

# GLTF Newsletter

Vol. <sup>1</sup>/<sub>2</sub>, No. <sup>2</sup>/<sub>1</sub>

A Publication of the Gay and Lesbian Task Force of the  
Social Responsibilities Round Table of the American Library Association

Fall 1988

## Note from the Chairs

With the passage of the Bylaws finally behind us, the Gay and Lesbian Task Force has finally legitimized itself — if not to ALA then to its members. We have not only given ourselves a structure in which to work but have also ensured that it is flexible enough to handle the unforeseen. From here we can continue with the business that the Task Force sees fit.

With the Bylaws as our working base it is now time to move forward and project ourselves throughout the rest of ALA as well as to the entire gay and lesbian community. In order to do this we need to educate all communities about our organization and to promote who we may and can be of service to them.

Two projects currently underway are designed to do just that. The Gay Bibliography produced and currently being revised by the GLTF has long ago proven the skills which can be assembled to produce a needed source of information. An AIDS Bibliography is being produced which will provide a source of reputable AIDS related material and which will screen the homophobic data finding its way into some sources.

These types of projects are a mechanism we can use to promote ourselves and to demonstrate how we as an organization are and can help all communities. If we needed to focus on a theme for the coming year then education would surely be that theme. We encourage the undertaking of future projects which will enhance the reputation and creativity of the Gay and Lesbian Task Force and urge any member who is interested in starting a new project to talk to us or any member of the Steering Committee about it.

There are a lot of plans underway which we feel will bring a greater understanding to Task Force members and others about who we are, what we are, and how we can help. If you have any suggestions, please don't hesitate to bring them up to either of us. We see an exciting year ahead for us all.

Helen and Vince

## Elections

The close of ALA's 107th Annual Conference marked the beginning of a new phase of leadership for the GLTF. Helen Hill and Vince Menotti assumed the roles of Female and Male Co-chairs; Roland Hansen began his second term as the Secretary/Treasurer, and as such, continues to be the focal point of task force correspondence and budgetary concerns; Steve Murden took over as Publicity Coordinator; K.T. Hornung is the Book Awards Committee chair; Leon Bey continues as the Program Committee chair. The Clearinghouse Coordinator's position is filled by Cal Gough.

## Planning in progress for Annual Conference Program

Lesbian and gay archives have proliferated to document and preserve history the movement. Although a few academic collections exist, notably the new History of Human Sexuality Collection at Cornell, most are community-based centers, staffed by volunteer library workers, funded on an ad hoc basis.

Lack of sufficient funding, staff burnout, networking, and preservation of personal papers as well as movement publications, are issues that archivists are confronting with such collections.

A program covering these areas has been a suggested topic for the GLTF program at the Annual Conference in Dallas this coming June. Suggestions on the refinement of this topic, including speakers are being sought. If readers have ideas or would like to assist with planning and implementing such a program, please contact the GLTF Program Chair, Leon Bey, The Dayton and Montgomery County Public Library, 215 E. Third Street, Dayton, Ohio 45402, telephone (513)224-1651.

## Gay and Lesbian Book Award

The Gay and Lesbian Book Award is an annual award honoring one or more books of special merit relating to the gay/lesbian experience. Since 1986 it has been an official ALA award, administered by the Gay and Lesbian Book Award Committee, which is composed of volunteers from the Task Force. Recent winners of the award include, in 1987, Walter Williams' *The Spirit and the Flesh: Sexual Diversity in American Indian Culture*, and, in 1988, both Joan Nestle's *A Restricted Country* and Randy Shilts' *And the Band Played On: Politics, People, and the AIDS Epidemic*.

The selection is made shortly after the new year, and the award is presented at the ALA Annual Conference each summer. The form of the award is not fixed, but is determined by the Committee each year.

Fiction as well as nonfiction titles, including book-length bibliographies, are eligible. Nominations are encouraged from the general public, and may be made by any individual not affiliated with the book's publisher. Each nomination must include a brief statement of reasons for the nomination.

The deadline for nominations for the 1989 award is November 1, 1988. Nominations should be sent to Roland Hansen, Secretary/Treasurer of the Task Force, 3824 N. Fremont, Chicago, IL 60613.

## SELECTED BIBLIOGRAPHY

The following are recent books of interest to gay and lesbian readers. Mention here does not necessarily imply recommendation by the Task Force or this newsletter.

- Barrus, Tim. *Anywhere, Anywhere*. Knights Press.
- Biren, Joan E. *Making a Way: Lesbians Out Front*. Glad Hag. Boston.
- Lesbian Psychologies Collective. *Lesbian Psychologies*. University of Illinois Press.
- Birtha, Becky. *Lover's Choice*. Seal.
- Bluejay, Jana. *It's Time: a Nuclear Novel*. Tough Dove.
- Brown, Rita Mae. *The Poems of Rita Mae Brown*. Crossing Press.
- Corrine, Tee. *Dreams of the Woman Who Loved Sex*. Banned Books.
- Cottrell, Georgia. *Shoulders*. Firebrand Books.
- Forrest, Katherine V. *Murder at the Nightwood Bar*. Naiad.
- Hansen, Joseph. *Early Graves*. Mysterious Press.
- Loulan, JoAnn. *Lesbian Passion*. Spinsters/Aunt Lute.
- McCauley, Stephen. *Object of My Affection*. Simon & Schuster.
- Martelli, Leonard J. *When Someone You Know Has AIDS*. Crown.
- Maupin, Armistead. *Significant Others*. Harper & Row.
- Miner, Valerie. *All Good Women*. Crossing.
- Moore, Maureen. *Fieldwork*. Seal Press.
- Pollack, Sandra; Vaughn, Jeanne, eds. *Politics of theHeart: a Lesbian Parenting Anthology*. Firebrand.
- Ramos, Juanita, ed. *Companeras: Latina Lesbians, an Anthology*. Latina Women's Educational Resources.
- Thompson, Mark. *Gay Spirit: Myth and Meaning*. St. Martin's.
- Whitmore, George. *Nebraska*. Grove Press.
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## LOGO Search Underway

The GLTF is searching for a logo. This will be used on all identifying documents of the Task Force. Please submit all designs to Roland Hansen, Secretary/Treasurer at 3824 N. Fremont, Chicago, Illinois 60613.

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## Out in Academia Resumes Publication

*Out In Academia*, a publication of the Multicultural Lesbian and Gay Studies Program at UC Berkeley, announces resumed publication in a new format. It seeks listings of lesbian/gay scholarly activities; articles, interviews of a scholarly nature; creative work of interest to the lesbian/gay community. For more information contact Les Wright, editor MLGS Program, 300 Eshleman Hall, University of California, Berkeley, CA, 94720.

Gary Thomas has formed the Gay Studies Research Project at the University of Minnesota. He would be grateful for any lists of gay studies programs elsewhere, contacts, or other input. He can be contacted at: Program in Comparative Studies in Discourse and Society, 314 Ford Hall, 224 Church St. S.E., Minneapolis, MN, 55455.

The Lesbian and Gay Studies Center at Yale announces its 2nd annual conference for 29-30 October 1988, with the theme "Pedagogy and Politics." It invites the submission of papers in a variety of fields, including lesbian studies, women's studies, comparative literature, English literature, and classics. For information: John Boswell, Yale Station 32585, New Haven, CT 06520.

"Lesbian and Women in Literature" is the title of Elysian Fields, Bookseller's new Catalogue #35. For a copy, send \$2 to Suite 339, 80-50 Baxter Avenue, Elmhurst NY 11373.

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## Lesbian Survey Conducted

In 1984, the National Lesbian and Gay Health Foundation instituted the largest national survey of lesbians and their health care needs. A survey was constructed and after encountering many obstacles the results were published early this year. Thanks to the persistence of Caitlan Ryan, program coordinator, Judy Bradford, Bernice Goodman and Allida Blach. The survey yielded current information on major concerns about lesbianism on an other than psychological case study level.

The MS. Foundation awarded \$10,000 for funding the questionnaire design and setting up a distribution network. An award of \$7500 from the Chicago Research Center paid for printing and distributing the questionnaire.

In order for the completed questionnaires to be analyzed and the results published, the NLGHF cooperated with and received support from the National Institute of Mental Health

(NIMH). With funding provided by NIMH the questionnaire was given to Survey Research Laboratory at Virginia Commonwealth University for data analysis and development of a final report.

The survey was stimulated by the need for accurate information concerning lesbian health and health care needs, and whether these needs were any different than those of heterosexual women.

In early 1983, members of the NLGHF began to construct the National Lesbian Health Care Survey's 14-page questionnaire. Topics in the survey included community and social life, general concerns, GYN, mental health, health care needs, stress and methods of coping, substance, and physical and sexual abuse. Some 4600 copies of the questionnaire were distributed through fifty states during the winter of 1984 through the spring of 1985. By the end of 1985, some 1197 were completed and returned.

The majority of the participants were between the ages of 24 and 44, mostly well educated and professionally employed. Although many of the statistics were troubling, overall, the results were consistent with experiences of heterosexual women.

Money problems (57%), job worries (31%), and problems with lovers (27%) were the most common concerns. Three-fourths of those surveyed lived in communities where lesbian activities (i.e., lesbian/gay rights groups or women's groups) were readily available. A large number of lesbians (88%) were "out" to all gays they knew while only one-third were out to at least three-fourths of their families. Women who were craftsmen, laborers, or had vocational training were more out than others. These women were able to get any help or support they needed, but also suffered a higher risk of discrimination. Verbal abuse for being gay was experienced by slightly over one-half (52%) of the lesbians surveyed; 8% had suffered a physical attack; 13% had lost their jobs; and 8% stated that the quality of health care was adversely affected due to their sexual orientation.

More troubling were the results concerning physical and sexual abuse and incest. Of the 1,917 respondents, 701 had been physically abused, and 70% of this group was abused during childhood at the hand of a male relative; over half (53%) were abused as adults; 27% suffered the abuse from a husband; and 26% from a lover. A troubling 21% were victims of rape or sexual attack as children while 15% were victimized as adults. The survey also showed that 19% had sex with at least one relative, the most common (34%) being a brother.

Another concern revealed by the survey was the numbers of those either thinking about (27%) or attempting (18%) suicide. Since the reasons were not requested in the survey it is unclear as to how much weight should be attributed to the social problems of being gay in today's society.

Overall, the lesbians who participated in the survey appeared to be socially connected and have a variety of friends or relatives to rely upon for support. In American society, most lesbians lead double lives, one at work, the other on a more open social level. Although lesbians appear to worry about as much as women in the general population, their overall concerns were aimed more toward their lovers and family life.

Caitlin Ryan is currently working on her book *The Making of the Survey*, due out next year.

Terri J.

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## Collection Development Assistance

A Collection Development Policy by the San Francisco Bay Area Gay and Lesbian Historical Society was established as a mechanism to identify over-looked material. This policy may be of some assistance to those trying to develop their own criteria or to offer suggestions of other types of materials.

### Collection Development Policy for Ephemera

#### Definition

Ephemera are often thought of as the minor documents of everyday life, things normally thrown away by people in the course of their daily business. Printed, graphic, or visual items that are not books, serials, archival records of an organization, or personal papers of an individual can be thought of as ephemeral materials.

Of all the forms of material that can be found in libraries and archives, ephemera are perhaps the most difficult to process, store, and organize, since they tend to resist conventional library treatment accorded books, serials, and archival matter.

Ephemera may be produced in large quantities and made freely available to the general public, or they may be produced in small numbers intended for a limited and specific circulation only. They are often produced in connection with a specific event or activity and may be the sole record of that event. As such, they can provide valuable historical information and thus deserve a place in any history collection.

#### Types of Ephemera

The following types of materials are considered to be ephemera and will be collected by SFBAGLHS: Announcements and Invitations; brochures; bumper stickers; catalogs; clippings, reprinted articles; greeting cards; flyers, leaflets, circulars; matchbooks; position papers; maps; pamphlets; pennants; postcards; posters; printed buttons or ribbons; programs; unpublished papers or term papers; signs; clothing with printing on it that is collected because of the printed content rather than because of a specific individual who wore it.

The following types of materials are considered to be ephemera, but are not normally collected by SFBAGLHS: advertisements; bills; book or record jackets; labels; organizational mailings; receipts; packaging, wrapping Paper; receipts; tickets; stamps.

For the purposes of the SFBAGLHS, the following types of materials are not considered ephemera: photographs and audiovisual media (videorecordings, films, slides), sound recordings (phonorecords, audiotapes, compact discs, etc.), and directories and guidebooks.

### Subjects

The criteria for inclusion in the ephemera collection are the same as for inclusion in any other collections of the SF BAGLHS. That is, the Society will collect material related to the phenomena of homosexuality and to the individual experiences of lesbians, gay men, and other sociosexual minorities.

### Geographic

Ephemera collections will be limited to materials about or produced in Northern California, with exceptions to this policy at the discretion of the curator(s) of these collections.

### Chronologic

All time periods will be collected, with particular emphasis being placed on the pre-Stonewall era of gay and lesbian history.

### Language

All languages will be collected, with particular emphasis on the languages spoken in Northern California.

### Exclusions

Materials that are unrelated to homosexuality and gay lesbian experience are excluded from the collections of SF BAGLHS.

## Associations Adopt Pro-Gay Stand

The National Legal Aid and Defenders Association (NLADA) and the Modern Language Association (MLA) have voted to carefully consider against holding their conventions in states which currently have sodomy laws on the books.

In a resolution sponsored by the National Gay Rights Advocates (NGRA) and the Southern Tier Legal Services, requires NLADA to "give preference to those states which have repealed their sodomy laws when selecting a site for its annual meeting".

Representing more than 15,000 attorneys and over 1,100 organizations, NLADA adopted three NGRA-sponsored resolutions requiring it to support the repeal of all sodomy laws, the enactment of legislation prohibiting discrimination on the basis of sexual orientation, and protection of the civil rights of persons with AIDS and AIDS-related conditions.

The resolution steered through MLA on behalf of the Gay and Lesbian Caucus, noted that sodomy legislation in an MLA venue "Puts at risk the safety and security of lesbian and gay men".

With a membership of approximately 25,000, the MLA conducted a mail ballot seeking to boycott states which criminalize sodomy. The results were announced in late April to the general membership.

MLA and NLADA joins with the Committee of Interns and Residents (representing about 5,000 doctors) who have also voted and approved similar resolutions.

Sue Hyde, director of the privacy Project sponsored by the National Gay and Lesbian Task Force (NGLTF) provided the

MLA with documentation of the national fight to repeal sodomy laws. The NGLTF does not support boycotts. "A more effective strategy," argues Hyde, "is to hold conventions and meetings in unreformed states and commit to making a public statement urging the law be repealed at the earliest possible date."

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## By-Laws of the American Library Association Gay & Lesbian Task Force

Adopted by the Task Force in July 1988.

### I. Purpose

The Gay and Lesbian Task Force of the American Library Association's Social Responsibility's Round Table shall: promote the improved quality, quantity, and accessibility of library materials of particular interest or usefulness to lesbians and gay people; promote and defend unrestricted access of all library users to information by or about gay and lesbian people; provide bibliographic services to librarians, archivists, other information professionals, and library users; work toward eliminating job discrimination against gay and lesbian employees of libraries, archives, and information centers; advocate revising classification schemes, subject heading lists, indexes, etc. in order to remove terms derogatory to the lives, activities, and contributions to culture and society of lesbian and gay people; remind the membership and leadership of the Association as often as necessary that many librarians, archivists, other information specialists, and library users are lesbians or gay men; support other minority groups working for adequate representation and equal opportunity within the Association; work with groups outside the Association interested in improving the legal rights of lesbian and gay people; and provide opportunities for gay and lesbian 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. Membership

**Voting Members.** Anyone who subscribes to the newsletter of the Association's Social Responsibilities Round Table may fully participate in all activities of the Gay and Lesbian Task Force.

**Nonvoting Members.** Any voting member or other person or organization who wants to remain informed of the Task Force's activities may do so by subscribing to the Task Force's newsletter. Nonvoting members shall not hold office, participate in Task Force decisions, or vote in Task Force elections.

### III. Meetings

The Task Force shall conduct at least one general business meeting at the Association's Annual Conference and at least one general business meeting at the Association's Midwinter Meeting.

The Task Force Steering Committee shall meet at least once before the first business meeting of the Task Force membership at both the Annual Conference and the Midwinter Meeting, and at least once following the final business meeting of the Task Force membership at the Annual Conference and the Midwinter Meeting.

Membership and Steering Committee meetings are open to anyone who wishes to attend them.

### IV. Officers

**Titles and Terms of Office.** The Task Force shall elect a male Co-Chair, a female Co-Chair, and a Secretary/Treasurer, each serving a term of two years. The co-chairs shall serve staggered terms. The female Co-Chair shall be elected in even-numbered years, the male Co-Chair in odd-numbered years. Officers may not hold the same office for more than two consecutive terms. The Steering Committee will select a person to serve for the remainder of the term of any office that becomes unexpectedly vacant.

**Qualifications.** Candidates for elected offices must be members of the Association, must be voting members of the Task Force, 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.

**Elections.** At a business meeting during the Association's Annual Conference, the Co-Chairs will announce the names of qualified individuals who have stated an interest in running as candidates for vacant offices. At that meeting, other individuals may also announce their candidacy for vacant offices. All current voting members of the Task Force attending the business meeting shall have the opportunity to vote. Newly elected officers will take office the day following the Annual Conference during which they are elected.

**Duties of the Co-Chairs.** The duties of the Co-Chairs include: attending all membership and Steering Committee meetings; presiding at meetings; preparing and distributing an agenda for each meeting; appointing the coordinators of standing and special committees and delegating tasks as appropriate to these coordinators; representing (or appointing a designee to attend) meetings of the Social Responsibilities Round Table's Action Council; writing reports of Task Force activities and submitting Task Force budgets to the Action Council; implementing assignments made by the Task Force membership or the Steering Committee; acting as spokespersons for the Task Force; and responding promptly to correspondence addressed to the Task Force. No decision or instruction made by a Co-Chair shall conflict with a decision or instruction made by the

Task Force membership or its Steering Committee.

**Duties of the Secretary/Treasurer.** The duties of the Secretary/Treasurer include: attending all membership and Steering Committee 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 Task Force minutes; maintaining an automated list of Task Force members; providing mailing lists and/or mailing labels of members' names to the Newsletter Coordinator or to other Steering Committee members who request them; handling, in accordance with principles agreed to by the Task force or its Steering Committee, all requests for the lending or selling of the Task Force's membership list; receiving all Task Force correspondence not addressed to a coordinator of a Task Force committee, maintaining a file of these items, and promptly forwarding each item received to the Co-Chairs or committee coordinator who will need to respond to it; preparing budget requests to submit to the Action Council of the Association's Social Responsibilities Round Table; and handling reimbursement requests for authorized expenses incurred by Task Force members in connection with Task Force activities.

### V. Committees

The Task Force shall pursue its goals primarily through the work of its committees. The work of each committee shall be coordinated by a voting Task Force member designated by the Task Force Co-Chairs. Whenever possible, a committee coordinator will be selected after consultation with other committee members. Any individual expressing an interest in working with a Task Force committee will be allowed to participate in its work.

The coordinator of a Task Force committee is responsible for initially contacting and remaining in adequate communication with everyone who has expressed an interest in working with the committee; for overseeing the work of the committee; for keeping the Task Force Co-/Chairs informed of the committee's plans, needs, activities, problems, and budget requests; and for reporting the committee's activities to the Task Force at its business meetings.

**Standing Committees.** The ongoing work of the Task Force shall be carried out by its Standing Committees. A new standing committee must be authorized by a two-thirds vote of members present at a business meeting of the Task Force.

Standing Committee coordinators shall serve two-year terms, the appointments (or reappointments) of half of them staggered with the other half. Coordinators of the Program, Gay & Lesbian Book Award, and Newsletter Committees shall be appointed (or reappointed) in even-numbered years, and the Coordinators of the Publicity, Clearinghouse committees shall be appointed (or reappointed) in odd-numbered years. Any coordinator of a Standing Committee who cannot attend a Steering Committee meeting shall communicate his/her

committee's activities, concerns, needs, or budget requests to the Co-Chairs and/or the Steering Committee in advance of the meeting.

**Program Committee.** The Program Committee is responsible for planning and conducting programs and social activities sponsored or co-sponsored by the Task Force at the Association's Annual Meeting and Midwinter Meeting, and for coordinating the logistics of these activities with the Task Force Steering Committee and with the Association's conference-planning staff. In order to facilitate arrangements (including publicity for meetings and events sponsored by the Task Force), the Program Coordinator is particularly responsible for attempting to create liaisons with gay and lesbian librarians and others living in the cities hosting the Association's Annual Conference and Midwinter Meeting.

**Publicity Committee.** The Publicity Committee is responsible for developing written materials to encourage Task Force membership; for annually distributing information about the Task Force to library schools; for distributing at conference headquarters membership information and publicity for meetings and events (including the Gay & Lesbian Book Award) that are sponsored or co-sponsored by the Task Force during the Association's Annual Conference and Midwinter Meeting; and for promoting Task Force membership activities or events between Annual Conferences. The Publicity Coordinator shall assist the coordinators of other Task Force committees throughout the year in publicizing their programs, activities, or publications.

**Library Information Clearinghouse.** The Library Information Clearinghouse is responsible for identifying, obtaining, and distributing written materials related to collecting or cataloging gay- or lesbian-oriented materials for libraries; for identifying, obtaining, and distributing written materials helpful to individuals in borrowing gay- or lesbian-oriented materials from libraries or interested in improving the quality, quantity, classification, or availability of gay- and lesbian-oriented information in libraries; and for identifying, obtaining, and distributing written materials related to the unique issues faced by gay and lesbian employees of libraries.

The Clearinghouse Coordinator, with the help of volunteers and the guidance of the Steering Committee, is responsible for developing and following procedures to organize and distribute these materials; for obtaining from the authors or holders of copyright permission to distribute relevant items through the Clearinghouse; for responding promptly to inquiries about or orders for Clearinghouse materials; for maintaining a bank account to handle income received for publications purchased through the Clearinghouse, and for reporting Clearinghouse expenses to the Steering Committee; for maintaining and publicizing a list of materials available through the Clearinghouse; and for developing liaisons with other information-providing organizations which publish gay- or lesbian-oriented materials helpful to librarians or to library users. The Coordinator has a special responsibility for alerting the Steering

Committee and the Task Force membership to publications produced by the Task Force itself that need to be revised, and to which new publications might further the goals of the Task Force. The Coordinator will annually submit to the Steering Committee and all Clearinghouse Committee members a written report of the Clearinghouse's activities during the previous year.

**Gay & Lesbian Book Award Committee.** The Gay & Lesbian Book Award Committee shall annually designate a book of particular importance and quality that promotes or describes a subject of concern to lesbians and/or gay males. The Committee shall develop written procedures for selecting the winner of this award that are consistent with American Library Association guidelines for awards. The Book Award Coordinator shall be responsible for 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 Annual Conference. If the committee decides that the author of the book selected is to receive a monetary award or other payment involving money from the Task Force's budget, the Award Coordinator will request the amount needed from the Steering Committee before a date determined by the Steering Committee.

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

In addition to overseeing the production and distribution of the newsletter, the Newsletter Coordinator shall also monitor the newsletters produced by the gay/lesbian caucuses of other professional organizations for news of interest to Task Force members, and shall mail copies of each issue of the Task Force's newsletter to the editors of these publications and to other organizations interested in the Task Force's work.

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 Task Force'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. Subscriptions to the newsletter will be handled by the Newsletter Coordinator who shall maintain an account to handle the income and disbursement of these funds and of any funds raised through paid advertisements.

The committee will publish the newsletter at least four times each year.

**Steering Committee.** The elected officers and appointed coordinators of the standing committees shall constitute the Task Force Steering Committee. The Steering Committee shall have general supervision of the affairs of the Task Force between its membership meetings; determine the times and places of membership meetings; review the Task Force budget; authorize whatever Task Force projects, activities, and publications are not authorized at membership meetings; review each new Task Force publication before it is published or distributed; make recommendations to the membership; provide guidance to the Co-Chairs; and perform the other duties specified in these by-laws. The Steering Committee may not make a decision inconsistent with a decision made by the Task Force at a membership meeting.

**Special Committees and Projects.** Special projects shall be authorized by the Task Force Co-Chairs as the Task Force 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 Task Force.

Any member of the Task Force may propose a special project by describing the idea or publication at a Task Force meeting or through an announcement in the Task Force newsletter, 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 direct those interested to designate a coordinator.

New publications of the Task Force must be reviewed by the Steering Committee before distribution. The Steering Committee shall establish the price (if any) of a Task Force publication.

## VI. Finances

**Budget.** The Secretary/Treasurer is responsible for preparing an annual budget for the Steering Committee's review by the end of its first meeting at the Association's Midwinter Meeting. One of the Co-Chairs shall deliver the budget to the first Midwinter meeting of the Action Council of the Social Responsibilities Round Table for review. The Secretary/Treasurer will present the approved budget to the Task Force membership during the Midwinter Meeting. Changes in the budget may be proposed by the membership at any Task Force meeting or by a member of the Steering Committee between membership meetings. Changes approved by the membership or by the Steering Committee will be requested at the first meeting of the Action Council of the Social Responsibilities Round Table at the Association's Annual Conference.

**Reimbursements.** Task Force members who incur an expense in connection with an authorized, budgeted Task Force activity may submit a request for reimbursement to the Secretary/Treasurer. Receipts must be provided to support such a request. The Secretary/Treasurer will reimburse authorized expenses in a timely manner. Reimbursements for expenses

over \$25 must be authorized in advance by the Task Force's written budget or by a majority of the Steering Committee.

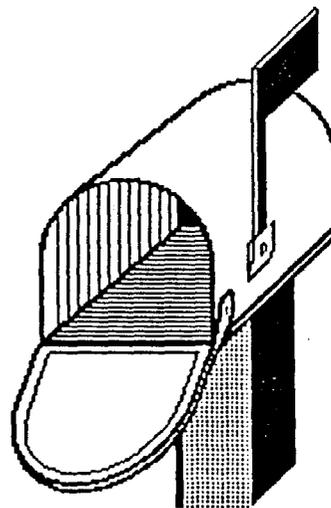
Income generated by a project or publication by a Standing Committee will be used to support the continued work of that committee. Income generated by the activity or publication of a special committee will be used to further the work of that special committee until the committee has completed its work or its publication. Each coordinator of a standing or special committee will maintain records of financial transactions connected with the work of the committee.

## VII. Parliamentary Authority

Disputes over the procedures used in making a decision at a Task Force or Steering Committee meeting shall be resolved by reliance upon the provisions contained in *Roberts' Rules of Order, Revised*.

## VIII. Amending the By-Laws

Any provision of these by-laws may be changed at a regular meeting of the Task Force by a majority of the voting members attending, provided that the proposed amendment has been announced at a previous meeting or has been published in an issue of the Task Force newsletter. Otherwise, at least three-fourths of the voting members attending must approve a proposed change in the by-laws before the change can become effective.



## Subscription Information

The information published in the newsletter is obtained from a variety of sources. The newsletter must rely on those sources for accuracy. Names and telephone numbers will be published if submitted. Those not wishing their names, addresses and phone numbers to be printed should indicate this when submitting materials. A subscription is \$5 for SRRT members and \$10 for all others. Checks should be made payable to *GLTF* and forwarded to P.O. Box 15115, Washington, D.C. 20003-0115.

**GLTF Newsletter  
P.O. Box 15115  
Washington, D.C. 20003-0115**

**To:**

**FIRST CLASS**