

Constitution of “Librarians Without Borders – University of Toronto Student Chapter”

1. Name

The official name of this recognized campus group is “Librarians Without Borders – University of Toronto Student Chapter”

The acronym or abbreviation of this group is: LWB - U of T

2. Mission, Vision, and Goals

Mission

Librarians Without Borders (LWB) is a non-profit organization that strives to improve access to information resources regardless of language, geography, or religion, by forming partnerships with community organizations in developing regions.

As a student group Librarians Without Borders – University of Toronto Student Chapter works to support the mission of the Librarians Without Borders organization.

Vision

Libraries have a fundamental role as defenders of intellectual freedom and providers of equal access to information. Access to information is vital in supporting learning and literacy, reducing poverty, empowering citizens, and building healthy, strong communities. We do not draw cultural or linguistic boundaries – diversity is embraced; we will work with our partners in their own cultural context and in their own languages. Our efforts are enhanced by working collaboratively, internally as well as externally with the domestic and international community, to further our mutual goals.

Librarians Without Borders – University of Toronto Student Chapter actively works to promote and advocate for accessible information resources in Toronto, Canada, and around the globe. The organization seeks to raise awareness and support for these issues through regular events and fundraisers.

LWB – U of T also seeks to work as an intermediary organization for aspiring librarians to meet like-minded professionals and develop their skill set through events and mixers with LWB groups and other library professionals across Canada.

Goals

The goals for Librarians Without Borders are:

- Raise awareness for issues surrounding information accessibility and resources in Toronto, Canada, and around the globe
- Support the efforts of the larger Librarians Without Borders organization through fundraisers and attending LWB events
- Maintain correspondence with other LWB student organizations around Canada
- Hold a minimum of two fundraisers per semester with funds to be allocated to organizations determined by the executive board and the committee supervisor

- Hold a minimum of one student event per school year. – September to April. This event can be in the form of a speaker series, human library, seminar, professional development workshop or any other format that fits to promote the mission and vision of the organization

3. Membership

Membership to the group is open to all the University of Toronto members (students, staff, faculty and alumni).

Executive members with voting privileges shall be currently registered students of the University of Toronto. All voting positions on the Executive Committee shall be filled through an annual election. Each voting position is open to all student members.

Staff, faculty, or alumni members may hold non-voting executive positions. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the Student Group.

Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code's Prohibited Grounds of Discrimination. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

4. Executive List and Duties

The executive committee shall be comprised of up to 10 elected officers. These include:

Second Year Co-Chair – One or Two Member(s)

- Oversee the operations, management, and success of the group
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Act as the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over executive committee meetings and general meetings
- Ensure transition of office to the future Executives
- Communicate regularly with Advisor regarding committee activities
- Consult with Advisor prior to embarking on fundraising activities and events
- Sign off on the following reports to the LWB International:
 - Activities Report - academic year end
 - Financial Report - academic year end

First Year Co-Chair – Up to One Member

- Assume duties of the Second Year Co-Chair in their absence
- Help to coordinate organizational recruitment efforts
- Assist the Second Year Co-Chair in presiding over committee meetings and taking minutes of meetings to be circulated
- Sign off on reports and arrange elections when applicable
- Communicate regularly with the Librarians Without Borders advisor
- Ensure a smooth transition of information and materials to newly elected officers

- Ensure all materials are submitted to UTLife to maintain valid organization status

Treasurer – Up to One Member

- Record all financial transactions of the group
- Hold signing officer authority along with the Second Year Co-Chair for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events to be presented to
- Ensure that committee financial accounts and practices adhere to the Librarians Without Borders Required Financial Reporting
- Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.
- Reports changes to the committee bank account information and account signatories to the Advisor

Communications Coordinator – Up to One Member

- Keeping current the various means of communication available to the student committee including:
 - Blog/website
 - Email
 - membership list
 - social media sites:
- Liaise with MISC and Faculty of Information administration to promote Librarians Without Borders fundraising events and activities through email blasts, posters and flyers

Activities Coordinator – Up to One Member

- Organizes and facilitates the execution of events in the form of, e.g., guest speakers, workshops, or fundraisers
- In advance of all fundraising events, the Officer discusses the proposed event(s) with their Executive Advisor
- Records event information, such as number of attendees, pacing, and event wrap-up

Executive Board Members – 5 Members

- Provide general support for all Executive Committee Members where applicable

The organization can also include one non-elected Student Committee Advisor. The Student Committee Advisor is a library professional with background and information regarding the Librarians Without Borders organization.

Student Committee Advisor – Optional, up to One Member

- Provides leadership, mentorship, support and guidance to one or more student committees
- The Advisor helps facilitate information sharing and ensures that LWB procedures, policies, and reporting requirements are followed.
- Works with the Executive Committee to promote student activities to the wider membership.
- Help develop mechanisms for sharing information between all LWB groups
- Help develop programming in support of committee work and open to the wider membership
- Report on committee activities to the Co-Executive Directors
- Obtains regular financial reports from committees and end of term reports
- Attend Executive meetings and periodic all-committee student meetings

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

The member up for removal shall have the right to defend his/her actions.

A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

All voting positions on the Executive Committee shall be filled through an annual election. Committee members with positions will retain their positions for two years unless challenged.

Elections will be promoted by the Communications Coordinator in collaboration with the Second Year Co-Chair. Bios of interested candidates must be sent to the official LWB email, and will be circulated, with permission from candidates. Registered U of T members may not vote by proxy.

Elections will be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting. Any disbursements exceeding \$1,000 requires prior approval by the Advisor.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on

constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Committee Meetings

Executive Committee Meetings will be held when applicable and can be called by any sitting Executive Committee Members. The Meeting chair(s) will create and circulate the agenda in advance of the meeting and invite people to submit changes/additions before the meeting. The meeting chair (usually most senior member, or appointed member for that purpose) calls the meeting to order, ensures that the agenda is followed, and provides time for questions/discussion/comments from everyone at the meeting. The First Year Co-Chair will record the minutes for distribution. The meeting will conclude with identification of next steps - who needs to take on which tasks, when will the group meet again, who needs to be informed of decisions.

8. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.