

**BYLAWS OF THE AMERICAN LIBRARY ASSOCIATION
INTERNATIONAL RELATIONS ROUNDTABLE
2015 revision approved by ballot**

Article I: Name

The name of this organization is the American Library Association (ALA) International Relations Round Table (hereafter referred to as the Round Table or IRRT).

Article II: Purpose

To promote interest in library issues and librarianship worldwide; to help coordinate international activities within the American Library Association, serving as a liaison between the International Relations Committee, an ALA Council Committee, and those members of the Association interested in international relations; to develop programs and activities which further the international objectives of ALA; and to provide hospitality and information to visitors from abroad.

Article III: Membership

Any member of the ALA may elect membership in the IRRT upon payment of the dues required for membership in the Round Table. Every member has the right to vote. Any personal member is eligible to hold office.

Article IV: Dues

Annual membership dues are stated in the latest *ALA Handbook of Organization*.

Article V: Meetings

Section 1. Annual Meeting

The regular membership meeting of the Round Table shall be held at the time and place of the annual conference of ALA when needed.

Section 2. Special Meetings

Special membership meetings may be called by the Executive Board and shall be called upon the petition of twenty IRRT members. Notice of any special meeting, together with a statement of the business to be transacted, shall be distributed to each member at least thirty days before such a meeting. No business other than that stated in such notice may be transacted.

Section 3. Quorum

Twenty members constitute a quorum at any membership meeting of the Round Table.

Article VI: Officers and Terms of Office

Section 1. Officers

The officers of the Round Table are the chair, the vice-chair/chair-elect, the immediate past chair, the secretary/treasurer, the IRRT ALA councilor, and two members-at-large.

Section 2. Terms of Office

a) The chair, vice-chair/chair-elect and immediate past chair shall each serve one year terms. The secretary/treasurer and the members-at-large serve two-year terms. No one may serve more than two consecutive terms. The IRRT ALA councilor serves a three-year term.

b) In the event a chair is unable to complete his/her term, the vice-chair/chair-elect will assume the duties of the chair, as well as retain the office of chair-elect. If any other of the officers-vice chair/chair-elect, secretary/treasurer, or the two members-at-large is unable to complete his/her term of office, the chair, with the approval of the remaining officers, shall appoint an individual to complete the term of office. After such an individual has completed the partial term he/she may be elected for the normal term of office according to the above rules. If the IRRT ALA councilor resigns before completing his/her term, an IRRT ALA councilor can be appointed for only one year or until the next election held by IRRT. The IRRT ALA councilor elected in that election serves a full three-year term. IRRT must accredit its interim councilor with the secretary of the Council in advance of the next Council meeting.

Article VII. Executive Board

Section 1. Composition

The Executive Board consists of the chair, vice-chair/chair-elect, immediate past chair, secretary/treasurer, IRRT ALA councilor, and two elected members-at-large. The chairs of standing committees, the representatives to other ALA groups, the representative of the IRC, the editor of *International Leads*, and the ALA International Relations Office staff liaison are ex-officio, non-voting members of the Executive Board.

Section 2. Powers and Duties

The Executive Board has authority over the affairs of the Round Table, including during the periods between the midwinter meetings and the annual conferences.

Section 3. Meetings

The Executive Board shall meet during the annual conference and midwinter meetings of ALA. Additional meetings may be held as needed.

Section 4. Quorum

A majority of members (50% plus one) constitutes a quorum at any meeting of the Executive Board or of the officers.

Section 5. Roster

The names and affiliations of each Executive Board member shall be published annually in the ALA Handbook of Organization.

Section 6. Mail Votes

Mail votes may be taken in accordance with the procedure established for the ALA Executive Board. ALA Bylaws, Article VIII, Section 9: "Votes in the Executive Board, as well as in committees, may be taken by mail, electronic system, or conference call, provided that all members are canvassed simultaneously. An affirmative vote from two-thirds of the full body shall be required. Each committee shall have the authority to set a time limit within which the votes of its members shall be recorded, but if no such time limit is set no vote shall be counted unless received within 30 days from the day the text of the matter voted upon was mailed properly addressed to those entitled to vote on the matter involved."

Article VIII: Committees

Section 1. Standing Committees

Standing committees may be authorized or discontinued by the IRRT Executive Board. Chairs of most standing committees shall be appointed by the IRRT vice-chair/chair-elect for two years each, and may be reappointed to **one** additional two year-term. Chairs of the Reception and Nominating Committees are appointed for one-year terms. Members of the Nominating Committee are not eligible for a consecutive term.

A list of the standing committees and definition of the chair and committee duties shall be included in the IRRT Procedures Manual and on the IRRT website.

All standing committees shall review their charge every two years **or** as needed and make recommendations for changes to the IRRT Executive Board for approval and subsequent inclusion in the IRRT Procedures Manual.

Section 2. Ad Hoc Committees

Ad hoc committees for the performance of a particular assignment may be authorized by the IRRT chair, by the Executive Board or by the membership. No ad hoc committee may be continued for more than two years, without reauthorization.

Section 3. Interest Groups

Interest Groups may be authorized or discontinued by the IRRT Executive Board. All interest groups shall petition the IRRT Executive Board every three years to continue as an interest group. If an interest group's petition is not resubmitted, the IRRT Executive Board may recommend that the interest group be dissolved.

Section 4. Reports

Each committee shall report to the Executive Board at the midwinter meeting and the annual conference.

Article IX: Liaisons

Liaison appointments are made by the IRRT vice-chair/chair-elect for one-year terms, and may be reappointed to a second one-year term.

Article X: Nominations and Elections

Section 1. Nominating Committee

Prior to end of the ALA annual conference, the outgoing vice-chair/chair-elect, with the approval of the IRRT Executive Board, shall appoint a Nominating Committee for a term that begins with the adjournment of the annual conference and expires with the Committee's final report at the following midwinter meeting.

Section 2. Nominations

The Nominating Committee shall present a slate of candidates for the offices of chair, vice-chair/chair-elect, secretary/treasurer, members-at-large, and the IRRT ALA councilor. No candidate may be presented who is not a member of the Round Table at the time of nomination. The nominations shall be reported to the membership in the next issue of *International Leads*. Further nominations of IRRT members may be made in writing to the IRRT chair by any five members within one week of the final report of the Nominating Committee at the midwinter meeting.

Section 3. Elections

Elections shall be conducted as part of the regular ALA electoral process. In case of a tie, the election shall be decided by lot. The two member-at-large positions shall be elected one each year, thereby staggering their terms. The vice-chair/chair-elect shall be elected each year and the secretary/treasurer shall be elected in alternate years. The IRRT ALA councilor shall be elected every third year.

Article XI: Amendments

Section 1. Proposals

Amendments to these Bylaws may be proposed in writing by the Executive Board, an ad hoc committee appointed for the purpose, or any five members of the Round Table. Proposals originating with groups of members shall be filed with the secretary/treasurer at least three months before the next executive meeting.

Section 2. Notice

A copy of any proposed amendment and the recommendation of the Executive Board shall be distributed to each member at least thirty days before it is to be voted upon, unless the proposal was reported at a preceding annual membership meeting.

Section 3. Vote

Two-thirds of the members present and voting at an annual membership meeting shall carry a proposed amendment. In the case of a referendum distributed to members, two-thirds of the votes cast shall carry a proposed amendment.

Article XII: Previous Notice

Publication of notices in an issue of *International Leads* or *American Libraries* appearing within the required period of time fulfills the requirements of notice to members.

Article XIII: General Provisions

Wherever these Bylaws make no specific provisions, the organization of, and procedures in, the Round Table shall correspond to those set forth in the Constitution and Bylaws of ALA and shall be decided by the parliamentary authority adopted by ALA.