

ALA GLBTRT Membership Meeting

Document 2, Proposed Revisions of the GLBTRT Bylaws & Membership Meeting Amendments

* This document holds the proposed GLBTRT Bylaw language up for a vote Sunday July 12, 2009, 10:30-noon during ALA Annual, Chicago, Illinois. All proposed items passed. Proposed revisions are blue.

* This document also holds amendments made during the above Membership Meeting.. All amendments passed. Amendments suggested by the assembly present at the Membership Meeting are red.

* Text with a line through it (~~such as this~~) is existing text that is up for removing from the Bylaws document.

* Text with an underline beneath it, (such as this) is proposed text to add to the Bylaws document.

1 **Mission**

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

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

13 **I. PURPOSE**

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

- 16
- 17 • promote the improved quality, quantity, and accessibility of library materials and services
18 of particular interest or usefulness to lesbian, bisexual, gay, and transgendered people of all
ages;
 - 19 • develop, promote and defend unrestricted access of all library users to information by or
20 about gay, lesbian, bisexual, and transgendered people;
 - 21 • provide bibliographic services to librarians, archivists, other information professionals, and
22 library users;
 - 23 • work toward eliminating job discrimination against gay, lesbian, bisexual, and
24 transgendered employees of libraries, archives, and information centers;

- 25 • advocate revising classification schemes, subject heading lists, indices, etc., in order to
26 remove terms derogatory to the lives, activities, and contributions to culture and society of
27 gay, lesbian, bisexual, and transgendered people;
- 28 • remind the membership and leadership of ~~the Association-ALA~~ as often as necessary that
29 many librarians, archivists, other information specialists, and library users are gay, lesbian,
30 bisexual, or transgendered people; support other minority groups working for adequate
31 representation and equal opportunity within ~~the Association-ALA~~;
- 32 • work with groups outside ~~the Association-ALA~~ interested in achieving equal rights for gay,
33 lesbian, bisexual, and transgendered people;
- 34 • promote awareness of and develop funding sources outside of ALA, for the Gay, Lesbian,
35 Bisexual, and Transgendered Round Table Stonewall Book Awards, and programs;
- 36 • provide opportunities for gay, lesbian, bisexual, and transgendered librarians, archivists,
37 and other information specialists attending ~~Association-ALA~~ conferences to meet and
38 socialize with one another; and
- 39 • ~~and~~ promote the ~~Association's-ALA~~ Library Bill of Rights and its Code of Ethics.

40 II. VOTING STATUS AND CANDIDACY FOR OFFICE

41 Voting Status

42 Members of the American Library Association Gay, Lesbian, Bisexual, and Transgendered
43 Round Table are eligible to vote in Round Table elections. ~~Any voting individual or other
44 person or organization who wants to remain informed of the Round Table's activities may do
45 so by subscribing to the Round Table newsletter or the Round Table listserv at
46 sympa@ala.org~~

47 Candidates for Office

48 At ~~the~~ Membership Meeting during the Annual Conference, the ~~Nominating-Membership~~
49 ~~Promotion~~ Committee ~~the names of qualified individuals who have stated an interest in~~
50 ~~running as candidates for vacant offices.~~ ~~will announce a slate of candidates for the next~~
51 ~~ballot.~~ At that Membership Meeting, other individuals may also announce their candidacy for
52 vacant offices. Nominated candidate names will be submitted to ALA for inclusion on the
53 Spring Ballot. Newly elected officers will take office the last day of Annual Conference
54 during which they were elected.

55 **Qualifications**

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

60 **III. MEETINGS**

61 The Round Table ~~shall~~ must conduct at least one Membership Meeting at the Annual
62 Conference. The Round Table Steering Committee shall meet at least twice at Annual
63 Conferences and the Midwinter Meetings. Membership and Steering Committee meetings are
64 open to anyone who wishes to attend them.

65 **IV. OFFICERS**

66 **Titles and Terms of Office**

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

73 **Duties of the Co-Chairs**

74 The duties of the Co-Chairs include:

- 75 • presiding at all Membership and Steering Committee meetings;
- 76 • coordinating the meeting schedule for all Annual Conferences and Midwinter Meetings
77 and submitting the proper ~~Association-ALA~~ forms to the various Round Table Chairs as
78 well as the Office of Conference Services on a timely basis;
- 79 • appointing the chairs of Standing and ~~special~~ Ad hoc committees and delegating tasks as
80 appropriate to those chairpersons;
- 81 • acting as spokespersons for the Round Table;
- 82 • acting as liaisons to the Office for Literacy and Outreach Services;

- 83 • appointing two Round Table members on a two-year staggered schedule as the
84 representatives of the Round Table to the ALA Diversity Council; and
85 • and responding promptly to correspondence addressed to the Round Table.
- 86 No decision or instruction made by a Co-Chair shall conflict with a decision or instruction
87 made by the Round Table membership or the Steering Committee.

88 **Duties of the Secretary**

89 The duties of the Secretary include:

- 90 • attending all Steering Committee and Membership meetings [at both Annual Conferences](#)
91 [and Midwinter Meetings during their term of office](#);
- 92 • preparing and distributing an agenda for all Steering Committee and Membership
93 meetings;
- 94 • [taking attendance and](#) recording minutes of these meetings and promptly distributing
95 copies of them to Steering Committee members and to other individuals or organizations
96 mentioned in the minutes;
- 97 • maintaining files of Round Table minutes, the Steering Committee rosters, and the
98 bylaws; and
- 99 • maintaining the GLBTRT committee listservs, adding and deleting subscriptions as
100 directed by the Co-Chairs and/or Committee Chairs, responding to requests for
101 subscriptions, and working with the ALA Internet Coordinator, who is [the Round Table](#)
102 list co-owner.

103 **Duties of the Treasurer**

104 The duties of the Treasurer include:

- 105 • attending all Steering Committee and Membership meetings [at both Annual Conferences](#)
106 [and Midwinter Meetings during their term of office](#);
- 107 • [recruiting and maintaining a committee to aid/advise in his/her efforts](#);
- 108 • [representing the Round Table on the Planning and Budget Assembly](#);
- 109 • preparing the annual budget of the Round Table for approval by the Steering Committee;
- 110 • collecting and archiving expense and receipt reports from the various Round Table
111 Committee Chairs;
- 112 • handling reimbursement requests for authorized expenses incurred by Round Table
113 members in connection with Round Table activities; [and](#)

- ~~• 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 (MOVE TO MEMBERSHIP PROMOTION COMMITTEE)~~
- 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 member interested in serving on a committee must submit a letter of interest and other supporting materials to the GLBT-RT Committee Volunteer web form. 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 membership. The Steering Committee shall:

- 146 • have general supervision of the affairs of the Round Table between Membership
147 Meetings;
 - 148 • determine the times and places of Membership Meetings;
 - 149 • review Round Table and approve an annual budget;
 - 150 • authorize ~~whatever~~ Round Table projects, activities, and publications that are not
151 authorized at Membership Meetings;
 - 152 • review each new Round Table publications and ~~set its~~ determine price (if any) before it is
153 published or distributed;
 - 154 • make recommendations to the Membership;
 - 155 • provide guidance to the Co-Chairs, and;
 - 156 • ~~set annual or longer-term goals for the Round Table.~~
 - 157 • ~~perform other duties specified in the by laws.~~
- 158 The Steering Committee may not make a decision inconsistent with a decision made by
159 Round Table members at a Membership Meeting.

160 **Standing Committees**

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

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

174 **~~Special~~ Ad hoc Committees and Special Projects**

175 Special projects shall be authorized by the ~~Round Table~~ Co-Chairs, as the Round Table
176 membership, its Steering Committee, or the Co-Chairs shall ~~from time to time~~ deem necessary

177 to carry out specific activities. ~~including the creation or revision of publications, that are~~
178 ~~consistent with the goals of the Round Table.~~

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

185 Ad hoc Committees shall be formed as necessary to complete the business of the Round Table
186 for projects of limited length. Formation of Ad hoc Committees will require a majority vote of
187 the Steering Committee.

188 Duties of the Committee Chairs

189 The chair of a any Round Table committee is responsible for:

- 190 • attending all Steering Committee and Membership meetings at Annual Conferences and
191 Midwinter Meetings;
- 192 • ~~initially~~ contacting and remaining in adequate communication with ~~everyone who has~~
193 members who have expressed an interest in working with serving on a committee;
- 194 • ~~actively~~ recruiting and appointing members for their committee;
- 195 • sending letters of appointment to new committee members for their professional
196 portfolios;
- 197 • mentoring an "apprentice" from within the ranks of that committee who will be
198 recommended to the Co-Chairs as a future Chair of that committee;
- 199 • sending requests for committee member listserv additions and deletions to the Secretary
200 of the Round Table;
- 201 • Submitting committee member names and contact information to the Co-Chairs,
202 Secretary and Web Committee, sending updated information as needed;
- 203 • keeping the Round Table Co-Chairs informed of ~~the~~ committee's plans, needs, activities,
204 and ~~problems~~ issues;
- 205 • submitting budget requests to the Treasurer before the beginning of Steering Committee
206 II meeting during Midwinter Meetings;
- 207 • submitting expense reports, receipts ~~reports~~, and refund requests to the Treasurer ~~on a~~
208 continuing basis in a timely manner;

- 209 | • reporting ~~the committee's~~ activities to the Round Table at all ~~of its~~ Steering Committee
210 | and Membership meetings;
- 211 | • submitting progress reports and committee announcements to the Newsletter Editor
212 | ~~following according to~~ the published ~~submission~~ schedule;
- 213 | • submitting publicity and website content and information to the Newsletter Editor and/or
214 | to the ~~Clearinghouse~~/Website Committee Chair as appropriate;
- 215 | • maintaining that committee's portion of the Round Table Handbook, updating whenever
216 | appropriate with changes approved by the Steering Committee; and
- 217 | • convening at least one committee meeting ~~per conference~~ at Annual Conferences and
218 | Midwinter Meetings prior to the second Steering Committee meeting.

219 | **Current Standing Committees**

220 | **External Relations Committee:**

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

- 223 | • publicizing the programs, activities and publications of the Round Table to
224 | individuals and organizations outside ALA;
- 225 | • ~~developing written materials to encourage Round Table membership;~~ (MOVED TO
226 | MEMBERSHIP COMMITTEE DUTY)
- 227 | • ~~annually distributing information about the Round Table to library schools;~~ (MOVED
228 | TO MEMBERSHIP COMMITTEE DUTY)
- 229 | • ~~taking attendance at all open Round Table meetings;~~ (MOVED TO SECRETARY
230 | DUTY)
- 231 | • ~~assigning a greeter(s) to welcome all attendees to all Round Table Meetings;~~
- 232 | • monitoring ALA units, affiliates, and external library organizations on issues that
233 | need the attention/participation of the Round Table (e.g. Council, Diversity Council,
234 | internet filtering, Family Friendly Libraries, etc.);
- 235 | • preparing letters or resolutions for supportive and educational external
236 | communications to be approved and signed by the Round Table Co-Chairs.
- 237 | • preparing press releases in a timely manner to announce the Book Awards; and
- 238 | • seeking and working with outside organizations who would like to partner with the
239 | Round Table to share information and conduct programs.

240 | **Fundraising Committee:**

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

- 243 • organizing and overseeing the raising of funds from sources other than Round Table
- 244 dues to support the Round Table activities;
- 245 • coordinating committee activities with the ALA Office of Development;
- 246 • monitoring funding opportunities from the private sector;
- 247 • monitoring grant programs for funding of specific Round Table projects; and
- 248 • coordinating with the Treasurer and Round Table Co-Chairs the receipt of donations
- 249 to the Round Table, whether monetary, bequests, or gifts-in-kind;

250 **Membership Promotion Committee:**

251 In addition to the activities listed above under “Duties of the committee chairs,” the

252 Fundraising-Membership Promotion Committee, under the guidance of its Chair, is

253 responsible for:

- 254 • coordinating the staffing of the professional exhibit booth at Annual Conference and
- 255 other ALA events;
- 256 • coordinating fundraising goals in pursuit of financial resources that will help to
- 257 ensure the continuity of the Round Table and all of its activities; (MOVED FROM
- 258 DUTIES OF THE TRESURER)
- 259 • developing written materials to encourage-promote Round Table membership to ALA
- 260 members; and (FROM EXTERNAL RELATIONS COMMITTEE)
- 261 • distributing annually information about the Round Table to library schools
- 262 membership materials to library schools to encourage participation in the Round
- 263 Table.; and (FROM EXTERNAL RELATIONS COMMITTEE)
- 264 • publicizing the programs, activities and publications of the Round Table to ALA
- 265 membership.

266 **Newsletter Committee:**

267 In addition to the activities listed above under "Duties of the committee chairs," the

268 Newsletter Committee, under the guidance of its Editor/Chair, is responsible for:

- 269 • ~~The purpose of the newsletter is to keep informing membership who cannot attend~~
- 270 ~~Association Conferences and Meetings informed of Round Table activities, decisions,~~
- 271 ~~and accomplishments;~~
- 272 • compiling, producing, and distributing a newsletter four times each calendar year;
- 273 • publishing a newsletter submission schedule coordinated with ALA parent office
- 274 printing and mailing schedules;
- 275 • announce proposed projects or publications and invite interested individuals to
- 276 participate in working on these projects or publications;

- 277 • review books and other materials of interest to members of the Round Table and
278 collection development librarians;
- 279 • report other news of interest to Round Table members; and
- 280 • serve as a forum for the discussion of views among Round Table members about the
281 Round Table's activities, priorities, and problems.
- 282 • ~~handling, in accordance with principles agreed to by the Round Table or its Steering~~
283 ~~Committee, all requests for the lending or selling of the Round Table's newsletter~~
284 ~~mailing list;~~
- 285 • ~~monitoring the newsletters produced by the gay/lesbian/bisexual caucuses of other~~
286 ~~professional organizations for news of interest to Round Table members; and~~
- 287 • ~~mailing copies of each issue of the Round Table's newsletter to the editors of these~~
288 ~~publications and to other organizations interested in the Round Table's work.~~

289 The Steering Committee shall determine the cost of a subscription to the newsletter. The
290 cost of the newsletter shall not exceed the income generated by subscriptions (and
291 advertising revenues, if any); additional funds from the Round Table's ~~regular~~ budget
292 used to pay expenses incurred in connection with producing and distributing the
293 newsletter must be approved in advance by the Steering Committee.

294 **~~Nominating Committee:~~**

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

- 297 • ~~preparing the slate of candidates for the GLBTRT annual election;~~
- 298 • ~~soliciting the names of at least two candidates for each position to be filled;~~
- 299 • ~~in selecting nominees for vacancies, the committee will considering geographical~~
300 ~~diversity, and representation from academic, public, school, and special libraries;~~
- 301 • ~~soliciting input from GLBTRT membership concerning individuals they recommend~~
302 ~~as candidates for the offices to be filled;~~
- 303 • ~~contacting those individuals to confirm their willingness to run for office if~~
304 ~~nominated, and to compile a pool of names of those willing to serve and the offices in~~
305 ~~which they are willing to serve;~~
- 306 • ~~preparing the slate of candidates and presenting it at the Midwinter Meeting to the~~
307 ~~GLBTRT Steering Committee for approval;~~
- 308 • ~~seeing that forms are delivered to all candidates; these forms will ask for distributing~~
309 ~~Candidate Acceptance forms to nominees to provide biographical information, a~~
310 ~~"Statement of Concern," and the candidate's signature to the ALA Nominating~~
311 ~~Committee;~~

- ~~• 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 Candidate Acceptance forms are received in a timely manner;~~
- ~~• sending this candidate 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 at large and, on behalf of GLBTRT, to recommend those persons to the ALA Nominating Committee; and~~
- ~~• 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~~

~~The Nominating Committee will adhere to all sections of the bylaws, especially Section H: Voting Status and Candidates for Office.~~

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:

- ~~• 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;~~
- ~~• for assigning one person to coordinate the logistics of these program activities with the Round Table Steering Committee and with the Office of Conference Services of ALA;~~
- ~~• keeping planning activities on the two-year planning cycle as per the ALA planning grid;~~
- ~~• finding co-sponsors, when appropriate for the various Round Table programs;~~
- ~~• seeking out monitoring programs of other ALA units which the Round Table ~~can~~ may wish to sponsor; and~~
- ~~• 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.~~

Rainbow Project Committee

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

- 346 • annually designating current recommended books, of particular importance and quality
347 and with significant GLBTQ content, for young readers from birth through age 18;
348 • following and updating written procedures for committee responsibilities that are
349 consistent with the American Library Association guidelines for lists of selected
350 materials;
351 • ensuring that the committee completes its deliberations and communicates its decisions to
352 ALA personnel in time for adequate publicity and for formal announcement of the annual
353 list at the Association's Midwinter Meeting;
354 • ensuring that expenses and revenues are shared equitably between sponsoring round
355 tables (GLBT-RT & SRRT);
356 • working with the chair of the GLBT-RT Book Awards Committee to share publication
357 information about children's and young adult books; and
358 • planning and coordinating a celebratory event to promote the Project within ALA, to be
359 held during Annual Conferences occurring in even-numbered years.

360 The Rainbow Project Chair will serve the first year of a two-year term as “chair-elect” and
361 the second year as “chair.”

362 **Stonewall Book Awards Committee:**

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

- 365 • annually designating award winning publications of particular importance and quality
366 that promote or describe a subject of concern to lesbians, bisexuals, gay men and/or
367 transgender individuals;
- 368 • developing written procedures for selecting the winners of these awards that are
369 consistent with the American Library Association guidelines for awards;
- 370 • working closely with the Stonewall Book Awards Celebration Planning Committee ~~to~~
371 ~~ensure the event's success;~~ to produce a successful event, and
- 372 • ensuring that the committee completes its deliberations and communicates its
373 decisions to ALA personnel in time for adequate publicity for the formal
374 announcement of the award winner at the ~~Association's~~ Midwinter Meeting.
- 375 • providing the External Relations Committee and the Membership Promotion
376 Committee with information, so that Book Awards press releases can go out in a
377 timely manner; and
- 378 • sharing information regarding the publication of any books potentially suitable for
379 GLBTQ youth with the Rainbow Project Committee.

380 **Stonewall Book Awards Celebration Planning Committee:**

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

- 384 • keeping planning activities on the two-year planning cycle as per the ALA planning
385 grid;
- 386 • working closely with the Stonewall Book Awards Committee Chair, and the Program
387 Planning Committee Chair in the planning of the Annual GLBTRT Stonewall Book
388 Awards Celebration (so as to avoid conflicting and/or repetitive efforts, requests, and
389 offerings);
- 390 • coordinating the members of that committee in the set-up of the celebration; and
- 391 • coordinating the celebration arrangements with the sponsoring hotel's catering staff.

392 **Website Committee:**

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

- 395 • ~~identifying, obtaining, and distributing written materials related to collecting or~~
396 ~~cataloging gay , lesbian , transgender , or bi-oriented materials for libraries;~~
- 397 • ~~identifying, obtaining, and distributing written materials helpful to individuals in~~
398 ~~borrowing gay , lesbian , transgender , or bi-oriented materials from libraries or~~
399 ~~interested in improving the quality, quantity, classification, or availability of gay ,~~
400 ~~lesbian , transgender , or bi-oriented information in libraries;~~
- 401 • ~~identifying, obtaining, and distributing written materials related to the unique issues~~
402 ~~faced by gay, bisexual, transgender, and lesbian employees of libraries;~~
- 403 • ~~developing and following procedures to organize and distribute these materials via~~
404 ~~the GLBTRT website whenever possible;~~
- 405 • ~~obtaining from the authors or holders of copyright permission to distribute relevant~~
406 ~~items through the Clearinghouse;~~
- 407 • ~~responding promptly to inquiries about or orders for Clearinghouse materials;~~
- 408 • ~~maintaining and publicizing a list of materials available through the Clearinghouse;~~
- 409 • ~~developing liaisons with other information providing organizations which publish~~
410 ~~gay , lesbian , transgender , or bi-oriented materials helpful to librarians or to library~~
411 ~~users; and~~
- 412 • ~~alerting the Steering Committee and the Round Table membership to publications~~
413 ~~produced by the Round Table itself that need to be revised, and to which new~~
414 ~~publications might further the goals of the Round Table.~~
- 415 • evaluating the Round Table's Internet presence and making suggestions to the
416 Steering Committee about how to best utilize Internet resources to further the mission
417 of the Round Table;

- 418 • [maintaining knowledge of the ALA content management system to better manage and](#)
419 [further develop the Round Table website;](#)
- 420 • [maintaining knowledge of accessibility standards and usability metrics and applying](#)
421 [them to the Round Table web presence;](#)
- 422 • [keeping the Steering Committee informed of new technologies that may be useful for](#)
423 [conducting meetings, maintaining the website and online documents; and](#)
- 424 • [posting updates in a timely manner to the Round Table website and other Round](#)
425 [Table sites at the request of the Steering Committee.](#)

426 VI. FINANCES

427 Budget

428 The Treasurer is responsible for preparing the annual budget for Steering Committee review
429 [and subsequent approval](#) by the ~~end~~[beginning](#) of ~~its~~[the](#) second [Steering Committee](#) meeting
430 at the ~~Association's~~ Midwinter Meeting. Changes in the budget may be proposed by Steering
431 Committee members before final approval by the Steering Committee as a whole [at that same](#)
432 [meeting](#).

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

439 Reimbursements:

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

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

445 Income generated by a project or a publication by a standing committee or an [special-Ad](#)
446 [hoc](#) committee will be used first to support the continued work of that committee and then
447 to support other Round Table initiatives as needed. Income generated by the activity or
448 publication of an ~~special-Ad hoc~~ committee, or [Special Project](#) will be used to further the
449 work of that ~~special~~ committee [or project](#) until ~~the committee has completed its work or its~~

450 | ~~publication work is complete. Each~~ Chairs of a standing or ~~special-Ad hoc~~ committees will
451 | maintain records of financial transactions connected with the work of the committee and
452 | will forward those records to the Treasurer as appropriate.

453 | VII. ROUND TABLE LISTSERVS

454 | GLBTRT-L

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

458 | Committee Listservs

459 | ~~Round Table~~ Standing or ~~special-Ad hoc~~ committees may establish listservs for internal
460 | communication. Round Table Co-Chairs shall be added as subscribers to all Standing or
461 | Special Ad hoc committee listservs except the Stonewall Book Award Committee listserv.

462 | VIII. LIAISONS

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

471 | Duties of liaisons include:

- 472 | • representing the interests of the Round Table within the context of the target group;
- 473 | • attending meetings of the target group when possible;
- 474 | • subscribing to newsletters, and participate in relevant listservs;
- 475 | • providing summary reports in writing or electronically of liaison activities to the Steering
476 | Committee;
- 477 | • participating in program planning with target group when appropriate

478 **IX. PARLIAMENTARY AUTHORITY**

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

482 **X. AMENDING THE BYLAWS**

483 ~~Any provision of these~~ The bylaws may be ~~changed-amended~~ at the annual Membership Meeting
484 ~~of the Round Table~~ by a majority of the voting members attending, ~~provided that the~~ The
485 proposed amendments ~~must~~ have been announced at a previous Membership Meeting or have
486 been published in an issue of the ~~Round Table~~ Newsletter and/or posted on the ~~Round Table~~
487 Website not less than thirty days before the annual Membership Meeting. Otherwise, proposed
488 amendments will require at least three-fourths of the voting members attending ~~must approve a~~
489 ~~proposed change in the bylaws before the change can become effective~~ the annual Membership
490 Meeting for approval.

491 Approved June 1998

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

494 Changes to section IV adopted in the April 2007 election

495 Revised draft April 2009