

# **Bylaws**

Approved June 2018

## **Article I. NAME AND AFFILIATION**

### Section 1. Name

The name of the Organization shall be the Government Documents Round Table (GODORT) of the American Library Association (ALA).

### Section 2. Relationship to the American Library Association

The Government Documents Round Table is a unit of the American Library Association. The constitution and bylaws of that organization, to the extent they are applicable, take precedence over the bylaws of this Round Table.

## **Article II. PURPOSE**

The purposes of the Government Documents Round Table are: (a) to provide a forum for the discussion of problems and concerns and for the exchange of ideas by librarians working with government documents; (b) to provide a nexus for initiating and supporting programs to increase the availability, use and bibliographic control of documents; (c) to increase communication between documents librarians and the larger community of information professionals; (d) to contribute to the education and training of documents librarians.

## **Article III. MEMBERSHIP**

### Section 1.

Any member of ALA may elect to become a personal member of the Round Table upon payment of Round Table annual dues. Only Round Table members who are personal members of ALA receive the right to vote and hold office.

### Section 2.

Any organization concerned with issues relating to government information shall be welcome to associate with the Round Table as an affiliate member upon submission of a statement of membership and purpose. Affiliate membership shall entitle the group to receive publications of the Round Table and to participate by reporting on activities for dissemination to the entire



Section 5.

Treasurer

The Treasurer shall perform the customary duties of this office and serve on the Development Committee, the Publications Committee, the Executive Committee, and the Steering Committee.

Section 6.

Chair of the Publications Committee

The Chair shall, with the aid of the entire committee, perform the duties outlined in the *PPM*. The Chair of the Publications Committee is a member of the Steering Committee and the Executive Committee.

Section 7.

Councilor

The GODORT Councilor shall be elected in accordance with the *ALA Bylaws* and shall

- b. Website Administrator. The GODORT Website Administrator is responsible for developing and maintaining the GODORT website. The Website Administrator is an appointed position filled through an application and interview process and serves a three-year term of office, which is renewable.
- c. Virtual Meetings Coordinator. The GODORT Virtual Meetings Coordinator provides support for GODORT virtual meetings by coordinating the usage of GODORT's virtual meeting space. The Virtual Meetings Coordinator is a non-voting member of the GODORT Steering Committee, appointed by the GODORT Chair. The Coordinator serves until either party terminates the term of office.

## **Article V.**

#### Section 5.

The rules contained in the parliamentary authority designated by the American Library Association shall govern the Round Table in all cases in which they are applicable and in which they are not inconsistent with these *Bylaws* or any special rules of order the Round Table may adopt, or with the Constitution and Bylaws of the American Library Association.

### **Article VI. STEERING COMMITTEE**

This committee is composed of the officers of the Round Table as defined in Article IV, task force coordinators, and the Chairs of standing committees.

#### Section 1.

The Steering Committee shall perform the following duties:

- a. General supervision of the affairs of GODORT;
- b. Approve the topic(s) of the program(s) for the Annual Conference;
- c. Approve by majority vote the appointments and designations of Chairs made by the GODORT Chair to standing and special committees;
- d. Approve creation, change, or discontinuation to membership of committees, task forces, discussion groups, and special committees;
- e. Approve official liaisons positions of GODORT, as needed and where positions may be filled;
- f. Appoint members to ALA unit positions which accrue to the Chair ex officio;
- g. Solicit volunteers for recommendations to ALA committees;
- h. Report all actions of the Steering Committee at Midwinter Meeting and Annual Conferences.

#### Section 2.

Vacancies on the Steering Committee and vacancies in other task force offices and committees caused by an incumbent's resignation, disability, etc. shall be filled for the remainder of the term by the Chair with the concurrence of a majority of the Steering Committee members.

#### Section 3.

Invitations to name a representative to serve as an ex-officio, non-voting member of the Steering Committee shall be extended by the Committee to organizations sharing common interest and purposes with GODORT.

#### Section 4.

Ex-officio memberships on the Steering Committee shall be reviewed periodically.

**Article VII. EXECUTIVE COMMITTEE**

This committee is composed of the Chair, the Assistant Chair/Chair-Elect, Secretary, Treasurer, GODORT Councilor, Publications Committee Chair, the Immediate Past Chair, and the Bylaws and Organization Coordinator.

The Committee shall act for GODORT when time constraints prevent convening or canvassing the Steering Committee. It shall also assist the Treasurer in the preparation of the budget, ensure that the budget is based on complete and accurate information provided by all GODORT units, and conduct budget reviews as requested by the GODORT chair. No action taken by this committee shall conflict with action taken by the Steering Committee. All action taken will be reported to the Steering Committee.

**Article VIII. TASK FORCES, COMMITTEES, DISCUSSION GROUPS, AND INTEREST GROUPS**

Section 1. Task Forces

- a. Task forces are action-oriented groups related to levels of government which are created to perform the ongoing work of the Round Table. Task forces are created, changed, or discontinued

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Coordinator in consultation with other GODORT units, and is published on the GODORT website.

## **Article X. FINANCES**

### **Section 1.**

Funds to support Round Table activities will come from the dues of the general membership, contributions, and monies from workshops and publications.

### **Section 2.**

Dues for personal members, affiliate groups, and others shall be proposed by the Steering Committee and presented to the membership for approval or revision at its annual meeting.

### **Section 3.**

The Steering Committee shall prepare a budget for the next fiscal year and present it to the membership at its meeting immediately prior to the ALA budget submission deadline.

### **Section 4.**

The Steering Committee shall have control of all monies earned or expended by the Round Table. Officers, committee chairs and task force coordinators may request funds as necessary to implement approved programs of the organization.

### **Section 5.**

The Treasurer is authorized to approve requests for reimbursement and payment of bills from funds in the custody of the ALA Executive Board.

## **Article XI. AMENDMENTS**

### **Section 1.**

These *Bylaws* may be amended by a majority vote of the members of the Round Table in attendance and voting at any Annual Conference or Midwinter Meeting, provided that notice of the proposed version has been sent to members or published in *DttP* at least thirty days prior to the meeting. These *Bylaws* may also be amended by a majority vote of



### Section 3.

Any personal member(s) may propose amendments with twenty-five supporting signatures. In order to obtain the supporting signature a proposed amendment may be published on the GODORT website with an accompanying form which supporters may sign and return to the Bylaws and Organization Coordinator. Upon receipt of a proposal with twenty-five supporting signatures from personal members, the Bylaws Coordinator