

# ALA GLBTRT Membership Meeting: Document 1, Proposed Revisions of the GLBTRT Bylaws

\* 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 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 is committed to serving the information needs of the gay, lesbian, bisexual,  
4 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 • promote the improved quality, quantity, and accessibility of library materials and services  
17 of particular interest or usefulness to lesbian, bisexual, gay, and transgendered people of all  
18 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 as often as necessary that many  
29 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;
- 32 • work with groups outside the Association 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 conferences to meet and socialize  
38 with one another; and
- 39 • and promote the Association's 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 Committee ~~the~~  
49 ~~names of qualified individuals who have stated an interest in running as candidates for vacant~~  
50 ~~offices: will announce a slate of candidates for the next ballot.~~ At that Membership Meeting,  
51 other individuals may also announce their candidacy for vacant offices. Nominated candidate  
52 names will be submitted to ALA for inclusion on the Spring Ballot. Newly elected officers  
53 will take office the last day of Annual Conference during which they were elected.

### 54 Qualifications

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

### 59 **III. MEETINGS**

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

### 64 **IV. OFFICERS**

#### 65 **Titles and Terms of Office**

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

#### 72 **Duties of the Co-Chairs**

73 The duties of the Co-Chairs include:

- 74 • presiding at all Membership and Steering Committee meetings;
- 75 • coordinating the meeting schedule for all Annual Conferences and Midwinter Meetings  
76 and submitting the proper Association forms to the various Round Table Chairs as well as  
77 the Office of Conference Services on a timely basis;
- 78 | • appointing the chairs of Standing and special Ad hoc committees and delegating tasks as  
79 appropriate to those chairpersons;
- 80 • acting as spokespersons for the Round Table;
- 81 • acting as liaisons to the Office for Literacy and Outreach Services;
- 82 • appointing two Round Table members on a two-year staggered schedule as the  
83 representatives of the Round Table to the ALA Diversity Council; and
- 84 • and responding promptly to correspondence addressed to the Round Table.

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

## 87 **Duties of the Secretary**

88 The duties of the Secretary include:

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

## 102 **Duties of the Treasurer**

103 The duties of the Treasurer include:

- 104 • attending all Steering Committee and Membership meetings at both Annual Conferences  
105 and Midwinter Meetings during their term of office;
- 106 • recruiting and maintaining a committee to aid/advise in his/her efforts;
- 107 • representing the Round Table on the Planning and Budget Assembly;
- 108 • preparing the annual budget of the Round Table for approval by the Steering Committee;
- 109 • collecting and archiving expense and receipt reports from the various Round Table  
110 Committee Chairs;
- 111 • handling reimbursement requests for authorized expenses incurred by Round Table  
112 members in connection with Round Table activities;
- 113 • coordinating fundraising goals in pursuit of financial resources that will help to ensure  
114 the continuity of the Round Table and all of its activities; and
- 115 • managing relations with external organizations in efforts to produce funds to support the  
116 Stonewall Book Awards and other programs and projects approved by the Steering  
117 Committee and/or the membership at large.

118 Participates as an ex-officio member of the Fundraising Committee.

## 119 V. COMMITTEES

120 The Round Table shall pursue its goals primarily through the work of its committees. A voting  
121 Round Table member as designated by the Round Table Co-Chairs shall chair each committee.  
122 Whenever possible, a committee chair will be selected after s/he has served in an apprentice  
123 capacity during the preceding year, and after consultation with other committee members. Any  
124 member interested in serving on a committee must submit a letter of interest and other  
125 supporting materials to the GLBT-RT Committee Volunteer web form. Any individual  
126 expressing an interest in working with a Round Table committee will be allowed to participate in  
127 its work.

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

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

### 141 **Steering Committee**

142 The elected officers and appointed chairs of the Standing Committees shall constitute the  
143 Round Table Steering Committee membership. The Steering Committee shall:

- 144 • have general supervision of the affairs of the Round Table between Membership  
145 Meetings;
- 146 • determine the times and places of Membership Meetings;
- 147 • review Round Table and approve an annual budget;
- 148 • authorize ~~whatever~~ Round Table projects, activities, and publications that are not  
149 authorized at Membership Meetings;
- 150 • review ~~each~~ new Round Table publications and ~~set its~~ determine price (if any) before it is  
151 published or distributed;

- 152 • make recommendations to the Membership;
- 153 • provide guidance to the Co-Chairs, and;
- 154 ~~• set annual or longer-term goals for the Round Table.~~
- 155 ~~• perform other duties specified in the by laws.~~

156 The Steering Committee may not make a decision inconsistent with a decision made by  
157 Round Table members at a Membership Meeting.

## 158 **Standing Committees**

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

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

## 172 **~~Special~~ Ad hoc Committees and Special Projects**

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

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

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

## 186 **Duties of the Committee Chairs**

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

- 188 • attending all Steering Committee and Membership meetings at Annual Conferences and  
189 Midwinter Meetings;
- 190 • ~~initially~~-contacting and remaining in adequate communication with ~~everyone who has~~  
191 members who have expressed an interest in ~~working with~~ servicing on a committee;
- 192 • actively recruiting members for their committee;
- 193 • sending letters of appointment to new committee members for their professional  
194 portfolios;
- 195 • mentoring an "apprentice" from within the ranks of that committee who will be  
196 recommended to the Co-Chairs as a future Chair of that committee;
- 197 • sending requests for committee member listserv additions and deletions to the Secretary  
198 of the Round Table;
- 199 • Submitting committee member names and contact information to the Co-Chairs,  
200 Secretary and Web Committee, sending updated information as needed;
- 201 • keeping the Round Table Co-Chairs informed of ~~the committee's~~ plans, needs, activities,  
202 and ~~problems~~ issues;
- 203 • submitting budget requests to the Treasurer before the beginning of Steering Committee  
204 II meeting during Midwinter Meetings;
- 205 • submitting expense reports, receipts ~~reports,~~ and refund requests to the Treasurer ~~on a~~  
206 continuing basis in a timely manner;
- 207 • reporting ~~the committee's~~ activities to the Round Table at all ~~of its~~ Steering Committee  
208 and Membership meetings;
- 209 • submitting progress reports and committee announcements to the Newsletter Editor  
210 following according to the published ~~submission~~ schedule;
- 211 • submitting publicity and website content and information to the Newsletter Editor and/or  
212 to the ~~Clearinghouse~~/Website Committee Chair as appropriate;
- 213 • maintaining that committee's portion of the Round Table Handbook, updating whenever  
214 appropriate with changes approved by the Steering Committee; and
- 215 • convening at least one committee meeting ~~per conference at~~ Annual Conferences and  
216 Midwinter Meetings prior to the second Steering Committee meeting.

## 217 **Current Standing Committees**

### 218 **External Relations Committee:**

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

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

### 237 **Fundraising Committee:**

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

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

### 247 **Membership Committee:**

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



- 250 • coordinating the staffing of the professional exhibit booth at Annual Conference and
- 251 other ALA events;
- 252 •
- 253 • developing written materials to encourage Round Table membership; and (FROM
- 254 EXTERNAL RELATIONS COMMITTEE)
- 255 • distributing annually information about the Round Table to library schools. (FROM
- 256 EXTERNAL RELATIONS COMMITTEE)

257 **Newsletter Committee:**

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

- 260 • The purpose of the newsletter is to keep informing membership who cannot attend
- 261 Association Conferences and Meetings informed of Round Table activities, decisions,
- 262 and accomplishments;
- 263 • compiling, producing, and distributing a newsletter four times each calendar year;
- 264 • publishing a newsletter submission schedule coordinated with ALA parent office
- 265 printing and mailing schedules;
- 266 • announce proposed projects or publications and invite interested individuals to
- 267 participate in working on these projects or publications;
- 268 • review books and other materials of interest to members of the Round Table and
- 269 collection development librarians;
- 270 • report other news of interest to Round Table members; and
- 271 • serve as a forum for the discussion of views among Round Table members about the
- 272 Round Table's activities, priorities, and problems.
- 273 ~~• handling, in accordance with principles agreed to by the Round Table or its Steering~~
- 274 ~~Committee, all requests for the lending or selling of the Round Table's newsletter~~
- 275 ~~mailing list;~~
- 276 ~~• monitoring the newsletters produced by the gay/lesbian/bisexual caucuses of other~~
- 277 ~~professional organizations for news of interest to Round Table members; and~~
- 278 ~~• mailing copies of each issue of the Round Table's newsletter to the editors of these~~
- 279 ~~publications and to other organizations interested in the Round Table's work.~~

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

285 **Nominating Committee:**

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

- 288 • preparing the slate of candidates for the GLBTRT annual election;
- 289 • soliciting the names of at least two candidates for each position to be filled;
- 290 | • in selecting nominees for vacancies, the committee will considering geographical  
291 diversity, and representation from academic, public, school, and special libraries;
- 292 | • soliciting input from GLBTRT membership concerning individuals they recommend  
293 as candidates for the offices to be filled;
- 294 • contacting those individuals to confirm their willingness to run for office if  
295 nominated, and to compile a pool of names of those willing to serve and the offices in  
296 which they are willing to serve;
- 297 • preparing the slate of candidates and presenting it at the Midwinter Meeting to the  
298 GLBTRT Steering Committee for approval;
- 299 | • seeing that forms are delivered to all candidates; these forms will ask for distributing  
300 Candidate Acceptance forms to nominees to provide biographical information, a  
301 "Statement of Concern," and the candidate's signature to the ALA Nominating  
302 Committee;
- 303 • making sure all candidates are aware that the forms must be returned to the  
304 Nominating Committee before the designated deadline if they wish to be considered  
305 by the Committee Candidate Acceptance forms are received in a timely manner;
- 306 | • sending this candidate information on the GLBTRT candidates to the GLBTRT  
307 newsletter for publication;
- 308 • annually securing the names of at least two individuals willing to serve as ALA at-  
309 | large Councilors-at large and, on behalf of GLBTRT, to recommend those persons to  
310 the ALA Nominating Committee; and
- 311 • including the ALA Council-at large candidates mentioned above in a candidates'  
312 | forum at the Midwinter Meeting. and submitting information about these candidates  
313 for publication in the GLBTRT newsletter

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

### 316 **Program Planning Committee:**

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

- 319 | • ~~planning and conducting programs and social activities sponsored or co-sponsored by~~  
320 ~~the Round Table at the Association's Annual Conference and Midwinter Meeting,~~  
321 ~~(including but not limited to: the annual program, the GLBTRT Social, the Read-~~  
322 ~~Aloud, Gay Pride Events participation;~~

- 323 • ~~for assigning one person to~~ coordinating the logistics of these program activities
- 324 with the Round Table Steering Committee and with the Office of Conference
- 325 Services of ALA;
- 326 • keeping planning activities on the two-year planning cycle as per the ALA planning
- 327 grid;
- 328 • finding co-sponsors, when appropriate for the various Round Table programs;
- 329 • ~~seeking out monitoring~~ programs of other ALA units which the Round Table ~~can~~ may
- 330 wish to sponsor; and
- 331 • ~~attempting to create local arrangements liaisons with gay, lesbian, and bisexual~~
- 332 ~~libraries, librarians, and others living in the cities hosting the Annual Conference and~~
- 333 ~~Midwinter Meeting.~~

334 **Stonewall Book Awards Committee:**

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

336 Stonewall Book Awards Committee, under the guidance of its Chair, is responsible for:

- 337 • annually designating award winning publications of particular importance and quality
- 338 that promote or describe a subject of concern to lesbians, bisexuals, gay men and/or
- 339 transgender individuals;
- 340 • developing written procedures for selecting the winners of these awards that are
- 341 consistent with the American Library Association guidelines for awards;
- 342 • working closely with the Stonewall Book Awards Celebration Planning Committee ~~to~~
- 343 ~~ensure the event's success;~~ to produce a successful event, and
- 344 • ensuring that the committee completes its deliberations and communicates its
- 345 decisions to ALA personnel in time for adequate publicity for the formal
- 346 announcement of the award winner at the ~~Association's~~ Midwinter Meeting.
- 347 • providing the External Relations Committee with information, so that Book Awards
- 348 press releases can go out in a timely manner; and
- 349 • sharing information regarding the publication of any books potentially suitable for
- 350 GLBTQ youth with the Rainbow Project Committee.

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

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

353 Stonewall Book Awards Celebration Planning Committee, under the guidance of its Chair,

354 is responsible for:

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

- 359 Awards Celebration (so as to avoid conflicting and/or repetitive efforts, requests, and  
360 offerings);
- 361 • coordinating the members of that committee in the set-up of the celebration; and
  - 362 • coordinating the celebration arrangements with the sponsoring hotel's catering staff.

### 363 **Website Committee:**

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

- 366 • ~~identifying, obtaining, and distributing written materials related to collecting or~~  
367 ~~cataloging gay , lesbian , transgender , or bi-oriented materials for libraries;~~
- 368 • ~~identifying, obtaining, and distributing written materials helpful to individuals in~~  
369 ~~borrowing gay , lesbian , transgender , or bi-oriented materials from libraries or~~  
370 ~~interested in improving the quality, quantity, classification, or availability of gay ,~~  
371 ~~lesbian , transgender , or bi-oriented information in libraries;~~
- 372 • ~~identifying, obtaining, and distributing written materials related to the unique issues~~  
373 ~~faced by gay, bisexual, transgender, and lesbian employees of libraries;~~
- 374 • ~~developing and following procedures to organize and distribute these materials via~~  
375 ~~the GLBTRT website whenever possible;~~
- 376 • ~~obtaining from the authors or holders of copyright permission to distribute relevant~~  
377 ~~items through the Clearinghouse;~~
- 378 • ~~responding promptly to inquiries about or orders for Clearinghouse materials;~~
- 379 • ~~maintaining and publicizing a list of materials available through the Clearinghouse;~~
- 380 • ~~developing liaisons with other information providing organizations which publish~~  
381 ~~gay , lesbian , transgender , or bi-oriented materials helpful to librarians or to library~~  
382 ~~users; and~~
- 383 • ~~alerting the Steering Committee and the Round Table membership to publications~~  
384 ~~produced by the Round Table itself that need to be revised, and to which new~~  
385 ~~publications might further the goals of the Round Table.~~
- 386 • evaluating the Round Table's Internet presence and making suggestions to the  
387 Steering Committee about how to best utilize Internet resources to further the mission  
388 of the Round Table;
- 389 • maintaining knowledge of the ALA content management system to better manage and  
390 further develop the Round Table website;
- 391 • maintaining knowledge of accessibility standards and usability metrics and applying  
392 them to the Round Table web presence;
- 393 • keeping the Steering Committee informed of new technologies that may be useful for  
394 conducting meetings, maintaining the website and online documents; and
- 395 • posting updates in a timely manner to the Round Table website and other Round  
396 Table sites at the request of the Steering Committee.

397 **VI. FINANCES**

398 **Budget**

399 The Treasurer is responsible for preparing the annual budget for Steering Committee review  
400 and subsequent approval by the ~~end~~beginning of ~~its~~the second Steering Committee meeting  
401 at the ~~Association's~~ Midwinter Meeting. Changes in the budget may be proposed by Steering  
402 Committee members before final approval by the Steering Committee as a whole at that same  
403 meeting.

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

410 **Reimbursements:**

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

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

416 Income generated by a project or a publication by a standing committee or an special-Ad  
417 hoc committee will be used first to support the continued work of that committee and then  
418 to support other Round Table initiatives as needed. Income generated by the activity or  
419 publication of an special-Ad hoc committee, or Special Project will be used to further the  
420 work of that ~~special~~ committee or project until ~~the committee has completed its work or its~~  
421 publication work is complete. ~~Each~~ Chairs of a standing or special-Ad hoc committees will  
422 maintain records of financial transactions connected with the work of the committee and  
423 will forward those records to the Treasurer as appropriate.

424 **VII. ROUND TABLE LISTSERVS**

## 425 **GLBTRT-L**

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

## 429 **Committee Listservs**

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

## 433 **VIII. LIAISONS**

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

442 Duties of liaisons include:

- 443 • representing the interests of the Round Table within the context of the target group;
- 444 • attending meetings of the target group when possible;
- 445 • subscribing to newsletters, and participate in relevant listservs;
- 446 • providing summary reports in writing or electronically of liaison activities to the Steering  
447 Committee;
- 448 • participating in program planning with target group when appropriate

## 449 **IX. PARLIAMENTARY AUTHORITY**

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

453 **X. AMENDING THE BYLAWS**

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

462 Approved June 1998

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

465 Changes to section IV adopted in the April 2007 election

466 Revised draft April 2009