

Bylaws Working Group: Round Tables Bylaws Template – DRAFT, November 12, 2020

These Bylaws shall at all times be consistent with the [Bylaws of the ALA](#).

Name

- Name of round table (e.g., “The name of this round table is , a round table of the American Library Association.”)
- Relationship of Round Table with ALA
 - Council (e.g., “The Council may establish or discontinue a round table in accordance with Bylaws of the ALA.”)
 - Role of staff liaison

Purpose

- The purpose of the round table in 1-2 sentences

Membership and Dues

- Membership eligibility/requirements (e.g., “Any member of the Association may become a member of any round table by complying with the requirements for membership.”)
- Four different types of members: Regular Individual, Corporate/Organizational, Reduced Rate (e.g., International, Retiree, Student, New Members, **at discretion of round table**), and Complimentary (e.g., International, Retiree, Student, **at discretion of round table**)
 - **Note: Moving to just four categories is the recommendation of the RTCA Bylaws Task Force. Such a move would reduce confusion and administrative burdens. It also could help with dues standardization, if RTCA or Council chose to move in that direction.**
- Who establishes the dues (ex. “Dues for all member types shall be set by the Round Table’s Executive Committee upon recommendation of the Round Table Coordinating Assembly with approval by a vote of the RT membership.”)
 - **Note: RTCA does not currently recommend a dues structure. The Forward Together Working Group has recommended standardization of dues, but the RTCA Bylaws Task Force could reach no consensus. Changing the dues structures, we believe, would be quite difficult with financially harming some round tables who charge at the higher or lower ends.**
- Who approves dues changes -- the RT membership
- How are dues changed

- Subject to change

Governing Body -- Executive Committee

- Name and explanation of the Executive Committee (EC) as the highest governing body within the round table. **Note: The Bylaws Task Force recommends standardizing this body's name to "Executive Committee" within all round tables. Currently, the 20 round tables use many different names for this body. Standardization would reduce confusion and promote parity.**
 - Duties of the EC
 - Meetings of the EC
 - List of EC voting officers, by office (e.g., Chair, Treasurer)
 - **Note: The Bylaws Task Force recommends standardizing the title for the highest officer in the round tables, as "Chair." Currently, the round tables use a few different names for this position. Standardization would reduce confusion and promote parity.**
 - **Note: The Bylaws Task Force recommends standardizing the title for the second-highest officer in the round tables, as "Vice Chair/Chair-Elect." Currently, the round tables use a few different names for this position. Standardization would reduce confusion and promote parity. It also would clarify that the Vice Chair will succeed the Chair in the following year.**
 - Duties of each office
 - List of non-voting/ex officio officer positions (e.g., Archivist, Councilor)
 - Duties of each office
 - Term lengths, when do terms begin
 - What to do with non-performing officers and vacancies (succession)
- If second-tier governance bodies, such as an Advisory or Steering Committee, include that information here.

Committees and Working Groups

- Types of committees -- but without listing them specifically -- standing, special, ad hoc
 - Note: These types are per ALA's Policy Manual: <http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section1/governing-structure#A.4.3.6>
 - **Note: The Bylaws Task Force encourages round tables not to list specific committees within their bylaws. Rather, including this information in a secondary document (e.g., a manual) would give round tables more flexibility in constituting and reshaping committees, to fit the needs of the round table. Many round tables already omit this information from their bylaws, but some round tables would need to amend their bylaws to meet this recommendation.**
- How committees are formed -- who establishes and appoints them

- How committee chairs are appointed/elected
- Length of term on a committee
- Difference between a committee and a working group
- How working groups are formed -- who establishes and appoints them?
- How long a working group lasts

Meetings

- Types of meetings the RT holds (annual meetings, special meetings, etc.)
 - Meetings of the Executive Committee and who is welcome to attend (referencing ALA Open Meeting Policy, about open vs. confidential meetings)
 - Meetings of all members
- Who calls the meetings and sets the agendas
- Quorum

Nominations and Elections

- A stipulation that candidates are members of both the round table and ALA
- How candidates are determined
 - Do candidates need to consent, be approved, or the membership informed?
- Election (e.g., "The election will be held by vote in accordance with ALA procedure.")
- Term limits/waiting periods for officers, if applicable
- Procedure for replacing an officer, if unable to fulfill term of office

Finances

- Fiscal year (e.g., "The fiscal year of the Round Table shall conform to the fiscal year of the ALA.")
- Disbursement (e.g., "Funds of the Round Table shall be held and disbursed in accordance with Bylaws of the ALA.")
- Financial Report to membership

Parliamentary Authority

- What rules or guidelines are used to govern meetings and business (e.g., "Robert's Rules of Order, in the latest edition, shall govern the Association in all cases to which it can be applied and in which it is not inconsistent with the Constitution, the Bylaws, or special rules of order of the Association.")

Amendments and Review of Bylaws

- General statement that amendments to bylaws must follow ALA's rules and requirements for amending round table bylaws

- Any requirements for notifying members of proposals and review of bylaws (e.g., "Proposals to review and amend the bylaws will be published in the [round table publication/website/distributed to the listserv])
- References to any period of time for comments from membership and the public
- References to any other round table procedures for proposing, voting, notifying, and publishing on amendments to the bylaws
- How often bylaws should be reviewed/revised (e.g., every 5 years)