



Association for Information Science and Technology

**ASIS&T- UT STUDENT CHAPTER
BYLAWS**

ARTICLE I: GOVERNANCE

These bylaws shall serve as the operating standard for the Association for Information Science & Technology (ASIS&T), UT Student Chapter at the University of Toronto.

ARTICLE II: NAME AND PURPOSE

Section I: Name

Association for Information Science and Technology - University of Toronto Student Chapter.

ASIS&T UT is the official acronym used throughout.

Section II: Purpose

The purpose of this Student Chapter is to facilitate participation, collaboration, and communication about Information Science and Technology that goes beyond the classroom environment.

The ASIS&T UT Student Chapter aims to assist students in gaining knowledge and networking connections applicable after graduation from the program.

The ASIS&T UT Student Chapter seeks to introduce members to the goals and resources of ASIS&T.

The purpose of the Chapter shall include but not be limited to:

1. providing an organization through which members of ASIS&T at the University of Toronto may participate in and carry forward the programs and purposes of ASIS&T
2. promoting the interests of ASIS&T and its programs and making every reasonable effort to involve students of information science and related disciplines
3. engaging Chapter members by creating dialogue and collaboration via in-person community, online communities, and social media; and
4. at the request of the ASIS&T Board of Directors, either as a group or through one or more of its officers or members, represent the Association in international, interdisciplinary and interorganizational activities.

Section III: Definitions

Student Member: University of Toronto students registered as student members as per ASIS&T.

As defined by ASIS&T, student memberships are for individuals enrolled as full-time information science students at the Bachelors, Masters or Doctoral level. There is a limit of 6 years that one may be a student member. ASIS&T students enjoy the same benefits as ASIS&T professional members. Refer to ASIS&T at www.members.asist.org for terms and discounted cost for student membership.

Only student members qualify as eligible to run for ASIS&T UT Executive Board positions.

General

Student Participant: University of Toronto students in good standing who are not otherwise registered for student membership with ASIS&T. University of Toronto students enrolled as full-time or part-time information science students at the Bachelors, Masters, or Doctoral level.

Extended Community: University of Toronto students, staff, faculty, and external community who align and support the purpose of ASIS&T UT.

ARTICLE III: MEMBERSHIP

Section I: Recognized Membership

A. A member of ASIS&T UT must be:

- i. A current full-time student of the University of Toronto and;
- ii. A member of ASIS&T in good standing
- iii. A regular attendee of monthly meetings or activities

B. Chapter membership shall run concurrently with the member's ASIS&T membership. Typical ASIS&T membership year runs from July 1 - June 30.

Section II: General Student Participants & Extended Community

A. ASIS&T UT prioritizes the interests of the students of the Faculty of Information at the University of Toronto. University of Toronto students from other faculties with aligned interests are welcome. In recognition that the ASIS&T student membership cost is a barrier to participation and to honour principles of equity and inclusion, ASIS&T UT extends participation opportunities to all interested students and community.

Examples of participation opportunities may include, but not be limited to:

- i. Attending ASIS&T UT membership meetings as interested students and/or prospective ASIS&T student members.
- ii. Participating in ASIS&T UT sub-committees, ad-hoc committees, working groups, or equivalent that are open to non-members.
- iii. Attending and participating in ASIS&T open programming and events.
- iv. Receiving communications related to ASIS&T UT event promotions.
- v. Accessing ASIS&T UT club benefits where eligible.
- vi. Participating as Faculty of Information alumni.

B. In accordance to ASIS&T, General Student Participants and Extended Community shall not:

- i. Represent themselves as ASIS&T members or ASIS&T UT members.
- ii. Be eligible to run for Executive Board positions.

Students may apply to ASIS&T for ASIS&T student membership at any point in the year, and once approved the student's ASIS&T status will be updated with ASIS&T UT.

ARTICLE IV: EXECUTIVE

Section I: Executive Board

A. The Executive Board of the ASIS&T UT Student Chapter consists of:

- i. President (1)
- ii. Vice-President(s) – maximum 2
- iii. Secretary/Treasurer (1)
- iv. Communications Officer (1)
- v. Events Officer (1)

B. Individuals eligible to hold positions as Executive must:

- i. be a current University of Toronto student in good standing
- ii. be a member of ASIS&T in good standing
- iii. be able to fulfill the responsibilities and duties of the position

C. Executive Responsibilities:

a. President:

- i. Serve as primary liaison between the Student Chapter and ASIS&T.
- ii. Serve as primary liaison between the Student Chapter and Faculty Advisor.
- iii. Preside over Student Chapter Executive Board meetings, or equivalent.
- iv. Serve as Chair of Student Chapter meetings.

- v. Responsible for receiving and recommending bylaw amendments for approval.
- vi. Coordinate Student Chapter succession planning.
- vii. Keep all official Student Chapter documentation that is not under the purview of the Secretary/Treasurer.
- viii. Be responsible for maintaining status with ASIS&T, coordinating any necessary information that the ASIS&T organization requires.
- ix. Ensure submission of year-end reports to ASIS&T.
- x. Assemble and advise the ASIS&T UT Student Chapter's elections process.
- xi. Have the authority to appoint ASIS&T UT Executive at time of Student Chapter creation.
- xii. Delegate responsibilities due to Executive vacancies or capacity across the Executive Board.
- xiii. Strike committees, sub-committees, ad-hoc committees as needed.
- xiv. Encourage ASIS&T UT representation at school events, and attend where possible.
- xv. Serve as a signing authority on finances/banking where applicable.

b. Vice President(s):

- i. Assume the responsibilities of the President when the President is unable to perform their duties, or position vacated.
- ii. Preside over meetings in the absence of the Chair, or as delegated by the President.
- iii. Support President in coordination of programming.
- iv. Able to serve as signing authority on finances/banking where applicable, as alternative to President or Secretary/Treasurer when needed.

c. Secretary/Treasurer:

- i. Maintain a list of members of the Student Chapter; updating list regularly.
- ii. Document meeting attendance and meeting minutes.
- iii. Provide members with a copy of approved minutes upon request.
- iv. Propose annual budget.
- v. Propose funding models and opportunities for Executive Board approval. For instance: grants, donations, levy, sales, etc.
- vi. Serve as a signing authority on finances/banking where applicable.

d. Communications Officer:

- i. Propose communication strategies.
- ii. Coordinate Student Chapter social media, including but not limited to: newsletter and website where applicable.
- iii. Coordinate communication outreach strategies, including but not limited to: posters, classtalks, tabling, etc.
- iv. Document Student Chapter successes for ASIS&T UT use.
- v. Develop and maintain ASIS&T UT policies, procedures, position statements as needed for Executive Board approval.

e. Events Officer:

- i. Support ASIS&T UT in developing annual programming.
- ii. Coordinate submissions of annual events plans for reporting to ASIS&T and University of Toronto.
- iii. Support coordination of event logistics, which may include but not be limited to: room bookings, table bookings, tech, accessibility, etc.
- iv. Maintain internal documentation of programming, which could include, not be limited to programming debriefs.
- v. Source relevant events of ASIS&T UT interest.
- vi. Jointly support ASIS&T UT representation at school events, attend where possible.

D. Executive Board Composition

- i. The Executive Board will strive to fill each Executive Board position, encouraging opportunities for members.
- ii. The Executive Board shall consist of a minimum three (3) filled positions.
- iii. Vice-President(s) may hold up to one (1) additional concurrent Executive Board position.
- iv. Executives may hold terms in any Executive role to a maximum of three (3) consecutive years.

Section II: Faculty Advisor

A. The ASIS&T UT Student Chapter will have at least one (1) Faculty Advisor.

B. The Faculty Advisor role will be consistent with the requirements and responsibilities as set out by ASIS&T.

ARTICLE III: Committees

Section I: Committees

A. Executive Board Committee

- i. The Executive Board Committee is composed of the ASIS&T UT Executive.
- ii. It directs the operations of ASIS&T UT.
- iii. Decision-making is conducted by voting majority.
- iv. In consultation with the President, it has the discretion to assemble sub-committees, ad-hoc committees, and working groups as needed.
- v. The Executive Board will report to the membership on updates, activities, decisions, etc.
- vi. The Executive Board may appoint interim Executive with majority vote as needed outside of election periods.

Section II: Sub-Committees

A. Nominations Sub-Committee

Convened by the President, the Nominations Sub-Committee shall assist in the implementation of ASIS&T elections. The Nominations Sub-Committee will:

- i. Be composed of three (3) ASIS&T UT members, participants, and/or extended community. At least one person on the committee shall be an ASIS&T UT member.
- ii. Conduct election work guided by principles of anti-oppression and equity.
- iii. Enact any ASIS&T UT elections policies and procedures where applicable, or otherwise recommend the ASIS&T UT election process for the year. This may include, but not be limited to: establishing nomination notice period, election campaign period, voting period, and associated timelines; designing of nomination forms; facilitating all-candidate meetings or equivalent forums; recommending tools/platforms to conduct/host voting; validation process of voters; coordinate accessibility and accommodation needs, etc.

- iv. Support the Executive Board, and receive support by the Executive Board as needed in election communications, elections event planning, and access to information required to conduct the election.
- v. Report to the Executive Board on the results of the elections for ratification by the Executive Board according to bylaw timelines.
- vi. Support the Executive Board on announcing results to the membership.
- vii. Submit a final report to the Executive Board on the election process for succession use and purposes, including recommendations on process.

ARTICLE IV: Procedures

Section I: Executive Board Meetings

A. The ASIS&T UT Student Chapter shall hold Executive Board meetings at minimum once per month.

Section II: Member Meetings

A. The ASIS&T UT Student Chapter shall hold member meetings, open to student participants and extended community wherever possible.

B. The ASIS&T UT Student Chapter commits to scheduling at least one member meeting per University of Toronto academic term (i.e. fall, winter, spring/summer). The ASIS&T UT Student Chapter will adhere to minimum meeting requirements per ASIS&T national.

C. Where applicable, decisions at the member meeting level will be held by majority vote. In good faith, student members, general student members, and extended community present may vote.

Section II: Elections

A. Elections of the Executive Board will occur at once per academic school year (September – August).

- B. The President will convene a Nominations Sub-Committee to determine and conduct a fair and reasonable democratic elections process.
- C. The Executive Board will complete election ratification by May 31 of new Executive, including President and Co-President(s) if those members are leaving.
- D. The Executive Board will complete election ratification by September 30 of new Executive for any remaining vacant or open positions.
- E. Voting may occur anonymously. Candidates will be determined by majority vote, and confirmed pending Executive Committee ratification.
- F. The Executive Board may appoint Interim Officers by majority vote at a duly called Executive Board Meeting outside of the election schedule. Interim positions end with the next election period or end of the current academic school year, whichever occurs first.

Section III: Bylaw Amendments

- A. ASIS&T UT proposed bylaw amendments shall be submitted to the President.
- B. Proposed bylaw amendments will be presented at a member meeting for consideration.
- C. Bylaw amendments require a 2/3rd vote to pass.
- D. The Executive Board may retain accountability to update ASIS&T UT bylaws for accessibility, formatting, language/spelling/grammar, etc. that do not alter the intentions of the bylaws. Such changes will be reported to the member meeting.
- E. The Executive Board by 2/3rd vote may amend ASIS&T UT bylaws in the spirit of staying current and adherent to ASIS&T, University of Toronto, or equivalent time-sensitive emergencies. Such amendments will be considered temporary and must be brought to an ASIS&T UT membership meeting.

ARTICLE V: Finances

Section I: Dues

- A. Membership dues for the ASIS&T parent organization is subject to change as determined by ASIS&T.
- B. Membership in the ASIS&T parent organization does not exempt students from Student Chapter dues where applicable.

Section II: Signing Officers

- A. The President and the Secretary/Treasurer shall be signing officers of ASIS&T UT.
- B. The Vice-President(s) shall be signing officers of ASIS&T UT where the President and/or Secretary/Treasurer positions are vacant, or as delegated by the President as needed.
- C. Notwithstanding the above, the ASIS&T UT Executive Board may from time to time, by resolution, authorize any person or persons to sign documents on behalf of ASIS&T UT.

ARTICLE VI: Dissolution

The Chapter retains its status at the discretion of the ASIS&T Board of Directors.

In case of the Student Chapter's dissolution, the monetary assets of the Chapter shall, after satisfaction of all just liabilities and obligations thereof, be offered into an existing ASIS&T fund.

ARTICLE VII: Governance Documents

- A. ASIS&T UT shall be governed by the bylaws, as well as any operational policies and procedures. Wherever any discrepancy seems to exist among documents, the bylaws shall prevail over other ASIS&T documents.

B. Where discrepancy exists between ASIS&T UT and ASIS&T governance documents, the requirements of ASIS&T shall prevail.