

## **Proposed By-Law Amendments** **(to be inserted on LHRT's 2010 ballot)**

### **Introduction:**

Incoming officers often rely heavily on bylaws and other governing documents to guide their efforts. Comparing LHRT's bylaws with those of other ALA units, some sections of LHRT's documents appear confusing or vague in regard to committee members' terms of service. Also, the bylaws do not include duties for past officers. Nor do they include provisions for a webmaster or a (standing) fundraising committee, two common organizational features that are sorely needed by our Round Table. Therefore, LHRT should make four groups of changes to its current bylaws.

The first item below proposes to specify terms of service for LHRT's Members-at-Large, Awards Committee, and Nominations and Elections Committee. The second item proposes to define the duties of the Past-Chair and Past-Secretary. The third item proposes to create the position of Webmaster, which will also be a position on LHRT's Publications Committee. The final item proposes to create a (standing) Fundraising Committee, to subsume the current ad-hoc Auction Committee.

The text of the proposed changes and their rationales are given below. Deleted text is marked with a strikethrough. Added text is marked with bold italics. If approved by LHRT's Executive Committee at its Midwinter meeting, the following by-law changes would appear on the 2010 ballot.

## Proposed By-Law Change 1 (re. Terms of Service):

### Proposed Changes:

#### Under Article 1, Section 5 (Officers—Members-at-Large):

The Members-at-Large shall serve on the Executive Committee of the Round Table, contribute to its deliberations and discussions, and work with the Chair and Chair-elect on the Program Committee and Research ~~Forum~~ **Committee** as assigned. ***One new Member-at-Large shall be elected each year, and will serve a two-year term.***

#### Under Article 3, Section 2 (Committees—Research Committee):

The Research Committee shall be chaired by the Chair-elect/Vice-chair. The Justin Winsor Essay Prize Committee, Phyllis Dain Library History Dissertation Award Committee, the Donald G. Davis Article Award Committee, and the Eliza Atkins Gleason Book Award shall be considered subcommittees of the Research Committee. ***The Research Committee Chair will appoint new Awards Committee members for the next terms in the year each award is given. Terms will begin immediately after ALA's Annual conference and end when the next award is granted. Thus, members of the Justin Winsor Committee will serve one-term terms; members of the Dain Committee will serve two-year terms (beginning in odd-numbered years); members of the Davis Committee will serve two-year terms (beginning in even-numbered years); and members of the Gleason Committee will serve three-year terms (beginning every third year).*** Chairs of the Award Committees shall constitute the membership of the Research Committee.

#### Under Article 4, Section 1 (Nomination and Election):

The Chair of the Library History Round Table at the conclusion of each annual meeting shall appoint a Nominating Committee of at least three members of whom one will be designated Chair. ***Members of the Nominating Committee shall serve a one-year term.***

### Rationale:

Many bylaws documents specify the terms of service for each officer and committee, so that the Chair and Nominating Committee will know when they must make new appointments and find new candidates for office. The lack of specificity in LHRT's current bylaws has caused much confusion, especially for the position of Member-at-Large. In 2005/2006, two officers unexpectedly had to share the Member-at-Large position because too many people had been elected. The new bylaw language will help alleviate this problem.

## Proposed Bylaws Change 2 (re. Duties of Past-Chair and Past-Secretary)

### Proposed Changes:

#### Under Article 2 (Officers):

##### ***Section 6 Past-Chair***

***The immediate Past-Chair shall serve on the Executive Committee of the Round Table and the Membership and Outreach Committee. In addition, the Past-Chair shall update the Round Table's Bylaws and Handbook as needed.***

##### ***Section 7 Past-Secretary/Treasurer***

***The immediate Past-Secretary/Treasurer shall serve on the Executive Committee of the Round Table and on the Fundraising Committee. In addition, the Past-Secretary/Treasurer shall ensure that copies of important Round Table documents are passed to incoming officers and archived at the ALA Archives.***

##### ***Section 8 LHRT Newsletter Editor***

### Rationale:

Article 3, Section 1 (Committees—Executive Committee) mentions that the Past-Chair and Past-Secretary/Treasurer are members of the Executive Committee. However, their duties are not specified in any section of Article 1 (Officers). The proposed amendment appoints the Past-Chair and Past-Secretary/Treasurer to positions where their experience can be utilized.

## Proposed Bylaws Change 3 (re. Creation of LHRT Webmaster)

### Proposed Changes:

#### Under Article 2 (Officers):

##### **Section 9 LHRT Webmaster**

***The LHRT Webmaster is appointed by the LHRT Chair in odd-numbered years for a term of two years. The Webmaster may be reappointed. The responsibilities of the Webmaster include the following:***

- A. Maintain and update LHRT's web pages and other electronic publications, particularly for time-sensitive information such as officer/committee rosters and conference information.***
- B. Initiate improvements to LHRT's web pages and other electronic publications.***
- C. Work with the Executive Committee to assemble materials to be published on the Round Table's web site and other electronic venues.***
- D. Before leaving office, train Executive Committee members and/or the new LHRT Webmaster on necessary protocols and technologies.***

#### Under Article 3, Section 4 (Committees—Publications Committee):

The Publications Committee membership includes a Chair and at least two additional members, who are members in good standing of the Round Table, appointed for staggered terms of two years. The editor of the Library History Round Table Newsletter, ***LHRT's Webmaster***, and the LHRT Representative to Libraries & Cultural Record are members ex-officio.

### Rationale:

LHRT's web site is often the first point of reference for members, potential members, and other ALA units. It is also an important archive of Round Table materials, including past newsletters and editions of the "Bibliography of Library History." In the past, LHRT's web site was maintained in an ad-hoc fashion by ALA staff and/or volunteers. Because of staffing cuts, ALA staff are no longer able to maintain LHRT's pages. This important task cannot be handled by a casual volunteer. The LHRT Webmaster must develop significant expertise and devote much time to the task, given the specialized training that ALA's content management system requires, (and the amount of information on LHRT's web site). The requisite commitment should be rewarded by an official position within the Round Table. Many ALA Round Tables (including GLBTRT, GODORT, NMRT, and VRT) have a web master or web committee.

## Proposed Bylaws Change 4 (re. Creation of a Fundraising Committee)

### Proposed Changes:

#### Under Article 3 (Committees):

##### **Section 7 Fundraising Committee**

***The Fundraising Committee shall be appointed by LHRT Chair. The Committee shall consist of at least three members, including a Chair, the immediate Past-Secretary/Treasurer, and others appointed by the LHRT Executive Committee. The responsibilities of the Fundraising Committee include:***

- A. Raise funds and resources for LHRT initiatives, such as Library History Seminar.***
- B. Work with ALA's Development Office and other ALA units to include LHRT initiatives in the Association's fundraising activities.***
- C. When viable, raise funds and resources for ALA initiatives, such as the Emerging Leaders Program.***

***The Committee may undertake additional activities with the approval of the LHRT Executive Committee.***

### Rationale:

For several years, LHRT has had an ad-hoc "Auction Committee" which has raised funds for Library History Seminar by collecting donated items and arranging for their sale. According to the *ALA Policy Manual*, ad-hoc committees do not exist in perpetuity: they are appointed for a specific project or goal to be achieved within a specific time period (see Section 6.6.1). If auctions are an ongoing effort of LHRT, there should be a standing committee with responsibilities and terms of services specified in the bylaws.

Given the current economy, there are many reasons to expand the role of the Auction Committee. The poor financial performance of LHRT's Holley and Winsor endowments are a cause of great and immediate concern. Neither of these funds is self-supporting, and LHRT must contribute heavily from its operating budget to pay honoraria and prizes mandated by the endowments. In addition, LHRT's small budget prevents it from providing presentation equipment for programs, scholarships for graduate students, and other benefits that are common in other units. If LHRT wishes to expand its activities, it must find additional funding. The proposed bylaws addition will convert the Auction Committee to a permanent, standing committee, and give it authority to expand its activities.