

# **Bylaws**

Approved May, 2014

## **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.

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- 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.

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### **Article VII. EXECUTIVE COMMITTEE**

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

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.

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### **Article VIII. TASK FORCES, COMMITTEES, AND DISCUSSION 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 by the Steering Committee. Task Forces can be created by the



Section 5.

The Steering Committee will conduct a periodic review to ensure that all groups continue to serve their purpose.

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**Article IX. POLICIES AND PROCEDURES**

Operating policies and procedures of GODORT and its subunits are contained in the *GODORT Policies and Procedures Manual*. The *PPM* will be maintained by the Bylaws and Organization Committee in consultation with other GODORT units, and is published on the GODORT website.

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**Article X. FINANCES**

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 those responding in a referendum to personal members, provided that notice of the proposed revision has been sent to members or published in *DttP* at least thirty days prior to the vote.

#### Section 2.

Proposals for revision may be sent by any member of the Steering Committee to the Chair of the Bylaws Committee, which will review the proposed revision and report it to the Steering Committee. Upon approval by the Steering Committee, the proposed revision shall be disseminated to the membership as provided for in this article.

#### 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 Committee Chair. Upon receipt of a proposal with twenty-five supporting signatures from personal members, the Bylaws Committee will review and report on the language and compatibility of the proposal with other provisions in these Bylaws to the GODORT membership. The proposed amendment will be republished on the GODORT website, and discussed and voted on as provided in this Article, Section 1.