

Gay, Lesbian, Bisexual and Transgendered Round Table (GLBTRT) Bylaws Version, April 2007

GLBTRT Bylaws

Mission

The Gay, Lesbian, Bisexual, and Transgendered Round Table of the American Library Association is committed to serving the information needs of the gay, lesbian, bisexual, and transgendered professional library community, and the gay, lesbian, bisexual, and transgendered information and access needs of individuals at large. We are committed to encouraging and supporting the free and necessary access to all information, as reflected by the missions of the American Library Association and democratic institutions.

The Gay, Lesbian, Bisexual, and Transgendered Round Table provides its members, other American Library Association divisions, members, and affiliates, and the library and information science field as a whole with a forum for discussion and an environment for education and learning regarding the needs of the gay, lesbian, bisexual, and transgendered professional community and population at large.

I. PURPOSE

The Gay, Lesbian, Bisexual, and Transgendered Round Table of the American Library Association shall:

- promote the improved quality, quantity, and accessibility of library materials and service of particular interest or usefulness to lesbian, bisexual, gay, and transgendered people of all ages;
- promote awareness of and develop funding sources outside of ALA for the Gay, Lesbian, Bisexual, and Transgendered Round Table Book Awards, and programs;
- develop, promote and defend unrestricted access of all library users to information by or about gay, lesbian, bisexual, and transgendered people;
- provide bibliographic services to librarians, archivists, other information professionals, and library users;
- work toward eliminating job discrimination against gay, lesbian, bisexual, and transgendered employees of libraries, archives, and information centers;
- advocate revising classification schemes, subject heading lists, indices, etc., in order to remove terms derogatory to the lives, activities, and contributions to culture and society of gay, lesbian, bisexual, and transgendered people;
- remind the membership and leadership of the Association as often as necessary that many librarians, archivists, other information specialists, and library users are gay, lesbian,

bisexual, or transgendered people; support other minority groups working for adequate representation and equal opportunity within the Association;

- work with groups outside the Association interested in achieving equal rights for gay, lesbian, bisexual, and transgendered people;
- provide opportunities for gay, lesbian, bisexual, and transgendered librarians, archivists, and other information specialists attending Association conferences to meet and socialize with one another; and
- promote the Association's Library Bill of Rights and its Code of Ethics.

II. VOTING STATUS AND CANDIDACY FOR OFFICE

Members of the American Library Association Gay, Lesbian, Bisexual, and Transgendered Round Table are eligible to vote in Round Table elections. Any voting individual or other person or organization who wants to remain informed of the Round Table's activities may do so by subscribing to the Round Table newsletter or the [Round Table listserv](mailto:sympa@ala.org) at sympa@ala.org

Candidates for Office:

At a Membership Meeting during the Association's Annual Conference, the Nominating Committee will announce the names of qualified individuals who have stated an interest in running as candidates for vacant offices. At that Membership Meeting, other individuals may also announce their candidacy for vacant offices. Nominated candidate names will be submitted to ALA for inclusion on the Spring Ballot. Newly elected officers will take office the last day of Annual Conference during which they were elected.

Qualifications:

Candidates for elected offices must be members of the Association, must be members of the Gay, Lesbian, Bisexual, and Transgendered Round Table, and must agree to attend the Membership and Steering Committee meetings scheduled for the Annual Conferences and Midwinter Meetings during his/her term of office.

III. MEETINGS

The Round Table shall conduct at least one Membership Meeting at the Association's Annual Conference. The Round Table Steering Committee shall meet at least twice at both Annual Conference and Midwinter Meeting. Membership and Steering Committee meetings are open to anyone who wishes to attend them.

IV. OFFICERS

Titles and Terms of Office:

The Round Table shall elect two Co-Chairs of differing gender identity, a Secretary, and a Treasurer, each serving a term of two years. One Co-Chair and a Secretary shall be elected during even numbered years. One Co-Chair and a Treasurer shall be elected during odd numbered years. Officers may not hold the same office for more than two consecutive terms without approval of the Steering Committee. The Steering Committee will select a person to serve for the remainder of the term of any office that becomes unexpectedly vacant.

Duties of the Co-Chairs:

The duties of the Co-Chairs include:

- presiding at all membership and Steering Committee meetings;
- coordinating the meeting schedule for all Annual and Midwinter meetings and submitting the proper Association forms to the various Round Table Chairs as well as the Office of Conference Services on a timely basis;
- appointing the chairs of standing and special committees and delegating tasks as appropriate to those chairpersons;
- acting as spokespersons for the Round Table;
- acting as liaisons to the Office for Literacy and Outreach Services;
- appointing two Round Table members on a two-year staggered schedule as the representatives of the Round Table to the ALA Diversity Council; and
- responding promptly to correspondence addressed to the Round Table.

No decision or instruction made by a Co-Chair shall conflict with a decision or instruction made by the Round Table membership or the Steering Committee.

Duties of the Secretary:

The duties of the Secretary include:

- attending all Steering Committee and Membership meetings;
- preparing and distributing an agenda for each of the Steering Committee and Membership meetings;
- recording minutes of these meetings and promptly distributing copies of them to Steering Committee members and to other individuals or organizations mentioned in the minutes;
- maintaining a file of Round Table minutes, the Steering Committee roster, and the bylaws;
- maintaining the GLBTRT committee listservs, adding and deleting subscriptions as directed by the Co-Chairs and committee chairs, responding to requests for subscription, and working with the ALA Internet Coordinator, who is list co-owner.

Duties of the Treasurer:

The duties of the Treasurer include:

- attending all Steering Committee and Membership meetings;
- recruiting and maintaining a committee to aid/advise in his/her efforts;
- preparing annual budget of the Round Table for approval by the Steering Committee;
- collecting and archiving expense and receipt reports from the various Round Table Committee Chairs;
- handling reimbursement requests for authorized expenses incurred by Round Table members in connection with Round Table activities;
- coordinating fundraising goals in pursuit of financial resources that will help to ensure the continuity of the Round Table and all of its activities; and
- managing relations with external organizations in efforts to produce funds to support the Stonewall Book Awards and other programs and projects approved by the Steering Committee and/or the membership at large.

Participates as an ex-officio member of the Fundraising Committee

V. COMMITTEES

The Round Table shall pursue its goals primarily through the work of its committees. A voting Round Table member as designated by the Round Table Co-Chairs shall chair each committee. Whenever possible, a committee chair will be selected after s/he has served in an apprentice capacity during the preceding year, and after consultation with other committee members. Any individual expressing an interest in working with a Round Table committee will be allowed to participate in its work.

The Round Table will decline to authorize or endorse commercially produced publications, events, products, or other profit-making ventures or activities. An individual, business, or organization that wishes to promote a publication, product, or event through the Round Table may do so by submitting a notice to and/or purchasing an advertisement in the Round Table newsletter, and/or by placing information/order forms/registration forms on a table designated for this purpose at meetings or other events conducted, sponsored, or co-sponsored by the Round Table. A Round Table officer or member approached for an endorsement of a for-profit publication, event, product, or activity will promptly notify the requestor of Round Table policy and of the alternatives available.

Any member of the Round Table undertaking or asked to participate in a commercial venture is welcome to publicly identify himself/herself as a Round Table member in connection with the venture, but the member will make it clear that his/her participation does not constitute the Round Table's authorization or endorsement of that publication, project, activity, or product.

Steering Committee:

The elected officers and appointed chairs of the standing committees shall constitute the Round Table Steering Committee. The Steering Committee shall:

- have general supervision of the affairs of the Round Table between its membership meetings;
- determine the times and places of the membership meetings;
- review the Round Table budget;
- authorize whatever Round Table projects, activities, and publications are not authorized at membership meetings;
- review each new Round Table publication and set its price (if any) before it is published or distributed;
- make recommendations to the membership;
- provide guidance to the Co-Chairs; and
- perform other duties specified in these by-laws.

The Steering Committee may not make a decision inconsistent with a decision made by Round Table members at a membership meeting.

Duties of the committee chairs:

The chair of a Round Table committee is responsible for:

- attending all Steering Committee and Membership meetings;
- initially contacting and remaining in adequate communication with everyone who has expressed an interest in working with the committee;
- actively recruiting members for their committee;
- sending letters of appointment to new committee members for their professional portfolios;
- mentoring an "apprentice" from within the ranks of that committee;
- sending requests for committee member listserv additions and deletions to the Secretary of the Round Table;
- keeping the Round Table Co-Chairs informed of the committee's plans, needs, activities, and problems;
- submitting budget requests to the Treasurer before the beginning of Steering Committee II meeting during the Midwinter Meeting;
- submitting expense reports, receipt reports, and refund requests to the Treasurer on a continuing basis;
- reporting the committee's activities to the Round Table at all of its Steering Committee and membership meetings;
- submitting progress reports and committee announcements to the Newsletter Editor following the published submission schedule;
- submitting publicity and website content and information to the Newsletter Editor and/or to the Clearinghouse/Website Committee Chair as appropriate;

- maintaining that committee's portion of the Round Table Handbook, updating whenever appropriate with changes approved by the Steering Committee; and
- convening at least one committee meeting per conference prior to the second Steering Committee meeting.

Standing Committees:

The ongoing work of the Round Table shall be carried out by its Standing Committees. A new Standing Committee must be authorized by a two-thirds vote of the members present at a membership meeting of the Round Table.

Standing Committee chairs shall serve two-year terms, the appointments (or reappointments) of half of them staggered with the other half. Chairs of the Newsletter, the ClearingHouse/Website, and the Program Planning Committees shall be appointed (or reappointed) in even-numbered years, and the Chairs of the Breakfast Planning Committee, the Stonewall Book Awards Committee, the External Relations Committee, and the Nominating Committee shall be appointed (or reappointed) in odd-numbered years. Any chair of a Standing Committee who cannot attend a Steering Committee meeting shall communicate his/her committee's activities, concerns, or needs to the Co-Chairs and/or the Steering Committee in advance of the meeting.

Stonewall Book Awards Committee:

In addition to the activities listed above under "Duties of the committee chairs," the Stonewall Book Awards Committee, under the guidance of its Chair, is responsible for:

- annually designating award winning publications of particular importance and quality that promote or describe a subject of concern to lesbians, bisexuals, gay men and/or transgender individuals;
- developing written procedures for selecting the winners of these awards that are consistent with the American Library Association guidelines for awards;
- working closely with the Stonewall Book Awards Celebration Planning Committee to ensure the event's success; and
- ensuring that the committee completes its deliberations and communicates its decisions to ALA personnel in time for adequate publicity for the formal announcement of the award winner at the Association's Midwinter Meeting.

Stonewall Book Awards Celebration Planning Committee:

In addition to the activities listed above under "Duties of the committee chairs," the Stonewall Book Awards Celebration Planning Committee, under the guidance of its Chair, is responsible for:

- keeping planning activities on the two-year planning cycle as per the ALA planning grid;
- working closely with the Stonewall Book Awards Committee Chair, and the Program Planning Committee Chair in the planning of the Annual GLBTRT Stonewall Book

Awards Celebration (so as to avoid conflicting and/or repetitive efforts, requests, and offerings);

- coordinating the members of that committee in the set-up of the celebration; and
- coordinating the celebration arrangements with the sponsoring hotel's catering staff.

Website Committee:

In addition to the activities listed above under "Duties of the committee chairs," the Clearinghouse/Website Committee, under the guidance of its Chair, is responsible for:

identifying, obtaining, and distributing written materials related to collecting or cataloging gay-, lesbian-, transgender-, or bi-oriented materials for libraries;

identifying, obtaining, and distributing written materials helpful to individuals in borrowing gay-, lesbian-, transgender-, or bi-oriented materials from libraries or interested in improving the quality, quantity, classification, or availability of gay-, lesbian-, transgender-, or bi-oriented information in libraries;

identifying, obtaining, and distributing written materials related to the unique issues faced by gay, bisexual, transgender, and lesbian employees of libraries;

developing and following procedures to organize and distribute these materials via the GLBTRT website whenever possible;

obtaining from the authors or holders of copyright permission to distribute relevant items through the Clearinghouse;

responding promptly to inquiries about or orders for Clearinghouse materials;

maintaining and publicizing a list of materials available through the Clearinghouse;

developing liaisons with other information-providing organizations which publish gay-, lesbian-, transgender-, or bi-oriented materials helpful to librarians or to library users; and

alerting the Steering Committee and the Round Table membership to publications produced by the Round Table itself that need to be revised, and to which new publications might further the goals of the Round Table.

Nominating Committee:

In addition to the activities listed above under "Duties of the committee chairs," the Nominating Committee, under the guidance of its Chair, is responsible for:

preparing the slate of candidates for the GLBTRT annual election.

soliciting the names of at least two candidates for each position to be filled;

in selecting nominees for vacancies, the committee will consider geographical diversity, and representation from academic, public, school, and special libraries;

soliciting input from GLBTRT members concerning individuals they recommend as candidates for the offices to be filled;

contacting those individuals to confirm their willingness to run for office if nominated, and to compile a pool of names of those willing to serve and the offices in which they are willing to serve;

preparing the slate of candidates and presenting it at the Midwinter Meeting to the GLBTRT

Steering Committee for approval;
seeing that forms are delivered to all candidates; these forms will ask for biographical information, a "Statement of Concern," and the candidate's signature;
making sure all candidates are aware that the forms must be returned to the Nominating Committee before the designated deadline if they wish to be considered by the Committee;
sending this information on the GLBTRT candidates to the GLBTRT newsletter for publication;
annually securing the names of at least two individuals willing to serve as ALA at-large Councilors and, on behalf of GLBTRT, to recommend those persons to the ALA Nominating Committee;
including the ALA Council at large candidates mentioned above in a candidates' forum at the Midwinter Meeting and submitting information about these candidates for publication in the GLBTRT newsletter and distributing information about them at GLBTRT meetings.

The Nominating Committee will adhere to all sections of the bylaws, especially Section II: Voting Status and Candidacy for Office

External Relations Committee:

In addition to the activities listed above under "Duties of the committee chairs," the External Relations Committee, under the guidance of its Chair, is responsible for:

publicizing the programs, activities and publications of the Round Table;
developing written materials to encourage Round Table membership;
annually distributing information about the Round Table to library schools;
taking attendance at all open Round Table meetings;
assigning a greeter(s) to welcome all attendees to all Round Table Meetings;
monitoring ALA units, affiliates, and external library organizations on issues that need the attention/participation of the Round Table (e.g. Council, Diversity Council, internet filtering, Family Friendly Libraries, etc.); and
preparing letters or resolutions for supportive and educational external communications to be approved and signed by the Round Table Co-chairs.

Newsletter Committee:

The purpose of the newsletter is to keep members of the Round Table who cannot attend Association Conferences and Meetings informed of Round Table activities, decisions, and accomplishments; to announce proposed projects or publications; to invite interested individuals to participate in working on these projects or publications; to report other news of interest to Round Table members; and to serve as a forum for the discussion of views among Round Table members about the Round Table's activities, priorities, and problems.

The Steering Committee shall determine the cost of a subscription to the newsletter. The cost of the newsletter shall not exceed the income generated by subscriptions (and advertising revenues, if any); additional funds from the Round Table's regular budget used to pay expenses incurred in

connection with producing and distributing the newsletter must be approved in advance by the Steering Committee.

In addition to the activities listed above under "Duties of the committee chairs," the Newsletter Committee, under the guidance of its Editor/Chair, is responsible for:

compiling, producing, and distributing a newsletter four times each calendar year;
publishing a newsletter submission schedule coordinated with ALA parent office printing and mailing schedules;
handling, in accordance with principles agreed to by the Round Table or its Steering Committee, all requests for the lending or selling of the Round Table's newsletter mailing list;
monitoring the newsletters produced by the gay/lesbian/bisexual caucuses of other professional organizations for news of interest to Round Table members; and
mailing copies of each issue of the Round Table's newsletter to the editors of these publications and to other organizations interested in the Round Table's work.

Program Planning Committee:

In addition to the activities listed above under "Duties of the committee chairs, " the Program Planning Committee, under the guidance of its Chair, is responsible for:

keeping planning activities on the two-year planning cycle as per the ALA planning grid;
finding co-sponsors for the various Round Table programs;
seeking out programs of other ALA units which the Round Table can sponsor;
planning and conducting programs and social activities sponsored or co-sponsored by the Round Table at the Association's Annual Conference and Midwinter Meeting, (including but not limited to: the annual program, the GLBTRT Social, the Read-Aloud, Gay Pride Events participation, pre-conferences, and anniversary celebrations) and for coordinating the logistics of these activities with the Round Table Steering Committee and with the Office of Conference Services of ALA;
attempting to create local arrangements liaisons with gay, lesbian, and bisexual libraries, librarians, and others living in the cities hosting the Annual Conference and Midwinter Meeting.

Membership Committee

Coordinating the staffing of the professional exhibit booth at Annual Conference.

Fundraising Committee

In addition to the activities listed above under "Duties of the committee chairs," the Fundraising Committee, under the guidance of its Chair, is responsible for:

Organizing and overseeing the raising of funds from sources other than Round Table dues to support the Round Table activities
Coordinating committee activities with the ALA Office of Development

Monitoring funding opportunities from the private sector
Monitoring grant programs for funding of specific Round Table Projects
Coordinating with the Treasurer and Round Table Co-Chairs the receipt of donations to the Round Table, whether monetary, bequests, or gifts-in-kind

Special Committees and Projects:

Special projects shall be authorized by the Round Table Co-Chairs as the Round Table membership, its Steering Committee, or the Co-Chairs shall from time to time deem necessary to carry out specific activities, including the creation or revision of publications, that are consistent with the goals of the Round Table.

Any member of the Round Table may propose a special project by describing the idea or publication at a Round Table Steering Committee, membership meeting, through an announcement in the Round Table newsletter, or via the Round Table online listserv and asking for volunteers also interested in the proposal. Upon endorsement of the project by the membership or by the Steering Committee, the Co-Chairs shall appoint an individual to coordinate the project or to direct those interested to designate a chair.

VI. FINANCES

Budget:

The Treasurer is responsible for preparing the annual budget for Steering Committee review by the end of its second meeting at the Association's Midwinter Meeting. Changes in the budget may be proposed by Steering Committee members before final approval by the Steering Committee as a whole.

All Standing Committee Chairs are required to submit budget requests to the Treasurer before the beginning of the second Steering Committee at the Midwinter Conference. When approved by the Steering Committee, the proposed budget will be forwarded to the Office for Literacy and Outreach Services for submission to the ALA Budget Committee. Final budget figures will be communicated to the chairs of the Round Table and the Treasurer by the Director of the Office for Literacy and Outreach Services.

Reimbursements:

Round Table members who incur expenses in connection with an authorized budgeted Round Table activity may submit a request for reimbursement to the Treasurer.

Receipts must be provided to support such a request. The Treasurer will shepherd a timely reimbursement of all expenses. Reimbursements for expenses over \$25.00 must be authorized in advance by the Treasurer or the Round Table Co-Chairs.

Income generated by a project or a publication by a standing committee or a special committee will be used first to support the continued work of that committee and then to support other Round Table initiatives as needed. Income generated by the activity or publication of a special committee will be used to further the work of that special committee until the committee has completed its work or its publication. Each Chair of a standing or special committee will maintain records of financial transactions connected with the work of the committee and will forward those records to the Treasurer as appropriate.

VII. ROUND TABLE LISTSERVS

GLBTRT-L:

The Round Table Secretary shall maintain a listserv for current Round Table members. Subscription to the listserv shall be open to all members of ALA. New Round Table members will be automatically subscribed to the Round Table listserv.

Committee Listservs:

Round Table standing or special committees may establish listservs for internal communication. Round Table Co-Chairs shall be added as subscribers to all standing or special committee listservs except the Book Award Committee listserv.

VIII. LIAISONS

Establishing liaisons to specific target groups will be encouraged when the relationship appears to be beneficial to the Round Table. The Round Table Co-Chairs will appoint liaisons from GLBTRT to other groups both within and without the Association. Liaison terms will be for two years, not to exceed two consecutive terms (four years). Liaison appointments may be for specific projects or on-going. Reasons for establishing liaisons may include sharing of information on relevant and common issues, avoiding duplicate programming or publishing, sharing programming and/or publications, avoiding duplication of organizational structures, and providing expert guidance in issues familiar to both groups. Duties will include:

- Represent the interests of the Round Table within the context of the target group
- Attend meetings of the target group when possible
- Subscribe to newsletters, and participate in relevant listservs
- Provide summary reports in writing or electronically of liaison activities to the Steering Committee
- Participate in program planning with target group when appropriate

IX. PARLIAMENTARY AUTHORITY

Disputes over the procedures used in making a decision at a Round Table or Steering Committee meeting shall be resolved by reliance upon the provisions contained in the "Rules of Order" that ALA Council uses.

American Library Association (ALA): Gay, Lesbian, Bisexual and Transgendered Round Table (GLBTRT) Bylaws - April 2007 Election Version, Changes in Article IV Adopted.

X. AMENDING THE BYLAWS

Any provision of these bylaws may be changed at the annual membership meeting of the Round Table by a majority of the voting members attending, provided that the proposed amendments have been announced at a previous membership meeting or have been published in an issue of the Round Table newsletter and/or posted on the Round Table Website not less than thirty days before the annual meeting. Otherwise, at least three-fourths of the voting members attending must approve a proposed change in the bylaws before the change can become effective.

Approved June 1998

Revised June 1999 and May 2002, with those changes formally adopted June 2002 at the Annual Membership Meeting

Changes to section IV adopted in the April 2007 election