

- 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
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
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

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.

58

- 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

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

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](#)

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.

- 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

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;
-

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

- 277
- 278
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- review books and other materials of interest to members of the Round Table and collection development librarians;
 - report other news of interest to Round Table members; and
 - serve as a forum for the discussion of views among Round Table members about the Round Table's activities, priorities, and problems.

• ~~ha~~

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~~

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 |
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 |
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
to be beneficial to the Round Table. The ~~Round Table~~

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