

**CONSTITUTION AND BY-LAWS
OF THE
UNIVERSITY OF HAWAII AT MĀNOA LIBRARY SENATE**

TABLE OF CONTENTS

CONSTITUTION

Preamble.....	2
Article I. Repeal of Previous Constitution.....	2
Article II. Name, Purpose and Actions.....	2
Article III. Principles of Shared Governance.....	3
Article IV. Membership.....	3
Article V. Officers and Duties.....	4
Article VI. Executive Board and Duties.....	5
Article VII. Committees.....	5
Article VIII. Meetings.....	5
Article IX. Amendments.....	6

BY-LAWS

Article I. Committees.....	7
Article II. Vacancies.....	9
Article III. Amendments.....	9

CONSTITUTION OF THE UNIVERSITY OF HAWAII AT MĀNOA LIBRARY SENATE

(Revised April 11, 2005)

PREAMBLE

Board of Regents Policies, Section 1-10, states, "With unanimous agreement and understanding that the faculty of an educational institution contributes to its quality, spirit, aspiration, and effectiveness, the Board of Regents issues this policy to provide for organized faculty involvement in the development and maintenance of institutional academic policies and to emphasize the maintenance of a collegial approach to academic decision making and policy development."

The Library Senate and its Library Senate Executive Board, standing committees, and various ad hoc committees function as forums for professional discourse and consideration of such policies which have Library-wide concern and relate directly to the intellectual life and educational process of the University.

ARTICLE I. REPEAL OF PREVIOUS CONSTITUTION

All previous constitutions of the Library Senate are hereby replaced.

ARTICLE II. NAME, PURPOSE AND ACTIONS

- Section 1. The name of this organization shall be the University of Hawai'i at Mānoa Library Senate (hereinafter called the Library Senate).
- Section 2. The Library Senate shall advise the Library Administration on matters impacting and/or relating to the development and maintenance of academic policy and standards to the end that quality library collections and services are provided, preserved, and improved.
- Section 3. As stated in Board of Regents Policies, Section 1-10, "the faculty has primary responsibility for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research." The Library faculty contributes to these endeavors through specialized educational services and has primary responsibility for such fundamental academic areas as:
- a. developing and maintaining the collections;
 - b. extending access to and bibliographic control over the collections;
 - c. instructing students (both formally in the classroom and informally in the library);
 - d. providing personal, value-added reference services;
 - e. enabling research through information technology, and
 - f. advising faculty and scholars in the use of the collections.

- Section 4. The Library Senate shall also have the responsibility to speak for the faculty on academic policy matters such as:
- a. policy determining the initiation, review, and evaluation of proposed or authorized research, instructional, and academic programs;
 - b. budget planning and implementation policy;
 - c. student-faculty relations policy;
 - d. policy for the evaluation of faculty and campus academic administrators;
 - e. the improvement and establishment of a canon of professional ethics and an effective means of professional maintenance of those ethics, including faculty self-discipline; and
 - f. other subjects affecting academic policy subjects referred to it or them by the Chancellor and/or Vice Chancellor for Academic Affairs, or by request of the appropriate faculty organization.
- Section 5. In fundamental academic areas in which the faculty have primary responsibility, Senate-initiated resolutions and proposed actions shall be directed to the attention of the University Librarian and/or appropriate agents for consideration and timely response.
- Section 6. Matters coming to the attention of the University Librarian, and in areas under the University Librarian's responsibility, relevant to the concerns of the Library Senate and the welfare of the University of Hawai'i at Mānoa Library (hereinafter called the University Library) shall be forwarded to the Library Senate for its consideration and timely response.

ARTICLE III. PRINCIPLES OF SHARED GOVERNANCE

The Library Senate endorses and calls for principles of openness and collegiality in the shared governance and administration of the University Library.

ARTICLE IV. MEMBERSHIP

Section 1. Voting Members

The regular voting members of the Library Senate are all library faculty who: (1) hold Board of Regents appointments, (2) hold positions that are half-time or more, and (3) hold appointments that are no shorter than four months.

Section 2. Associate Members

The University Librarian, the Associate University Librarians, librarians with less than half-time appointments, and APT (Administrative, Professional and Technical) staff are non-voting members of the Library Senate.

ARTICLE V. OFFICERS AND DUTIES

Section 1. Officers

The elected officers are a Chairperson, a Vice-Chairperson/Chairperson Elect, and a Secretary, to be elected, at-large annually, prior to June 1. The term of office is one year, beginning on September 1. No person may be re-elected to the same office in the year following his/her term. Any officer has the option to decline to serve on any Library Senate standing committee during his/her term in office.

Section 2. Eligibility

Only tenure track appointments who have worked at least two (2) years at the University Library prior to the day of election, are eligible to be elected to the office of Chair, Vice-Chair, and Secretary. Only tenure track appointments are eligible to serve as chairs of standing committees.

Section 3. Duties

The duties of the Officers are as follows:

a. Chairperson

- (1) Presides at meetings of the Library Senate.
- (2) Presides at meetings of the Executive Board.
- (3) Appoints a Parliamentarian who interprets procedures from the latest edition of Robert's Rules of Order.
- (4) Appoints ex-officio members to the Executive Board and to the Senate committees as needed.

b. Vice-Chairperson/Chairperson Elect

- (1) Assumes the duties of the Chairperson in his/her absence.
- (2) Acts as Treasurer if and when the need arises.

c. Secretary

- (1) Notifies the membership of all meetings.
- (2) Prepares the minutes of Library Senate meetings.
- (3) Prepares the minutes of Executive Board meetings.
- (4) Distributes the minutes of Library Senate and Executive Board meetings.
- (5) Maintains master copies of official Library Senate documents.
- (6) Passes to the newly elected Secretary all minutes of the Library Senate and Executive Board meetings.

ARTICLE VI. EXECUTIVE BOARD AND DUTIES

Section 1. Composition

The Executive Board consists of the Chairperson, Vice-Chairperson, Secretary, Chairpersons of each standing committee, and two of the Library's representatives to the Mānoa Faculty Senate. The latter two members shall be selected to serve one-year terms beginning July 1 by the Mānoa Faculty Senate representatives themselves. In addition, the Chairperson may appoint one UHPA library representative as an ex-officio member of the Board, to serve a one-year term beginning September 1.

Section 2. Duties

- a. Implements the purposes and objectives of the Library Senate, subject to the approval of the body.
- b. Appoints Chairpersons of all committees except standing committees.
- c. Calls emergency meetings when extraordinary circumstances exist.
- d. Prepares the agenda for all Library Senate meetings.

ARTICLE VII. COMMITTEES

Standing and special committees may be elected or appointed to carry out the objectives of the Library Senate. cf. By-Laws.

ARTICLE VIII. MEETINGS

Section 1. Regular Meetings

Regular meetings will be held at least once per semester. Any Committee Chairperson may ask the Executive Board to call a regular meeting of the membership. Upon written request of ten members of the Library Senate, the Executive Board must call a regular meeting within two weeks after the receipt of the request.

Section 2. Emergency Meetings

Emergency meetings may be called by the Executive Board. Any action taken at an emergency meeting will be reviewed at the next regular meeting.

Section 3. Notification of Meetings

Notification of all regular meetings will be made by the Secretary of the Library Senate to the membership at least five working days prior to the meeting date. The Secretary is responsible for notifying every member of the Library Senate when an emergency

meeting is to be held. This notification may be made directly by the Secretary to the members or by the Secretary through the Department Heads.

Section 4. Quorum

A quorum consists of one-third of the voting members of the Library Senate. Business is conducted according to the procedures outlined in the latest unabridged edition of Robert's Rules of Order, except as otherwise stated in this Constitution and By-Laws.

ARTICLE IX. AMENDMENTS

Amendments to the Constitution may be initiated by the Executive Board or by written petition to it from any Library Senate member, and voted upon either in a mail ballot or in meeting of the Library Senate. No amendments to the Constitution will be acted upon unless the proposed amendments have been distributed to the Library Senate members at least five working days prior to the meeting at which they will be voted upon or prior to the close of balloting. If approved by a two-thirds majority of those voting, amendments are adopted.

BY-LAWS OF THE UNIVERSITY OF HAWAII AT MĀNOA LIBRARY SENATE

(Revised April 11, 2005)

ARTICLE I. COMMITTEES

Section 1. Standing Committees

The standing committees of the Library Senate are:

- a. Elections
- b. Library Personnel
- c. Staff Development

Section 2. Other Committees:

- a. In the event of vacancies in major administrative offices in the library, the University Librarian will provide for Senate representation on any committee that is to offer advice and counsel in filling the vacancy. Senate representatives to such committees will be elected by the membership at-large.
- b. In the event of problems not covered by an existing committee or union grievance mechanisms, any member of the Library Senate Executive Board may be contacted. An Ad Hoc Ombudsman Committee consisting of three members will be appointed by the Library Senate Executive Board if appropriate. This committee will hear the case, deliberate, and make recommendation to the Senate Executive Board for such disposition as it sees fit.

Section 3. Membership

- a. No person may serve on more than two standing committees at one time.
- b. No elected officer may serve on more than one standing committee at one time.
- c. The Elections Committee shall consist of five (5) members, elected at-large by the members of the Library Senate. Prospective candidates must have completed one (1) contract renewal in the University of Hawai'i at Mānoa Libraries prior to the election date.
- d. The Library Personnel Committee shall consist of the number of members specified in and chosen in the manner described in the current Library Personnel Committee Policies and Procedures.
- e. The Staff Development Committee shall consist of five (5) members, four appointed by the Chairperson of the Committee, and the Chairperson. In addition, the Chairperson may appoint ex-officio members as necessary.

Section 4. Chairpersons

- a. The Chairperson of the Elections Committee will be chosen by the committee at its first meeting.
- b. The Chairperson of the Library Personnel Committee will be chosen by the committee at its first meeting.
- c. The Chairperson of the Staff Development Committee will be appointed by the Elections Committee subject to the approval of the Library Senate Executive Board no later than July 31.
- d. No person may serve as chairperson on more than one standing committee at one time.
- e. No elected Senate officer may serve as chairperson of a standing committee.

Section 5. Service Terms and Duties

- a. Elections Committee
 - (1) Terms of office for the Elections Committee will begin immediately upon election to the committee.
 - (2) Members of the Elections Committee are to serve for overlapping terms of two years each. Adjustments in the length of terms shall be by lot.
 - (3) The Elections Committee is responsible for the mechanics of electing the officers of the Senate and any other Senate offices which are elective, and conducting any special elections or polls. It is responsible for the mechanics of electing members to the Elections Committee. It drafts amendments to the Constitution and By-Laws at the request of the Senate Executive Board.
- b. Library Personnel Committee
 - (1) Terms of office for the Library Personnel Committee and its chair will begin January 1.
 - (2) Members of the Library Personnel Committee are to serve for overlapping terms of two years each. Adjustments in the length of terms shall be by lot.
 - (3) The functions of the Library Personnel Committee are those defined in the current Library Personnel Committee Policies and Procedures.
- c. Staff Development Committee
 - (1) Terms of office for the Staff Development Committee will begin September 1.
 - (2) Members of the Staff Development Committee are to serve for one year terms, renewable at the discretion of the Chairperson.
 - (3) The purpose of the Staff Development Committee is to encourage individual, professional and organizational growth through an organized on-going staff development program that will assist in meeting the goals of the University Library.

d. Chairpersons

- (1) Chairpersons of standing committees shall serve one-year terms.
- (2) No person may serve more than two consecutive terms as chairperson on the same committee.

Section 6. Review

Procedures of the standing committees must be submitted to the Executive Board and the committee policies must be submitted to the membership for approval.

ARTICLE II. VACANCIES

Section 1. If the office of Chairperson of the Senate becomes vacant, the Vice-Chairperson/Chairperson Elect serves as Chairperson for the remainder of the term in addition to the term for which he/she was elected to serve.

Section 2. If the offices of Vice-Chairperson or Secretary become vacant, the Chairperson of the Senate will appoint a member to fill the vacancy with the approval of the Library Senate Executive Board. If a Vice-Chairperson is appointed, he/she will not be considered Chairperson Elect and will not become Chairperson unless elected to the position in the next election.

Section 3. Vacancies on the Elections Committee will be filled by the runners-up.

Section 4. Vacancies on the Library Personnel Committee will be filled according to the current Library Personnel Committee Policies and Procedures.

Section 5. Vacancy of the appointed Chairpersonship of the Staff Development Committee will be filled according to the current Library Senate Elections Committee Policies and Procedures.

ARTICLE III. AMENDMENTS

Amendments to the By-Laws are adopted if approved by a two-thirds majority of those voting either in a mail ballot, or in a meeting of the Library Senate. No proposals to amend the By-Laws will be acted upon unless written notice thereof has been distributed to the Senate members at least five working days prior to the meeting at which they would be voted upon or prior to the close of balloting.