

**By-Laws of Department of Information Science Graduate Student Association**  
**University at Buffalo**  
**State University of New York at Buffalo**

**ARTICLE I: Name of the Organization**

**Section 1:** This organization will be known as the Information Science Graduate Student Association or the abbreviation IS-GSA.

**ARTICLE II: Mission and Purpose**

**Section 1:** The purpose of the Information Science GSA is to create lasting interpersonal and professional connections and form a valuable network amongst both current students and alumni. Our mission is to assist students in strengthening skills in public speaking, resume building, professional development, leadership, and other vital things to know in the library field through peer-to-peer learning and connections with faculty.

**Section 2:** The Information Science GSA shall abide by SUNY, University at Buffalo, and Graduate Student Association policies and procedures.

**ARTICLE III: Qualifications of Membership**

**Section 1:** Membership in the IS-GSA shall be open to any Information Science graduate student at the University at Buffalo, as well as alumni of the Information Science Department.

**Section 2:** Active membership shall be determined by a student's attendance of a minimum ~25% of all events/meetings per given semester.

**Section 3:** Alumni membership shall be automatically given to all graduates of an Information Science Department program. Alumni membership allows all alumni of the program to attend events, meetings, etc. if they so choose.

**Section 4:** Membership in the IS-GSA shall be open to all students without regard to race, color, religion, ancestry, national origin, marital status, sexual orientation, gender identity, age, disability, veteran status, or any other classification protected by law, so that all members always are treated with dignity and respect.

**ARTICLE IV: Officers**

**Section 1:** The officers shall consist of a President, Vice President, Treasurer, and Secretary. All officers must be active members in the organization and attend all monthly general meetings.

**Section 2:** The President shall be the chief executive of the IS-GSA, maintain operating procedures, serve as the liaison for the IS-GSA with University at Buffalo administration, call and preside over meetings, take care that these by laws and the policies and procedures at the University at Buffalo are faithfully executed.

**Section 3:** The Vice President shall assist the President with all administrative duties and assume those duties in the President's absence.

**Section 4:** The Treasurer shall keep detailed records on the club's financial standing and distribute the organization's funds upon the authorization of the club quorum, in accordance with the SUNY Mandatory Student Activity Fee and the financial rules and regulations of the University at Buffalo and the UB GSA, prepare the annual budget, sign requisitions for club and organization funds.

**Section 5:** The Secretary shall keep accurate and detailed records of all meetings and affairs, are responsible for the majority of correspondences with the organization's members, coordinate preparation and distribution of handouts, flyers, and publications.

**Section 6:** The elected officers will form the Executive Committee.

**Section 7:** All elected officers must be in good academic standing at the University at Buffalo within the Information Science department.

**Section 8:** Any officer may be removed from office for failure to perform his/her duties. This can include failure to carry out the responsibilities of that office, or for any action that violates the mission of the organization. (See Article VIII below for procedures for removal).

#### **ARTICLE V: Board of Directors**

**Section 1:** The IS-GSA Board members will be representing the organization at the GSA Board of Directors meetings.

**Section 2:** Board members must complete the online Board training offered by GSA in order to familiarize themselves with their duties and legal responsibilities as members of the Board.

#### **ARTICLE VI: Voting Members**

**Section 1:** Only graduate students who are fee paying members of the University at Buffalo Graduate Student Association Inc. shall be eligible voting members of the IS-GSA.

#### **ARTICLE VII: Election of Officers**

**Section 1:** All club elections must be held online via UBLinked in order to be in compliance with GSA policy.

**Section 2:** Annual elections shall be held by the end of September. The officers shall be elected online via UBLinked. The term for all positions shall begin immediately after the ballots have been counted and end on either the elected member leaving the program, or a new person being elected to the position.

**Section 3:** Emergency elections may be held within the first month of the start of the spring semester if a Board member graduates at the end of the fall semester.

**Section 4:** Students may run for consecutive terms of office.

**Section 5:** Any active member of the IS-GSA may run for Board positions.

**Section 6:** In case of a tie vote for any position a tie-breaker election shall be held immediately prior to the initial election.

**Section 7:** Vacancies occurring in any elected offices mid-semester shall be filled via emergency election within 2 weeks of the vacancy's occurrence.

**Section 8:** If the President graduates before a new election is held, a current Board member will take the role of Acting President until the next election. The Treasurer cannot become the Acting President, so the position would go to the current Vice President or Secretary (in that order of priority). Until a new election is held, they would hold both their original position and the Acting President position.

**Section 9:** Upon the graduation of any board members other than the president, acting officers will be voted in emergency election for the duration of the break period (winter or summer) only. Official elections for those positions will occur during the next official election season (Spring or Fall).

#### **ARTICLE VIII: Removal of Officers and Board of Directors Members**

**Section 1:** Any officer may be removed from office for failure to perform his/her duties. This can include failure to carry out the responsibilities of that office, or for any action that violates the mission of the organization. Charges of dishonesty or working against the principles and purposes of the organization may be filed in a written statement signed by a majority of the members of the IS-GSA against an officer.

**Section 2:** A vote will be held to determine whether or not the offender will be removed from office. A majority of quorum is required for the vote to pass.

#### **ARTICLE IX: Meetings**

**Section 1:** Regular meetings shall be held on a monthly basis. Meetings will be called by the IS-GSA President.

**Section 2:** Quorum shall consist of 10 members required to be present. Quorum is needed for official votes to take place.

#### **Article X: Amendments**

**Section 1:** Amendments should be presented by a member at any meeting with at least one board member present.

**Section 2:** The amendment(s) will be approved by an affirmative vote of the majority of quorum. This can happen at a separate meeting from the one at which the amendments are proposed.

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