: none">• Hold and keep account of all RU<i>asis&t</i> financial transactions.• Receive all revenue of the organization.• Pay all authorized bills for the organization.• Render an account at each meeting, or more often as required, of all receipts and expenditures.• Submit at the last regular meeting of the spring term, a written, detailed report of the income and expenditures of the organization. |

V. Committees

RUasis&t committees shall be established on an ad hoc basis as appropriate for the purpose of planning events or special projects. *RUasis&t* officers will select committee members and chairpersons. Each committee chairperson shall:

- Be responsible for all activities of that committee.
- Be responsible for financial accounting of that committee under supervision of the Treasurer.
- Submit a written report of the activities of the committee at the last regular *RUasis&t* meeting of the Spring term and be prepared to report orally at each *RUasis&t* meeting.
- Carry out all directions of the organization.
- Serve without salary or financial compensation.

VI. Elections and vacancies

1. Nominations: Nominations for open officer positions will be accepted during the month before and up to the date of the election meeting. Nominations may be made via e-mail to the *RUasis&t* membership or in person at a *RUasis&t* meeting.

RUasis&t members may self-nominate for candidacy. Alternatively, *RUasis&t* members may nominate another member for candidacy; in which case, the nominated member must agree to the candidacy.

2. Elections: Officers for the upcoming academic year shall be elected by a majority of the legal votes cast by *RUasis&t* members present at the final meeting of the preceding academic year (in the spring semester). Newly elected officers shall take office and assume responsibility for *RUasis&t* management immediately. Their term of office shall extend for one year until the next election at the final meeting of the next spring semester.

Officers elected to fill a mid-term vacancy will hold the office for the remainder of the academic year until the next regular election at the final meeting of the spring semester.

Outgoing officers are responsible for efficiently transitioning their responsibilities, information, and documents to their newly elected replacements.

3. Vacancies: If any elective office shall become vacant, the president shall call, at the earliest possible date, a special meeting of the organization for the purpose of filling that office. Officers who fill mid-term vacancies shall be elected by a majority of the legal votes cast by RASL members present at that meeting. The member elected shall immediately assume her/his duties and remain in office until the next regular election.

VII. Expenses

Events for which expenses may be incurred will be authorized by the *RUasis&t* board.

Expenses for authorized *RUasis&t* activities will be submitted in writing to the *RUasis&t* treasurer for review and payment. Expense reports must be submitted within two weeks after the event date and must include transaction receipts, a description of the product or service purchased, and the name and date of the associated *RUasis&t* event.

The final spring meeting will include a reconciliation of expenses for a full year of *RUasis&t* activity.

VIII. Advisor

A member of the faculty of the graduate program in Library & Information Studies who is also a member of ASIS&T shall serve as advisor to the organization.

IX. University Regulations

RUasis&t shall be in full compliance with all pertinent University Regulations and any other rules, regulations, and policies of Rutgers University that may be relevant to its activities.

RUasis&t Officers for 2008-2009:

Co-President Gabrielle M. Casieri casieri@eden.rutgers.edu
[Acting Treasurer]

Co-President Allie Graham grahama@eden.rutgers.edu

Treasurer Vacant

Faculty Advisor Lilia Pavlovsky pavlovsk@scils.rutgers.edu