

Bylaws of the
Gay, Lesbian, and Bisexual Task Force of the
Social Responsibilities Round Table of the
American Library Association

Approved July 1994

[Mission statement?]

I. PURPOSE

The Gay, Lesbian, and Bisexual Task Force of the American Library Association's Social Responsibilities Round Table shall:

- promote the improved quality, quantity, and accessibility of library materials of particular interest or usefulness to lesbians, bisexuals, and gay people;
- promote awareness of and develop funding sources outside of ALA for the Gay, Lesbian and Bisexual Task Force Book Awards; **[and programs]**
- developing **[develop]**, promote and defend unrestricted access of all library users to information by or about gay, lesbian, and bisexual people;
- provide bibliographic services to librarians, archivists, other information professionals, and library users;
- work toward eliminating job discrimination against gay, lesbian, and bisexual employees of libraries, archives, and information centers;
- advocate revising classification schemes, subject heading lists, indices, etc., in order to remove terms derogatory to the lives, activities, and contributions to culture and society of lesbian, bisexual, 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, bisexuals, 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 bisexual, lesbian, and gay people;
- provide opportunities for gay, lesbian, and bisexual 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, Lesbian, and Bisexual Task Force.

Non-voting 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>~~ **[membership]** meeting at the Association's Annual Conference ~~<and at least one general business meeting at the~~

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Association's Midwinter Meeting.> (ALA has mandated that no membership meetings are to be held at the midwinter conferences.)

- <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.> [The Task Force Steering Committee shall meet once before and once after all other meetings at both Annual and Midwinter conferences.]
- 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>, [a secretary and a fundraiser/treasurer,] each serving a term of two years.
- The positions of Female Co-chair and Secretary shall be filled during even numbered years.
- The position of Male Co-chair [and fundraiser/treasurer] shall be filled during odd numbered years.
- Officers may not hold the same office for more than two consecutive terms without approval of the Steering Committee.
- [Any officer missing two consecutive ALA meetings shall automatically forfeit their office.]
- 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> [membership] 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 [membership] meeting, other individuals may also announce their candidacy for vacant offices. *current ALA/SRRT*
- All <current> voting members of the Task Force attending the <business> [membership] meeting shall have the opportunity to vote.
- Newly elected officers will take office the day following the Annual Conference during which they <are> [were] 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;> (secretary duty)
- [coordinating the meeting schedule for all Annual and Midwinter meetings, thus submitting the proper Association forms to the Office of Conference Services on a timely basis.]
- appointing the coordinators of standing and special committees and delegating tasks as appropriate to <these> [those] coordinators;
- representing [the Task Force at] (or appointing a designee to attend) meetings of the Social Responsibilities Round Table's Action Council;

? What's this mean?

- <writing reports of the Task Force activities and submitting Task Force budgets to the Action Council;> **(Minutes of all meetings, as prepared by the secretary and approved by the steering committee, can be shared with the RT coordinator.) (The fundraiser/treasurer can submit semi-annual reports to the SRRT treasurer. See below.)**
- <implementing assignments made by the Task Force membership or the Steering Committee;> **(what does this really mean?)**
- acting as spokespersons for the Task Force;
- responding promptly to correspondence addressed to the Task Force;
- <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.> **(Should be fundraiser/treasurer duties.)**

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:>

[Duties of the Secretary:]

The duties of the Secretary < / Treasurer> include:

- attending all Steering Committee and Membership meetings;
- preparing and distributing an agenda for each of the Steering Committee and Membership 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 the GLBTF Steering Committee listserv (GLBTF-L), adding and deleting subscriptions as directed by the Co-chairs, responding to requests for subscription, and working with the ALA Internet Coordinator, who is list co-owner.

[Duties of the fundraiser/treasurer:

The duties of the fundraiser/treasurer include:

- attending all Steering Committee and Membership meetings;
- preparing budget requests to submit to the Action Council of the Association's Social Responsibilities Round Table;
- collecting expense and receipt reports from the various Task Force Coordinators and recording said expenses and receipts into the records of the Task Force and reporting said expenses to the Treasurer of the Action Council of the Social Responsibilities Round Table;
- handling reimbursement requests for authorized expenses incurred by Task Force members in connection with Task Force activities;
- coordinating fundraising goals in pursuit of financial resources that will help to ensure the continuity of the Task Force and all of its activities; and
- managing relations with external organizations in efforts to produce funds to support the Book Awards and other programs and projects approved by the Steering Committee and the membership at large.]

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 [as] designated by the Task Force Co-Chairs. Whenever possible, a committee coordinator will be selected after consultation with other committee members [and will have preferably acted in an apprentice capacity during the preceding year.] 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.>

[Duties of the committee coordinators:

The coordinator of a Task Force committee is responsible for:

- attending all Steering Committee and Membership meetings;
- initially contacting and remaining in adequate communication with everyone who has expressed an interest in working with the committee;
- actively recruiting members for their committee;
- sending letters of appointment to new committee members for their professional portfolios;
- appointing an "apprentice" from within the ranks of that committee;
- sending requests for committee member listserv additions and deletions to the Secretary of the Task Force;
- keeping the Task Force Co-Chairs informed of the committee's plans, needs, activities, and problems;
- submitting budget requests to the Fundraiser Treasurer by the end of the Steering Committee I during the Midwinter conference;
- submitting expense reports, receipt reports, and refund requests to the Fundraiser Treasurer on a continuing basis;
- reporting the committee's activities to the Task Force at all of its Steering Committee and Membership meetings;
- submitting progress reports and committee announcements to the newsletter editor following the published submission schedule;
- submitting publicity and website content and information to the newsletter editor, the clearinghouse/website coordinator as appropriate; and
- maintaining that committee's portion of the Task Force Handbook, updating whenever appropriate with changes approved by the Steering Committee.]

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 the members present at a <business> [?] (What type of meeting; SC or Membership? If membership, do our three new committees even exist?) 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 Newsletter < and the> [, the] ClearingHouse/[Website] [, and the Program Planning Committees] shall be appointed (or reappointed) in even-numbered years, and the Coordinators of the <Fundraising/Publicity> [Breakfast Planning] Committee, the Book Awards Committee, and the <Newsletter Editor> [External Relations Committee] 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, [or] needs<, or budget requests> to the Co-Chairs and/or the Steering Committee in advance of the meeting.

• **Gay, Lesbian, and Bisexual Book Award Committee:**

<The Gay, Lesbian & Bisexual Book Award Committee shall annually designate a book of particular importance and quality that promotes or describes a subject of concern to lesbians, bisexuals, and/or gay men. The Committee shall develop written procedures for selecting the winner of this award that are consistent with the American Library Association guidelines for awards. The Book Award Coordinator shall be responsible for ensuring that the committee

Membership

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 Book Award Coordinator will request the amount needed from the Steering Committee before a date determined by the Steering Committee.>

[In addition to the activities listed above under "Duties of the committee coordinators," the Book Award Committee, under the guidance of its Coordinator, is responsible for:]

- <shall> annually designating <a> **two books (one non-fiction and one literature)** <book> of particular importance and quality that promote<s> or describe<s> a subject of concern to lesbians, bisexuals, and/or gay men;
- develop[ing] written procedures for selecting the winner of this award that are consistent with the American Library Association guidelines for awards;
- **[working closely with the Breakfast Planning Committee to ensure the events success; and]**
- 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.

• **[Breakfast Planning Committee:**

In addition to the activities listed above under "Duties of the committee coordinators," the Breakfast Planning Committee, under the guidance of its Coordinator, is responsible for:

- keeping planning activities on the two-year planning cycle as per the planning grid;
- working closely with the Book Award Committee Coordinator and the Program Planning Committee Coordinator in the planning of the Annual GLBTF Book Award Breakfast (so as to avoid conflicting and/or repetitive efforts, requests and offerings);
- coordinating the members of that committee in the set-up of the breakfast; and
- coordinating the breakfast arrangements with the sponsoring hotel's catering staff.]

• **<Library Information> Clearinghouse/[Website] Committee:**

[In addition to the activities listed above under "Duties of the committee coordinators," the Clearinghouse/Website Committee, under the guidance of its Coordinator, is responsible for:]

<The Library Information Clearinghouse is responsible for>

- identifying, obtaining, and distributing written materials related to collecting or cataloging gay-, lesbian-, or bi-oriented materials for libraries;
- identifying, obtaining, and distributing written materials helpful to individuals in borrowing gay-, lesbian-, or bi-oriented materials from libraries or interested in improving the quality, quantity, classification, or availability of gay-, lesbian-, or bi-oriented information in libraries;
- identifying, obtaining, and distributing written materials related to the unique issues faced by gay, bisexual, 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 **[via the GLBTF website];**
- obtaining from the authors or holders of copyright permission to distribute relevant items through the Clearinghouse;
- 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; **(Is this still needed or do we use a reimbursement process?)**
- <reporting Clearinghouse expenses to the Steering Committee;>
- maintaining and publicizing a list of materials available through the Clearinghouse;

- developing liaisons with other information-providing organizations which publish gay-, lesbian-, or bi-oriented materials helpful to librarians or to library users; and
- <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 members a written report of the Clearinghouse's activities during the previous year.>

- **<Fundraising/Publicity Committee:**

The Fundraising/Publicity Committee will work in tandem with the Steering Committee to develop fundraising goals and publicize the programs, activities and publications of the Task Force. The Fundraising/Publicity Committee has the following publicity responsibilities: to develop written materials to encourage Task Force membership; to annually distribute information about the Task Force to library schools; to disseminate membership information and publicity for meetings and events, including the meetings of the Book Awards committee, that are sponsored by the Task Force during the Association's conferences and meetings; The Fundraising/Publicity Coordinator is responsible for developing business contacts, coordinating fundraising efforts, and managing relations with external organizations in efforts to produce funds to support the Book Awards program and other projects approved by the Steering Committee and the membership at large. > **(Fundraising/Publicity Committee duties are now divided between the elected fundraiser /treasurer position and the External Relations Committee. Please refer to those sections for the texts of duties.)**

- **[External Relations Committee:**

In addition to the activities listed above under "Duties of the committee coordinators," the External Relations Committee under the guidance of its Coordinator is responsible for:

- publicizing the programs, activities and publications of the Task Force;
- developing written materials to encourage Task Force and, by default, SRRT membership;
- annually distributing information about the Task Force to library schools;
- taking attendance at all open Task Force meetings;
- assigning a greeter(s) to welcome all attendees to all Task Force Meetings;
- monitoring ALA units, affiliates, and external library organizations on issues that need the attention/participation of the Task Force (e.g. Council, Diversity Council, internet filtering, Family Friendly Libraries, etc.);
- appointing two committee members on a two-year staggered schedule as the representatives of the Task Force to the ALA Diversity Council; and
- preparing letters or resolutions for supportive and educational external communications to be approved and signed by the Task Force Co-chairs.]

- **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.

The Newsletter Editor shall maintain an automated list of newsletter subscribers; provide mailing lists or mailing labels of subscribers' names to the Steering Committee members who request them; handle, 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 newsletter mailing list.

In addition to overseeing the production and distribution of the newsletter, the Newsletter Coordinator shall also monitor the newsletters produced by the gay/lesbian/bisexual 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.

[In addition to the activities listed above under "Duties of the committee coordinators," the Newsletter Committee, under the guidance of its Editor, is responsible for:

- for compiling, producing, and distributing a newsletter for times each calendar year;
- publishing a newsletter submission schedule coordinated with ALA parent office printing and mailing schedules;
- maintaining an automated list of newsletter subscribers;
- providing mailing lists or mailing labels of subscribers' names to the 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 newsletter mailing list;
- monitoring the newsletters produced by the gay/lesbian/bisexual caucuses of other professional organizations for news of interest to Task Force members;
- 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;
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• **Program [Planning] Committee:**

[In addition to the activities listed above under "Duties of the committee coordinators," the] <The> Program [Planning] Committee, [under the guidance of its Coordinator,] is responsible for:

- **[keeping planning activities on the two-year planning cycle as per the planning grid;]**
- **[finding co-sponsors for the various Task Force programs;]**
- **[seeking out programs of other ALA units which the Task Force can sponsor;]**
- planning and conducting programs and social activities sponsored or co-sponsored by the Task Force at the Association's Annual Meetings and Midwinter Meetings, **[(including but not limited to: the annual program, the GLBTF social, the Read-Aloud, Gay Pride Events participation, preconferences, and anniversary celebrations)]** 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 local arrangements liaisons with gay, lesbian, and bisexual **[libraries,] librarians, and others living in the cities hosting the Association's Annual Conference and Midwinter Meeting.**

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• **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 [Steering Committee or membership] 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 to 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.>

V. FINANCES

Budget:

The <Co-Chairs are> [Fundraiser/Treasurer is] responsible for preparing the annual budget for the Steering Committee's review by the end of its first meeting at the Association's Midwinter conference. 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 [and approval]. The Co-Chairs 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 any member of the Steering Committee between membership meetings. Changes approved by the membership or by the Steering Committee will be requested [submitted for approval] 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 <Co-Chairs> [Fundraiser/Treasurer]. Receipts must be provided to support such a request. The <Co-Chairs> [Fundraiser/Treasurer will shepherd a timely reimbursement of all expenses.] <will reimburse authorized expenses in a timely manner.> Reimbursements for expenses over \$25.00 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 a publication by a standing committee [or a special committee] will be used [first] to support the continued work of that committee [and then to support other Task Force initiatives as needed.] <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 [and will forward those records to the Fundraiser/Treasurer as appropriate.]

VI. TASK FORCE LISTSERVS

GLBTF-L:

The Task Force [secretary] shall maintain a listserv for current and past Steering Committee members. <Subscription to the listserv shall be limited to those currently on the Steering Committee and immediate past Steering Committee members, whose subscriptions will continue for one year after the end of their term.> [Subscription to the listserv shall be open to all members of ALA.] Steering Committee members without e-mail will receive paper communication from the secretary.

→ ALA mandated.

Committee Listservs:

Task Force standing or special committees shall establish listservs for internal communication. Task Force Co-Chairs shall be added as subscribers to all standing or special committee listservs [excluding the book award committee's.]

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 the "Rules or Order" that ALA Council is using at the relevant moment.

VIII. **Amending the Bylaws**

Any provision of these bylaws may be changed at a ^[the annual] ~~regular~~ [membership ~~or Steering Committee~~] 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 bylaws before the change can become effective.