

## **BY-LAWS for the Student Organization of Library and Information Science (SOLIS)**

Revised Winter 2025 | Approved unanimously on January 8<sup>th</sup> 2026

### **PREAMBLE**

The SOLIS Executive Board (hereafter referred to as the organization, the board or SOLIS Board) shall be governed by the laws of the state of Georgia, VSU policies, the ethical standards set by ALA, and by the following By-Laws.

All procedures not specified herein shall be in accordance with Robert's Rules of Order, Revised and will comply with any and all relevant state and federal laws and ethical standards.

### **ARTICLE I.**

#### ***Name***

The official name for this organization shall be SOLIS (Student Organization of Library and Information Science).

### **ARTICLE II.**

#### ***Mission***

To recognize and promote high academic achievement among the graduate students of library and information science; and to foster the development of those students towards their eventual professional roles with all concomitant rights, responsibilities and ideals.

#### ***Vision***

SOLIS envisions a connected and collaborative LIS student community at VSU that supports academic excellence, professional growth, and shared opportunities through networking, events, and grant-supported initiatives.

### **ARTICLE III.**

#### ***Membership***

Any student currently enrolled in the Department of Library and Information Studies (DLIS) seeking a Master of Library and Information Science (MLIS) degree at Valdosta State University is granted membership in SOLIS.

### **ARTICLE IV.**

#### ***Governance***

The officers of this organization shall be the President, Vice-President, Secretary/Treasurer and a Communications Officer. Together, the officers and advisory board members will comprise the SOLIS Executive Board with full voting rights for each member of the Board. The term of office

for all positions on the Executive Board shall be one year. Student participation is essential for proper governance of the MLIS program.

SOLIS officers shall be eligible for appointments to the committees in the DLIS as follows:

The assignation of student representatives for other DLIS committees shall be selected from the ranks of other elected SOLIS leaders, including officers or advisory board members.

Responsibilities of these additional representatives shall include those designated by the Head of the Department and dissemination of information related to those special assignments to the SOLIS general membership.

The Head of the Department of Library and Information Studies (or an appropriate designee) shall serve as the faculty advisor. The faculty advisor receives all financial proceeds resulting from fundraising or other sources available to the student organization and deposits them in the organization's account in accordance with the policies of the university. A financial report will be presented to the DLIS Head and the SOLIS membership at least once in the course of an academic year.

All action of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member, by virtue of his/her office, shall exercise any authority over SOLIS without the prior approval of the board.

### ***Duties***

President:

- Preside over Board meetings, keeping them effective and orderly
- Set and share the meeting agendas in collaboration with the other officers
- Serve as the primary liaison between the board and DLIS
- Ensure the board follows bylaws, laws, and ethical standards
- Encourage full participation and healthy board culture
- Represent the organization when authorized by the board
- Represent ex officio (or may select an appropriate designee from the SOLIS Executive Board to represent SOLIS) on the DLIS Advisory Board. Includes:
  - Attendance (either in-person or virtually) as needed at DLIS Advisory Board meetings
  - Receipt of those meeting minutes(excluding executive session items)
  - Dissemination of those minutes to the SOLIS general membership
- Serve on committees or task forces as needed

Vice President:

- Assume the president's duties when the president is absent

- Support the president with planning and leadership tasks
- Help coordinate board activities and follow up on action items
- Assist with strategic planning and board development
- Represent or select an appropriate designee from the SOLIS Executive Board to represent SOLIS on the DLIS Curriculum Committee. Includes:
  - Attendance (either in-person or virtually) at monthly DLIS curriculum meetings
  - Receipt of minutes of those meetings (excluding executive session items)
  - Dissemination of those minutes to the SOLIS general membership
- Serve on committees or task forces as needed

Secretary/Treasurer:

- Record and maintain accurate meeting minutes including attendance
- Keep official records (bylaws, policies, resolutions)
- Ensure proper notice of meetings
- Manage official correspondence and documentation
- Ensure compliance with record-keeping requirements
- Present financial updates to the board
- Support financial transparency and compliance
- Serve on committees or task forces as needed

Communications Officer:

- Act as ambassador for SOLIS
- Serves as the editor of the SOLIS newsletter
- Facilitate other media-driven forms of student outreach
- Promote events and initiatives
- Ensure consistent messaging and branding
- Serve as a point of contact for member communications
- Serve on committees or task forces as needed

Advisory Board:

- Attend meetings and participate actively
- Vote on board decisions
- Serve on committees or task forces as needed
- Support the organization's mission and goals

The advisory board will consist of no more than six (6) additional members, with the entirety of the board consisting of four (4) officers for a total of up to ten (10) SOLIS board members.

## **ARTICLE V.**

### ***Elections***

Regular elections shall be held in the spring semester of each academic year. A call for open, verbal or written nominations for officers shall be issued in March and April by the current SOLIS officers and board to be promoted through mid-April for the officer positions of President, Vice President, Secretary/Treasurer, and Communications Officer, as well as for three advisory board positions. The remaining three available advisory board positions shall be offered in the fall with a second round of elections run by the new SOLIS leadership to allow first-year students beginning in the fall of the academic year to participate in SOLIS. These spots will be held with a preference for incoming Fall students but will be open to all MLIS students.

Elections shall be conducted online, and a majority vote of those from the SOLIS membership casting votes will determine new officers. In the event of a vacancy in the office of President, the Vice-President shall serve as President until a replacement is elected at the next meeting of the organization. In the event of a vacancy in any other office, the President shall appoint (with the approval of the faculty advisor) a replacement who shall serve until the next scheduled election. Advisory board members vacating seats during a term of service shall not be replaced.

After spring elections, outgoing SOLIS officers shall contact incoming officers no more than 7 days after election and schedule a brief, 30-minute meeting to discuss what went well and what didn't in their specific position. Take this time to transition documents, media, templates, passwords, and any other relevant information. A joint meeting including all incoming officers and advisory board members with the outgoing president shall establish a summer plan and lead a review of the past year to target growth opportunities and ensure a full transition was completed with each officer.

## **ARTICLE VI.**

### ***Meetings***

The organization will meet at least once per semester (either face-to-face or through a web chat), excluding summer semester. Meeting time shall be determined and set by the SOLIS President.

The order of business for meetings shall be as follows:

- Call to Order
- Adoption of the Agenda
- Approval of prior meeting minutes - Secretary
- Correspondence - Communications Officer
- Financial Report - Treasurer
- Committee Reports (when applicable)

New Business  
Old Business  
Period for Member Expression  
Adjournment

## **ARTICLE VII.**

### ***Sponsored Activities***

The organization shall strive to provide funding to defray expenses for at least one member every year to the annual American Library Association convention. The organization will accept requests for modest grants from members for LIS-related student research or travel to professional meetings as funding permits. The amount(s) and recipient(s) shall be determined on an ad hoc basis, and those current students interested in applying for funding shall submit requests to the SOLIS Executive Board via the faculty advisor before that semester's meeting.

The organization shall also strive to organize and execute at least two events per term (excluding summer term). These events will be free to the VSU SOLIS membership and can be held virtually or in person. These events shall be professionally or academically relevant to the LIS discipline and may drive engagement to any ongoing fundraising efforts.

## **ARTICLE VIII.**

### ***Conflict of Interest***

No SOLIS Board member or committee member shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the board.

Each SOLIS Board member shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

## **ARTICLE IX.**

### ***Amendments to these By-laws***

These by-laws can be amended by at least a two-third (2/3) vote of the active membership casting votes during an election. To be considered, a proposed amendment must be submitted in writing to all current members at least ten (10) days prior to the date of the next scheduled Meeting.