

ALABAMA LIBRARY ASSOCIATION
GOVERNMENT DOCUMENTS ROUND TABLE
BY-LAWS

Article I. Name

The name of this organization shall be the Alabama Government Documents Round Table.

Article II. Objectives

The objectives of the Round Table shall be to provide a forum for librarians working with government documents; to provide the availability, use and bibliographic control of documents; and to promote communication between documents librarians and other librarians.

Article III. Membership

Section 1: Membership in this Round Table shall be open to any member in good standing of the Alabama Library Association who subscribes to the objectives of the Round Table.

Section 2: Dues shall be determined by the membership of the Round Table with the approval of the Alabama Library Association, Inc., Council. Changes in dues shall be approved at the annual meeting.

Article IV. Officers and Duties

Section 1: The officers of this Round Table shall be a Moderator, Moderator-elect, Secretary-Treasurer. The term of office shall be for one year, beginning at the adjournment of the annual meeting. Officers shall be chosen from Round Table members in good standing who have agreed to serve in that office.

Section 2: Those officers shall perform the duties pertaining to their respective offices.

- a. Moderator: The Moderator shall be the chief executive of the Round Table, Chairperson of the Steering Committee, and the Round Table's representative to the ALLA, Inc., Council.
- b. Moderator-elect: The Moderator-elect shall perform the duties of the Moderator in the absence of the Moderator; shall be a member of the Steering Committee; shall be responsible for the program at the annual

meeting; shall serve as Membership Chairperson; and shall serve as an aide to the Moderator.

- c. Secretary-Treasurer: The Secretary-Treasurer shall handle correspondence, keep minutes of general and Steering Committee meetings, be empowered to receive and authorize the disbursement of funds as approved by the Association treasurer, and keep necessary and proper records.

Section 3: All officers shall deliver to their successors all official material not later than two weeks following the installation of their successors.

Section 4: In case of a vacancy in the office of Moderator, the Moderator-elect shall succeed to the office of Moderator for the remainder of the unexpired term. A special election shall be held to elect a Moderator-elect who shall succeed the Moderator when his term ends. When a vacancy occurs in the office of Moderator-elect or Secretary, a special election shall be held to fill the vacancy. When a vacancy occurs on the Steering Committee other than that of Moderator-elect or Secretary, the Steering Committee shall appoint a member to serve the remainder of the term.

Article V. Meetings

Meetings shall be held at such times and places as designated by the Steering Committee.

Article VI. Steering Committee

Section 1: The Steering Committee shall consist of the elected officers, the chairpersons of the task forces and committees, the newsletter editor and assistant editor, and such other persons as deemed necessary by the Steering Committee.

Section 2: The duties of the Steering Committee shall be general supervision of the affairs of the Round Table in the intervals between meetings.

Section 3: Meetings shall be held when called by the Moderator, or the Moderator-elect in the Moderator's absence, or by a majority of the members of the Committee. A simple majority of the members present constitutes a quorum. All meetings of the Steering Committee shall be open meetings.

Article VII. Task Forces, Committees, Editor, and Assistant Editor

Section 1: Task forces shall be created by the Steering Committee as it deems necessary to carry on the work and to further the objectives of the Round Table. Chairpersons of task forces shall be appointed by the Steering Committee from

Round Table members in good standing who have agreed to serve in that office. The term of office shall be for one year beginning at the adjournment of the annual meeting.

Section 2: Special committees shall be created by the Steering Committee as it deems them necessary for the interest of the Round Table.

Section 3: Chairpersons of the committees shall be chosen by members of the committee.

Section 4: An Elections Committee consisting of not less than three members shall be chosen by the Steering Committee. No member of the Elections Committee shall be a member of the Steering Committee at the time he is appointed to the Elections Committee. The Elections Committee shall propose a full slate of officers to the membership for its consideration four weeks prior to the meeting at which the voting is to be done. The Elections Committee shall conduct all elections.

Section 5: An Editor shall be appointed by the current Steering Committee to serve the succeeding year. The Assistant Editor shall be chosen by the Editor with the approval of the Steering Committee. Both Editor and Assistant Editor are to be chosen from Round Table members in good standing who have agreed to serve in that respective office. Terms of office for both Editor and Assistant Editor shall be for one year beginning at the adjournment of the annual meeting. The Editor and Assistant Editor may be re-appointed for successive terms of office at the discretion and with the approval of the Steering Committee.

Article VIII. Parliamentary Authority

Section 1: The most recent edition of *Robert's Rules of Order* shall govern all meetings of the Round Table and its task forces and committees in all cases where applicable and not in conflict with these By-Laws.

Section 2: The members present at an announced meeting shall constitute a quorum for the conduct of business.

Section 3: A majority of members present and voting shall be sufficient to take any action except amending these By-Laws.

Article IX. Amendments

Section 1: The By-Laws may be amended at the annual business meeting or at any called meeting of the Round Table provided that: the amendment was presented for consideration of the members at least four weeks prior to said meeting, and that two-thirds of the votes cast shall constitute the majority vote necessary.

Section 2: Amendments may be proposed by the Steering Committee, or by a motion from the floor, provided that the procedure in Article IX, Section 1, be followed.

Article X. State Affiliate

This organization shall be a state affiliate of the American Library Association GODORT and shall be a round table of the Alabama Library Association, Inc. As such, it shall be conducted in accordance with Article IX of the By-Laws of the Alabama Library Association, Inc.

Amended 1988