ARTICLE I. NAME
The name of this body shall be the LIS ALUMNI GROUP (graduates of the Library and Information Science Program) of the University of Hawai‘i at Manoa.

ARTICLE II. PURPOSES
The purposes of the LIS Alumni Group shall be:

1. to stimulate professional growth and development of LIS Students and Alumni by sponsoring continuing education support through workshops, and providing scholarship and fellowship awards.
2. to serve as liaison between LIS and the library community.

ARTICLE III. MEMBERSHIP AND CONTRIBUTIONS
Section 1. Alumni
All graduates of the University of Hawai‘i at Manoa Library and Information Sciences Program automatically belong to the LIS Alumni Group.

Section 2. Contributing Alumni
Alumni and friends of the LIS Alumni Group are encouraged to contribute to the LIS Alumni Group fund by making monetary donations to the group. Checks may be made out to the LIS Alumni Group and sent to the LIS department at the University of Hawai‘i. Contributions in the form of volunteer services and active participation in organizing Alumni Group events are always welcome.

ARTICLE IV. OFFICERS
Section 1. Officers
The officers of the LIS Alumni Group are the president, vice-president, treasurer, and secretary.

Section 2. Term of Office
Officers shall be elected for a single term, except for the treasurer who shall be elected for two terms. A term starts on September 1 and ends on August 31 of the following year. No member shall hold the same office more than twice in succession. Persons are eligible for re-election after a minimum interval of one year out of office.

Section 3. Duties of the President
The president convenes and presides over all meetings of the LIS Alumni Group and the Executive Board. He/she appoints the chairpersons of all standing, special, and ad hoc committees and may assist in the selection of committee members. With the consent of the Executive Board, he/she may serve on the University of Hawai‘i at Manoa Library and Information Science Program Advisory Board.

Section 4. Duties of the Vice-President
The vice-president is the president-elect and performs all the duties of the president in the latter's absence. He/she serves as a member the Awards Committee.

Section 5. Duties of the Treasurer
The treasurer is responsible for the collection of all monies and maintains an accurate record of all contributions to the LIS Alumni Group. He/she is responsible for payment of all bills authorized by the Executive Board. He/she will submit a financial statement at each Executive Board meeting. He/she prepares a written financial statement to be included in the Fall
Section 6. Duties of the Secretary
The secretary will take minutes of Board and other meetings and will disseminate minutes to Executive Board members as appropriate. He/she will assist the Communications Committee as necessary in preparing newsletters and any other publications of the LIS Alumni Group. He/she receives and responds to all correspondence pertinent to the LIS Alumni Group.

Section 7. Filling Vacancies
If the president is unable to complete the full term in office, the vice-president becomes president, completes the remainder of the unexpired term and then continues through his/her own term. Any other vacancy occurring among the elected members of the Executive Board shall be filled by a LIS Alumni Group member appointed by the president on the advice and consent of the majority of the Executive Board. The new appointee shall complete the remainder of the term of office. Appointment to an unexpired term of at least six months shall be considered the equivalent of one term in that office.

ARTICLE V. EXECUTIVE BOARD

Section 1. Members
The Executive Board consists of the president, vice-president, treasurer, secretary, the immediate past president, the chairpersons of standing committees and member(s)-at-large. Committee chairpersons and at-large members serve a term of two years and may be re-appointed once (serving a total of four years). Executive officers, committee chairs and members-at-large must be alumni of the LIS Program. Every effort will be made to recruit alumni from a variety of geographic locations and representing public, academic, school, and special libraries.

Section 2. Faculty Liaison Member
A Faculty Liaison Member, appointed by the Chair of the Library and Information Science Program, attends all Board Meetings and has full voting privileges. He/she does not need to be an alumnus of the LIS Program. He/she may not serve as an officer and/or committee chairperson.

Section 3. General Duties
The Executive Board administers the business of the LIS Alumni Group and carries out its purposes as stated in the By-laws.

Section 4. Meetings
The Executive Board meets regularly from September through May. During June, July, and August, special meetings may be called at the discretion of the president or at the request of a majority of the members of the Executive Board.

Section 5. Quorum
Members present at an Executive Board meeting constitute a quorum, unless the Board decides to hold an online vote of the Executive Board. In the latter case all those who respond constitute a quorum.

ARTICLE VI. COMMITTEES

Section 1. Authorization
Standing, special, and ad hoc committees shall be authorized by a majority vote of the Executive Board. The standing committees are: Events, Awards, and Communications. The president shall appoint all committee chairpersons and may assist in recruiting other committee members.

Section 2. Term of Office
Unless otherwise specified by the Executive Board, all committee memberships will be for a single term and will expire at the same time as the terms of the elected officers.

Section 3. Standing Committees

Events Committee
This committee plans events sponsored by the LIS Alumni Group. It is responsible for arranging suitable meeting facilities for Executive Board meetings and acts as a coordinating committee for any events co-sponsored with HUI DUI.

Awards Committee
The Awards Committee is responsible for the selection of scholarship recipients annually. Award monies may be divided between recipients, or not awarded at all, at the discretion of the Awards Committee. The Awards Committee chairperson is responsible for the advertising of awards and notification of award recipients.

Communications Committee
This committee is responsible for managing all modes of communication between the LIS Alumni Group Executive Board and the alumni community. It publishes a newsletter twice a year during the Fall and Spring semesters and manages the website, blog, and photoblog. It manages the alumni mailing list and, for calendar year 2009, will assist the LIS Program by taking primary responsibility for updating information in the mailing list. The committee also is responsible for maintaining the listserv.

Section 4. Ad Hoc Committees
When needed, Ad Hoc Committees will be authorized for time-specific tasks. They may include the following.

Nominating Committee
The committee is composed of at least three members, one of whom is an Executive Board member and serves as Committee Chairperson. The committee submits two weeks before the Spring Newsletter each year a slate of candidates (one candidate for each office to be vacated, with an opportunity for a “write-in” for that office) to the general membership for approval through the Spring Newsletter. The committee shall submit an official written report of the election results to the Executive Board before a public announcement is made. Election results shall be announced at the reunion of the LIS Alumni Group when a reunion is held and will be published in the Fall Newsletter.

The Committee shall, upon vacancies of Executive Board members submit a list of candidates to the president for consideration of appointment.

By-laws Committee
This committee will be appointed when there is a need to revise the by-laws.

Section 5. Committee Reports
Standing and ad hoc committee chairpersons will prepare a written annual report of their committees’ activities and actions to be included in the Fall Newsletter.

ARTICLE VII. FINANCES

Section 1. Donations
Donations to the LIS Alumni Group are deposited with the UH Foundation.

Section 2. Expenditures from Funds
The contributions accrued to the UH Foundation for the LIS Alumni Group are expended for the following purposes:
- awards to provide tuition assistance to LIS students
- to promote scholarly research and professional development of alumni
- for educational events related to librarianship
- to provide support for fund raising events
- for incidental expenses (i.e., printing, mailing, etc.) pertinent to the administration of the LIS Alumni Group and its programs

Section 3. Budget
In no case may expenditures be budgeted in excess of the existing fund balance. The treasurer prepares a proposed budget of yearly anticipated income and expenditures for submission to, and review by, and approval of the Executive Board within 60 days after the commencement of the program year September 1.

Section 4. Reporting
A report shall be made annually to the membership and published in the Fall newsletter, detailing receipts and expenditures. (See Article IV, Section 5.)

Section 5. Limitations
No funds shall be expended to support a political campaign, influence legislation, or lobby for any cause.

ARTICLE VIII. MEETINGS

Section 1. Business Meetings
Business meetings of the LIS Alumni Group are held at the discretion of the Executive Board. Members present constitute a quorum for the transaction of business.

Section 2. Reunions
An annual reunion is held at the discretion of the Executive Board.

ARTICLE IX. COMMUNICATIONS

Section 1. Newsletters
The LIS Alumni Group publishes and disseminates electronically a Newsletter to its members not less than two times a year.

Section 2. Other Communications
Special notices are sent to members concerning scholarships, announcements, events, and other activities through the listserv, website, and blogs. The mailing list is used to track alumni membership and postal and email contact information.

ARTICLE X. AMENDMENTS

Section 1. Amendments to these by-laws shall be proposed in writing and may be initiated by any member of the Board.

Section 2. These by-laws may be amended by a majority vote of the Executive Board.

ARTICLE XI. PARLIAMENTARY AUTHORITY
The latest edition of ROBERT'S RULES OF ORDER, NEWLY REVISED is the parliamentary authority governing the LIS Alumni Group in all cases in which they are applicable and are not inconsistent with these by-laws or any special rules of order the LIS Alumni Group may adopt.

History of the By-Laws:
Adopted: May 1977
Amended: February 1979
Amended: November 1979
Amended: September 1981
Amended: April 1984
Amended: March 1988
  Draft amended: July 1995
  Draft amended: December 2008
Amended: February 2010