

# **BYLAWS OF THE AMERICAN LIBRARY ASSOCIATION INTERNATIONAL RELATIONS ROUND TABLE**

**Revised June 2004**

## Article I: Name

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

## Article II: Purpose

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

## Article III: Membership

Any member of the American Library Association may elect membership in the International Relations Round Table upon payment of the dues required for membership in the Round Table. Every member has the right to vote. Any personal member is eligible to hold office.

## Article IV: Dues

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

## Article V: Meetings

### Section 1. Annual Meeting.

The regular membership meeting of the Round Table shall be held at the time and place of the annual conference of the American Library Association.

### Section 2. Special Meetings.

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

### Section 3. Quorum.

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

#### Article VI: Officers and Terms of Office

Section 1. Officers. The officers of the Round Table are the chair, the vice-chair, the immediate past-chair, the secretary/treasurer, and two members-at-large.

Section 2. Terms of Office.

a) The chair and the vice-chair/chair-elect shall each serve one year terms. The secretary/treasurer and the members-at-large serve two-year terms. No one may serve more than two consecutive terms.

b) In the event a chair-elect is unable to complete his/her term, the Chair will be asked to serve one additional year OR the chair-elect will assume the duties of the chair as well as retain the office of chair-elect to be determined by the Board. If any other of the officers-vice chair/chair-elect, secretary/treasurer, or the two members-at-large-is unable to complete his/her term of office, the chair, with the approval of the remaining officers, shall appoint an individual to complete the term of office. After such an individual has completed the partial term he/she may be elected for the normal term of office according to the above rules.

#### Article VII. Executive Board

Section 1. Composition.

The Executive Board consists of the chair, vice-chair/chair- elect, immediate past chair, secretary/treasurer, and two elected members-at-large.

Section 2. Powers and Duties.

The Executive Board has authority over the affairs of the Round Table. During the periods between the midwinter meetings and the annual conferences, the officers of the IRRT have authority over the affairs of the Round Table.

Section 3. Meetings.

The Executive Board shall meet during the annual conference and midwinter meetings of ALA.

Section 4. Quorum.

A majority of members constitutes a quorum at any meeting of the Executive Board or of the officers.

Section 5. Roster.

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

Committees and liaisons shall be published annually in the ALA Handbook of Organization and on the IRRT Website.

#### Section 6. Mail Votes.

Mail votes may be taken in accordance with the procedure established for the ALA Executive Board. ALA Bylaws, Article VIII, Section 9:

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

### Article VIII: Committees

#### Section 1. Standing committees.

Standing committees may be authorized or discontinued by the IRRT Executive Board. Chairs of standing committees (except as indicated below) shall be appointed by the IRRT Vice-Chair for two years each, and may be reappointed to an additional two year-term. Chairs of the Reception and Nominating committees are appointed for one-year terms. One member of the Nominating Committee may be appointed for one consecutive term. No member of the Executive Board may serve on the Nominating Committee. All members of IRRT committees must be IRRT members.

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

#### Section 2. Ad Hoc committees

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

#### Section 3: Interest Groups

Interest groups may be formed by a petition signed by 8 members of IRRT and must include a description of the purpose of the Interest Group. The Chair of an Interest Group must be an IRRT member. The purpose and the continuation of Interest Groups must be reconfirmed every three years.

#### Section 4. Reports

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

#### Article IX: Liaisons

Liaison appointments are made by the IRRT Chair for one-year terms, and may be reappointed for additional terms.

#### Article X: Nominations and Elections

##### Section 1. Nominating Committee

Prior to the annual membership meeting, the Chair-elect shall appoint a Nominating committee for a term that begins with the adjournment of the annual conference and expires with the committee's final report at the following midwinter meeting.

##### Section 2. Nominations.

The Nominating committee shall present a slate of candidates for the offices of chair, vice-chair, secretary /treasurer and members-at-large. Every third year, IRRT may also nominate someone to be considered as Round Table Councilor. No candidate may be presented who is not a member of the Round Table at the time of nomination. The nominations shall be reported to the membership in the spring issue of *International Leads*. Further nominations may be made in writing by any eight members by the deadline set by ALA for ballots.

##### Section 3. Elections

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

#### Article XI: Amendments

##### Section 1. Proposals.

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

##### Section 2. Notice.

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

#### Section 3. Vote.

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

#### Article XII: Previous Notice

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

#### Article XIII: General Provisions

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