

# **BYLAWS: Sustainability Round Table (SustainRT)**

## **I. Name:**

The name of this organization shall be the Sustainability Round Table (SustainRT).

## **II. Purpose:**

The SustainRT shall exist as a professional forum and to develop programs of particular interest to the library community from all types of libraries and all forms of library service, including but not limited to: formal opportunities for continued involvement and learning; a variety of leadership training; professional involvement and networking; and, active engagement in the American Library Association (ALA) and library community.

The SustainRT will provide the following:

- A professional forum for ALA members to exchange ideas and opportunities regarding sustainability in order to move toward a more equitable, healthy and economically viable society.
- Resources for the library community to support sustainability through curriculum development; collections; exhibits; events; advocacy, communication and library buildings and space design.

## **III. Membership**

- A. Any member of ALA may become a member of the SustainRT upon payment of ALA and SustainRT dues.
- B. The SustainRT includes both individual members and organizational members.
- C. Only individual members of the SustainRT are eligible to vote or to hold elective office or committee appointments.
- D. Dues shall be determined by the SustainRT Steering Committee.
- E. ALA student members may join the SustainRT at no cost, provided their student membership is in good standing.

## **IV. Steering Committee**

- A. The Steering Committee shall consist of: Coordinator, Coordinator-Elect, Immediate Past Coordinator, Secretary, Treasurer, SustainRT Councilor, and two Members-at-Large. Steering

Committee members must be personal members, in good standing, of ALA and SustainRT. Each shall have one vote.

- B. In the event of a tie vote of the Steering Committee, the Coordinator shall be the deciding vote.
- C. The SustainRT Councilor shall be a member of the Steering Committee during any period where the SustainRT meets the minimum membership requirements for election of an ALA Councilor.
- D. The Steering Committee shall have the general supervision of the affairs of the SustainRT, within the policies of ALA and the SustainRT.
- E. The Steering Committee shall report on its activities to the members of the SustainRT.
- F. All meetings of the Steering Committee shall be open except for discussion affecting the privacy of individuals or institutions.
- G. A simple majority of the Steering Committee shall constitute a quorum.
- H. The fiduciary responsibilities of the Steering Committee and its members shall include the duties of care, loyalty, and obedience to ensure financial records are accurate, that spending forwards the goals of SustainRT, and that SustainRT and the Steering Committee follow the laws and bylaws applicable to SustainRT.

## V. Steering Committee Terms and Roles

- A. The Coordinator-elect will be elected for a three-year term and serves one year of that term as Coordinator-elect, one year as Coordinator, and one year as Immediate Past Coordinator. The Coordinator-elect shall appoint the chair of each standing committee and members to fill vacancies in such committees, for terms beginning with his/her year as Coordinator, except the Nominating Committee. The Coordinator-elect is expected to attend at least the ALA Annual Conference.
- B. The Coordinator shall chair the Steering Committee and shall preside at meetings of the SustainRT membership. The Coordinator shall identify actions of interest to the SustainRT and recommend such actions to the Steering Committee. The Coordinator is expected to attend both ALA Midwinter (if membership meeting planned) and Annual conferences in order to chair the general membership meeting and to attend ALA leadership meetings to represent the SustainRT as needed.
- C. The Immediate Past Coordinator is not expected to attend ALA conferences.
- D. The Secretary will be elected for a two-year term and shall be responsible for the general correspondence of the SustainRT and the minutes of Steering Committee and general membership meetings. The Secretary, coordinating with the ALA staff liaison, shall arrange for preservation of the SustainRT archives via ALA Connect or its successor technology. The Secretary shall be eligible for election to a second consecutive term. The Secretary is expected to attend both ALA Midwinter (if membership meeting planned) and Annual conferences in order to record the minutes of the general membership meeting.
- E. The Treasurer will be elected for a two-year term and shall review and approve all expenses, coordinating with the ALA staff liaison, and prepare reports and a proposed budget for each

fiscal year. The Treasurer shall be eligible for election to a second consecutive term. The Treasurer is expected to attend both ALA Midwinter and Annual Conferences in order to attend ALA fiscal and budget assembly meetings as needed.

- F. Members-at-large will be elected for two-year, staggered terms, shall serve as liaisons between the membership and the Steering Committee, and will work on special projects as assigned by the Steering Committee or the Coordinator. Members-at-large shall be eligible for election to a second consecutive term. Members at Large are expected to attend either the ALA Midwinter conference or the ALA Annual conference.
- G. The SustainRT Councilor will be elected for a three-year term as defined in the ALA Bylaws and shall serve as the SustainRT representative to the ALA Council. The SustainRT Councilor is expected to attend both ALA Midwinter and Annual conferences in order to attend ALA Council meetings to represent SustainRT.

## VI. Nominations and Elections

- A. A special Nominating Committee shall be appointed by the Steering Committee for each election and chaired by the Immediate Past Coordinator.
- B. All members of the Nominating Committee shall be personal members, in good standing, of ALA and the SustainRT.
- C. Prior to the annual ballot biography deadline set by ALA, the Nominating Committee Chair will submit a slate of one or more nominees for each office to be elected, to be approved by the Steering Committee. An individual not slated by the Nominating Committee may be self-nominated. All nominees must consent in writing or electronically via email to the nomination.
- D. All nominees shall be personal members in good standing of the SustainRT and shall be personal members in good standing at time of election.
- E. SustainRT elections shall be conducted by ALA in accordance with ALA bylaws.

## VII. Vacancies

- A. In case of death, disability, or resignation of a member of the Steering Committee, the following shall be used to guide succession. If circumstances allow, a Steering Committee member looking to resign should contact the Coordinator to determine if some flex in duties might solve the problem. If resignation is imminent, the Steering Committee member is expected to resign in writing to the Coordinator and the Steering Committee.
- B. Coordinator vacancy. The Coordinator-elect shall succeed to the office of the Coordinator and shall continue in that office until the expiration of the term for which they were originally elected to serve as Coordinator. The vacated Coordinator-elect office shall remain vacant until the next general election. If both the offices of the Coordinator and the Coordinator-elect become vacant simultaneously, the Steering Committee will elect from its remaining members a Coordinator to serve the remainder of the term. Both vacancies will be filled at the next general election.

- C. Coordinator-elect vacancy. Vacancy filled only by election at the next regular election cycle.
- D. Other Elected Steering Committee vacancy. The remaining members of the Steering Committee will select and appoint a successor from among current SustainRT members to serve in the position until the next regular election.

## VIII. Committees

- A. The Steering Committee may establish committees and prescribe their purpose and composition.
- B. All persons appointed to SustainRT committees must be personal members in good standing of SustainRT and ALA.
- C. Committee appointments are for two-year terms, renewable once, except for the initial appointments to a new committee which may be staggered. Committee chairs are appointed for one-year terms. Committee chairs may be appointed for an additional one-year chairmanship. Committee appointments for the coming year are made by the Coordinator-elect.
- D. The Steering Committee, by majority vote, may remove a Committee Chair if the Chair fails to carry out their duties as outlined in the SustainRT Procedures Manual, following a period in which the Coordinator or other officer, as delegated by the Coordinator, provides the Chair with a written warning including a statement of expectations and timeframe for improvement.
- E. Committees shall maintain records of their proceedings and shall report on their activities at the annual meeting and at such other times as they may be directed to do so by the Coordinator.
- F. Appointments to current vacancies in committee Chair and to current vacancies in committee membership are made by the SustainRT Coordinator. Appointments to special committees and task forces are made by the Coordinator at the time the special committee or task force is created.

## IX. Meetings

- A. The annual meeting of the SustainRT membership shall take place during the annual meeting of ALA. Members may also attend a virtual membership meeting, held approximately two weeks prior to the ALA Annual Conference.
- B. Special virtual membership meetings may be called by the Steering Committee. At least thirty (30) days notice shall be given and only business specified in the call to meeting shall be transacted.
- C. If a midwinter meeting of the SustainRT membership is planned, it will be held in conjunction with the midwinter meeting of the American Library Association, or virtually within 7-10 days before or after the ALA conference.

## X. Calendar

- A. The member service year shall be from July 1 - June 30.
- B. The membership year shall correspond with the ALA membership year.
- C. The budget (fiscal) year shall be the same as that of ALA, September 1 through August 31.

## XI. Amendments

- A. Amendments to the Bylaws shall be proposed in writing and may be introduced by the Steering Committee, Governance Committee, or by any twenty-five (25) members in good standing of the SustainRT.
- B. Notice of proposed amendments shall be published to the membership at least thirty (30) days and no longer than ninety (90) days before presentation of the amendments to the membership for ratification.
- C. The Bylaws may be amended by a majority vote of the entire membership voting, to be conducted by electronic ballot.

## XII. Limitation

The SustainRT is an approved entity of ALA, which is a 501(c)(3) organization incorporated in the Commonwealth of Massachusetts, and operates within the policies of ALA.

## XII. Dissolution

Upon dissolution of the SustainRT all assets derived from the SustainRT dues, products and services remain within ALA.

### **Revision History**

04/2020 Revisions approved by membership vote

12/01/2015 Date of original bylaws document