

Bylaws
Updated May 2009

Article I. NAME AND AFFILIATION

Section 1. Name.

The name of the Organization shall be the Government Documents Round Table of the American Library Association.

Section 2. Relationship to the American Library Association.

The Government Documents Round Table is a unit of the American Library Association. The constitution and bylaws of that organization, to the extent they are applicable, take precedence over the bylaws of this Round Table.

Article II PURPOSE

The purposes of the Government Documents Round Table are: (a) to provide a forum for the discussion of problems and concerns and for the exchange of ideas by librarians working with government documents; (b) to provide a nexus for initiating and supporting programs to increase the availability, use and bibliographic control of documents; (c) to increase communication between documents librarians and the larger community of information professionals; (d) to contribute to the education and training of documents librarians.

Section 1.

Officers of the Round Table are elected and shall be Chair, Assistant Chair/Chair-Elect, Immediate Past Chair, Secretary, Treasurer, GODORT Councilor, and Publications Committee Chair. These officers shall perform the duties prescribed by these Bylaws (Article V), the *GODORT Policies and Procedures Manual*, and by the parliamentary authority as adopted by the Round Table (Article XIV).

Section 2.

Officers of the task forces and standing committees shall be designated in these Bylaws; they will be elected or appointed as provided in these Bylaws (Articles IX and X).

Section 3.

Officers shall be elected by ballot as provided for in the ALA Bylaws, Article III, Section 4.

Section 4.

c. **GODORT Website Administrator.** The GODORT Website Administrator is responsible for developing and maintaining the GODORT website, under the direction of the GODORT Publications Committee and the GODORT Steering Committee. The Website Administrator is a member of the Publications Committee and the Schedule Committee.

Article V DUTIES OF THE OFFICERS

Section 1. Chair.

The Chair shall have the customary duties of the office of Chair and shall preside over all meetings of the Government Documents Round Table and of the Executive Committee and the Steering Committee for fulfilling the purposes of this organization.

Section 2. Assistant Chair/Chair-Elect.

The Assistant Chair/Chair-Elect shall serve as a member of the Nominating Committee, the Schedule Committee, the Executive Committee, and the Steering Committee, and as Chair of the Program Committee.

Section 3. Immediate Past Chair.

The Immediate Past Chair shall serve as a member of the Executive Committee, the Steering Committee, the Membership Committee and the Schedule Committee and shall perform such duties as assigned by the GODORT Chair.

Section 4. Secretary.

The Secretary shall perform the customary duties of this office. The Secretary is a member of the Executive Committee and the Steering Committee. The Secretary shall keep an accurate record of all meetings of the Round Table and the Steering Committee and have these records available at or before the next regularly called meeting of the Round Table or Steering Committee; shall make a report of the proceedings of each annual meeting to ALA.

Section 5. Treasurer.

The Treasurer shall perform the customary duties of this office and serve on the Development Committee, the Publications Committee, the Executive Committee, and the Steering Committee.

Section 6. Chair of the Publications Committee.

The Chair shall, with the aid of the entire committee, perform the duties outlined in Article X of the Bylaws. The Chair of the Publications Committee is a member of the Steering Committee and serves on its Executive Committee.

Section 7. GODORT Councilor

The GODORT Councilor shall be elected in accordance with the ALA Bylaws and shall represent the interests of the Government Documents Round Table on the ALA Council.

The GODORT Councilor is a member of the Steering Committee and serves on its Executive Committee. The Councilor serves as an ex-officio member of the GODORT Legislation Committee.

The Councilor reports to the GODORT Steering Committee and to the membership on ALA Council Activities, and presents those ALA issues and Council documents upon which the Steering Committee may wish to act. The Councilor receives direction from the Steering Committee regarding ALA Council issues, and sponsors Council resolutions as requested by the Steering Committee.

Article VI MEETINGS

Section 1.

All GODORT meetings will be open to anyone who wants to attend, unless otherwise indicated on the schedule, but only GODORT members have voting privileges.

Section 2.

The meetings of the Government Documents Round Table are held as follows:

- a. Membership meetings shall be held at ALA Midwinter Meetings and Annual Conferences.
- b. The Steering Committee and Task Forces will meet at ALA Midwinter Meetings and Annual Conferences.
- c. The Nominating Committee will meet at least once prior to submitting a slate of candidates to ALA for inclusion in the ballot.
- d. Other committees will meet as necessary.

Section 3.

Prior notice shall be given the membership of all meetings.

Section 4.

A quorum is constituted as follows:

- a. Twenty-five members shall constitute a quorum at any GODORT membership meeting.
- b. Fifteen members constitute a quorum at task force meetings.
- c. For committees and other bodies with designated specified membership, the presence of a majority of the members constitutes a quorum.
- d. For work groups and other bodies with

that the budget is based on complete and accurate

included in the *GODORT Policies and Procedures Manual*.

Section 2.

The GODORT Chair shall seek the advice of the Standing Committee Chair when filling appointed positions on that committee.

Section 3.

The Round Table shall have the following standing committees:

a. **Awards Committee.** This committee is composed of six members elected to staggered two-year terms. Three members will be elected each year. The Chair is appointed by the GODORT Chair with the approval of the Steering Committee from among the elected members.

The Awards Committee shall select the recipients of Round Table awards and report the selection to the Steering Committee.

b. **Bylaws and Organization Committee.** This committee is composed of four members elected to staggered two-year terms. Two members will be elected each year. The Chair shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The Committee chair shall appoint ad hoc members (non-voting) with the approval of the Steering Committee, as needed to complete the work of the Committee. The Committee shall be concerned with the structure and organization of GODORT.

1. The Committee will revise these Bylaws as necessary or upon the request of membership. Such revisions shall be submitted to the membership according to procedures outlined in these Bylaws, Article XV.
2. The Committee will compile and update the *GODORT Policy and Procedures Manual* (PPM) and review the manual for editorial consistency.
3. The Committee will conduct a periodic organizational review of GODORT and its units.

c. **Legislation Committee.** This committee is composed of nine members appointed to staggered two-year terms, and the GODORT Councilor (ex-officio). Four members shall be appointed by the GODORT Chair with the approval of the Steering Committee (two members shall be appointed each year). Three members, two in even years and one in odd years, shall be appointed by the coordinator of the Federal Documents Task Force and one each by the coordinators of the State and Local Documents (even years) and International Documents (odd years) Task Forces. The Chair of this committee shall be appointed by the GODORT Chair with the approval of the Steering Committee.

(1) The Legislation Committee shall identify issues requiring action; prepare or advise on resolutions for the membership, Steering Committee, task forces and committees; assist the ALA Washington Office on issues affecting federal government legislation; and assist and coordinate legislative action with other ALA bodies.

(2) The Legislation Committee shall maintain the National Action Alert Network to elicit responses on issues requiring immediate attention between meetings.

d. Membership Committee.

This committee is composed of four members appointed by the GODORT Chair to staggered two-year terms, and the immediate Past GODORT Chair. Two members shall be appointed in even years and two in odd years. The Chair of this committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee.

The Membership Committee shall actively promote membership in ALA and the Round Table and shall promote the participation of Round Table members in ALA and Round Table activities. The Committee shall also maintain communication with state and local

This Committee is composed of the GODORT Treasurer and five members appointed by the Chair of GODORT to staggered two-year terms, three in odd years and two in even years. The Chair is appointed for a two-year term by the GODORT Chair with the approval of the Steering Committee from among the appointed members. The Committee chair shall appoint ad hoc, non-voting members with the approval of the Steering Committee, as needed to complete the committee task.

The Development Committee, working with other entities within GODORT, oversees the creation and implementation of the Development Plan, with functions to include:

1. Identifying and soliciting funds from external sources;
2. Developing a list of potential individual and corporate donors, and private foundations;
3. Researching and developing various fundraising projects for the purpose of support to the scholarship endowment and subsidizing group events, speakers and programs;
4. Planning and implementing fund raisers for GODORT activities;
5. Aiding the Chair with solicitations and contacts as needed;
6. Coordinating with the ALA Development Office, as necessary.

m. **Schedule Committee.** This committee is composed of three members. The GODORT Past Chair shall serve as the committee Chair, but will have only one vote on the Steering Committee. The other two members are the GODORT Website Administrator and the GODORT Assistant Chair/Chair-Elect.

The Schedule Committee shall communicate with the committee chairs and task force coordinators and coordinate meeting plans with GODORT ALA staff liaison and with ALA Conference Services.

n. **Conference Committee.** This committee is composed of 5 members appointed to staggered two-year terms. The members shall be appointed by the GODORT Chair with the approval of the GODORT Steering Committee (three during even years and two during odd years). The Chair of the committee shall be appointed from among the committee members by the GODORT Chair with the approval of the Steering Committee. The Committee chair may appoint ex-officio member(s), as needed, for local arrangements.

The Conference Committee plans and coordinates local arrangements for GODORT including relations with ALA and host city information.

Article XI SPECIAL COMMITTEES

The Steering Committee may establish special comm

duration. In creating a special committee, the Steering Committee must approve a statement of its purpose, organization, membership and duration. This statement will be included in the *GODORT Policies and Procedures Manual*.

Article XII POLICIES AND PROCEDURES

Operating policies and procedures of GODORT and its subunits are contained in the *GODORT Policies and Procedures Manual*. The PPM will be maintained by the Bylaws and Organization Committee in consultation with other GODORT units, and is published on the GODORT website.

Article XIII FINANCES

Section 1.

Funds to support Round Table activities will come from the dues of the general membership, contributions, and monies from workshops and publications.

Section 2.

Dues for personal members, affiliate groups, and others shall be proposed by the Steering Committee and presented to the membership for approval or revision at its annual meeting.

Section 3.

The Steering Committee shall prepare a budget for the next fiscal year and present it to the membership at its annual meeting.

Section 4.

Elected and appointed officers may request funds as necessary to implement approved programs of the organization.

Section 5.

The Steering Committee shall allocate funds to each task force based upon budgets submitted by the task forces and funds available.

Section 6.

The Steering Committee shall have control of all monies earned or expended by the Round Table.

Section 7.

The Treasurer is authorized to approve requests for reimbursement and payment of bills from funds in the custody of the ALA Executive Board.

Article XIV PARLIAMENTARY AUTHORITY

The rules contained in the parliamentary authority designated by the American Library Association shall govern the Round Table in all cases in which they are applicable and in which they are not inconsistent with these Bylaws or any special rules or order the Round Table may adopt, or with the Constitution and Bylaws of the American Library Association.

Article XV AMENDMENTS

Section 1.

These Bylaws may be amended by a majority vote of the members of the Round Table in attendance and voting at any Annual Conference or Midwinter Meeting, provided that notice of the proposed version has been sent to members or published in *DttP* at least thirty days prior to the meeting. These Bylaws may also be amended by a majority vote of those responding in a referendum to personal members, provided that notice of the proposed revision has been sent to members or published in *DttP* at least thirty days prior to the vote.

Section 2.

Proposals for revision may be sent by any member of the Steering Committee to the Chair of the Bylaws Committee, which will review the proposed revision and report it to the Steering Committee. Upon approval by the Steering Committee, the proposed revision shall be disseminated to the membership as provided for in this article.

Section 3.

Any personal member(s) may propose amendments with twenty-five supporting signatures. In order to obtain the supporting signature a proposed amendment may be published on the GODORT website with an accompanying form which supporters may sign and return to the Bylaws Committee Chair. Upon receipt of a proposal with twenty-five supporting signatures from personal members, the Bylaws Committee will review and report on the language and compatibility of the proposal with other provisions in these Bylaws to the GODORT membership. The proposed amendment will be republished on the GODORT website, and discussed and voted on as provided in this Article, Section 1.