

The University of Memphis Libraries Support Staff Association **BYLAWS**

Article I. FUNDS

The Executive Board shall determine how funds should be solicited to meet the special needs of the LSSA. The Treasurer shall keep a written account of all funds collected and dispersed by the LSSA.

Article II. CHECK AUTHORIZATION

The President, Vice-President/President-Elect, Recorder, and Treasurer shall be authorized to sign the checks written on the LSSA's checking account. A check must be signed by any two of these officers.

Article III. ELECTIONS

Section 1. A Nominating and Election Committee shall be appointed by the Executive Board each fiscal year to solicit nominations from the membership for LSSA officers and a LAC representative. Upon verification of each nominee's consent, the Committee shall prepare and distribute ballots to all members of the LSSA.

Section 2. The election of LSSA officers and a LAC representative shall be by secret ballot. The Nominating and Election Committee will print, issue, and collect the ballots, tabulate the vote and announce the results to the LSSA at the regular June meeting.

Section 3. The candidate for each position receiving the largest number of votes shall be elected. If there is a tie vote for any position, a run-off election shall be held. In the case of the LAC representative, the first runner up will serve as the alternate LAC representative.

Article IV TERM OF OFFICE

The term of office shall be July 1 through June 30. Any person shall be considered to have served a full term if he/she serves more than six (6) months of a term.

Article V. QUORUM

At any regularly scheduled or properly called meeting of the LSSA, a quorum shall consist of the members present. At Executive Board meetings, three members shall be a quorum.

Article VI. COMMITTEES

Section 1. AUTHORIZATION TO SPEND. No committee shall be authorized to spend LSSA funds without the approval of a majority of the Executive Board. The Executive Board is permitted to spend LSSA funds up to \$200 with a majority vote of the Executive Board. Any amount above \$200 shall be approved by the Executive Board and the LSSA general membership at the next LSSA general or special meeting.

Section 2. COMMITTEE SIZE. The number of members on ad hoc committees shall be left to the discretion of the Executive Board.

Section 3. REPORTS. When the charge of an appointed committee is completed, the chair of that committee shall submit a written report to the Executive Board. All committee chairs should give a report of their committee's activities at general membership meetings. Each committee chair is required to submit an end of year report to the Executive Board and the report will be posted on the LSSA Website.

Section 4. VACANCIES. Any vacancies occurring in committee memberships shall be filled by appointment of the Executive Board.

Article VIII. AMENDMENTS

The bylaws may be amended or revised by two-thirds of those voting, provided that the proposed change has been submitted in writing to the membership at least fourteen days prior to the date of the vote on the proposed change.

Ratified May 21, 2003

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Amended August 16, 2007

Amended March 17, 2010