

# CONSTITUTION

## GOVERNMENT DOCUMENTS ROUND TABLE OF OHIO

### ARTICLE I. NAME

The name of this organization shall be Government Documents Round Table of Ohio (hereinafter referred to as Ohio GODORT).

### ARTICLE II. PURPOSE

The purpose of Ohio GODORT shall be to promote the effective use of government information which is issued, published, or distributed in any format by all levels of government. The purpose of Ohio GODORT is similar to the purpose of the Government Documents Round Table of the American Library Association (ALA GODORT) as follows:

To provide a forum for the discussion of problems and concerns and for the exchange of ideas by individuals and organizations who have an interest in government information in the state of Ohio.

To promote the initiation and support of programs to increase availability, access, effective use, and bibliographic control of government information issued by all levels of government.

To increase communication between personnel working with government information and other library employees.

To contribute to the extension and improvement of the education and training of government information personnel.

To advocate the development, maintenance, and expansion of levels of service for government information appropriate to user communities.

### ARTICLE III. AFFILIATION

Ohio GODORT shall be affiliated with the Government Documents Round Table of the American Library Association. See BYLAW 1: SECTION 1D and BYLAW 5: SECTION 1.

### ARTICLE IV. MEMBERSHIP

Membership in Ohio GODORT shall be open to individuals and organizations interested in government information.

### ARTICLE V. OFFICERS

SECTION 1. The officers of Ohio GODORT shall be: President; President-Elect/Program Chair; and Secretary/Treasurer. These officers shall perform the duties prescribed in the Bylaws and by the parliamentary authority adopted by Ohio GODORT. See BYLAW 1.

## SECTION 2. THE EXECUTIVE BOARD (Formation date: 1981)

The Executive Board shall consist of the elected officers, the Editor(s) of the Newsletter, the Government Information Consultant of the State Library of Ohio, and any Committee chairs necessary for the work of the Board.  
See BYLAW 1; BYLAW 5: SECTION 2; and BYLAW 6.

The Executive Board shall act in the name of the membership between meetings, shall help coordinate meetings, and shall serve as liaison with other state documents organizations.

The Executive Board, with the addition of a past President of Ohio GODORT, shall serve as the Clyde Award Committee.  
See BYLAW 6: SECTION 2F and BYLAW 7

## ARTICLE VI. MEETINGS

A minimum of two business meetings of Ohio GODORT shall be held each year, unless otherwise determined by the membership or the officers. Both business meetings may be combined with a program. When possible, these meetings shall be held one in the Fall and one in the Spring and with both following the Federal Depository Library Council meetings. See BYLAW 3

## ARTICLE VII. COMMITTEES

Members will be strongly encouraged to participate in committee work.

SECTION 1. Ad Hoc and/or Standing Committees may be established by the officers and/or the membership as needed. Committee membership shall be filled either by volunteers or by Presidential appointment.

SECTION 2. Letters of committee appointments shall be sent by the President to those members who are appointed or to those who volunteer for committee service. Special mention of the specific project or charge to the committee shall be included in these letters, if it differs significantly from the charge as stated in the Bylaws.

See BYLAW 6: SECTIONS 1 and 2.

## ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order shall govern the proceedings of Ohio GODORT in all applicable cases unless they are inconsistent with the Bylaws or any special rules of order that Ohio GODORT might adopt.

## ARTICLE IX. AMENDMENT OF CONSTITUTION AND BYLAWS

SECTION 1. The Constitution of Ohio GODORT may be amended by two-thirds vote of those members present at any business meeting, provided that the amendment has been submitted to the membership at least two weeks prior to that meeting.

SECTION 2. The Bylaws of Ohio GODORT may be amended by two-thirds vote of those members present at any business meeting, provided that the amendment has been submitted to the membership at least two weeks prior to that meeting.

SECTION 3. Amendments to or revisions of the Constitution or the Bylaws may be proposed by the officers or by petition from five members of Ohio GODORT. Proposals originating from the officers shall be approved by a two-thirds vote of the Executive Board before submission to the members. Proposals by petition shall be submitted to the officers for consideration. They shall then be presented to the members for a vote accompanied by the recommendation from the officers. See BYLAW 5 SECTION 6.

Framed/Adopted  
1982  
Julia Baldwin  
George Kline  
Clara Smith  
Mel Spence

Amended/Adopted  
1989  
Liese Adams  
Evron Collins  
Karen Kottsy

Revised/ Adopted  
1999  
Evron Collins  
Margaret S. Powell  
Carol Singer

Revised/Adopted  
2005  
Mark Gooch  
Jennifer McMullen  
Carol Singer

# BYLAWS

## GOVERNMENT DOCUMENTS ROUNDTABLE OF OHIO

### BYLAW 1. OFFICERS

No officer shall serve more than two consecutive terms in the same office.

#### SECTION 1. PRESIDENT.

- A. The office of President shall be assumed by the immediately preceding President-Elect/Program Chair. See BYLAW 1: SECTION 2A.

The term of President shall begin at the close of the Spring meeting following the election of the other officers. The President shall serve a one-year term. See BYLAW 3: SECTION 1.

The President shall preside at all general meetings of the membership of Ohio GODORT and shall call and preside at meetings of the Executive Board, when needed.

- B. In the event that the President is unable to preside at a meeting, the President-Elect/Program Chair or the Secretary/Treasurer shall preside, in that order. See BYLAW 1: SECTIONS 2B and 3B.

In the event that the President is unable to complete the term of office, the President-Elect/Program Chair shall assume the office of President for the remainder of the term in addition to serving the following one-year term as President. See BYLAW 1: SECTION 2B.

In the event that the President-Elect/Program Chair is unable to assume the unfinished term of the President, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a President to fill the unfinished term. See BYLAW 1: SECTION 2B.

- C. When necessary, the President shall appoint an Editor, or Editors, for the Newsletter, who shall serve for an indeterminate period. See BYLAW 5: SECTION 2.

- D. The President shall appoint an Ohio GODORT – ALA GODORT Liaison from among those who are members of both Ohio GODORT and ALA GODORT to coordinate communications and facilitate cooperation between Ohio GODORT and ALA GODORT. The Ohio GODORT – ALA GODORT Liaison may serve for an indeterminate period. See BYLAW 5: SECTION 1.

- E. The President shall appoint an Archives Liaison to coordinate archival activities between Ohio GODORT and the archival site. The Archives Liaison shall preferably be employed at or reside near the designated archival site. See BYLAW 1: SECTION 3E; BYLAW 5: SECTION 3; and BYLAW 8.

- F. The President shall appoint other Liaisons and Coordinators as needed, including but not restricted to the Legislative Action Coordinator, OhioLINK Liaison, and the Constitution Revision and Update Coordinator. See BYLAW 5: SECTIONS 4, 5, and 6.

- G. The President shall, with the assistance of the Secretary/Treasurer, send letters to committee members and committee chairs, confirming their appointment or voluntary service to the committee and specifying the special project or committee charge if it

varies from the charge stated in the Bylaws. The letters shall be mailed within six weeks of the appointments.

See BYLAW 6: SECTIONS 1 and 2A - F.

- H. The President shall appoint a Nominating Committee of at least two members at the Fall meeting whose duty it shall be to present a slate of candidates for each vacant office for vote of the membership at the next Spring meeting. The Nominating Committee shall assist the President with appointments upon request. See BYLAW 6: SECTION 2E and BYLAW 4.

## SECTION 2. THE PRESIDENT-ELECT/PROGRAM CHAIR

- A. The President-Elect/Program Chair shall be elected at the Spring meeting, and shall serve a one-year term. See BYLAW 3: SECTION 1.

The term of President-Elect/Program Chair shall begin at the close of said Spring meeting following the election of the other officers.

See BYLAW 3: SECTION 1.

The President-Elect/Program Chair shall succeed as President following the one-year term as President-Elect/Program Chair.

See BYLAW 1: SECTION 1A.

- B. In the event that the President is unable to preside at a meeting, the President-Elect/Program Chair or the Secretary/Treasurer shall preside, in that order. See BYLAW 1: SECTION 1B and 3B

In the event that the President is unable to complete the term of office, the President-Elect/Program Chair shall assume the office of President for the remainder of the term in addition to serving the following one-year term as President. See BYLAW 1: SECTION 1B.

In the event that the President-Elect/Program Chair is unable to assume the unfinished term of the President, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a President to fill the unfinished term.

See BYLAW 1: SECTION 1B.

In the event that the President-Elect/Program Chair is unable to complete the term of President-Elect/Program Chair, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a person to complete the term and the responsibilities of Program Chair. At the next Spring meeting elections shall be held for President and any other offices as usual.

- C. In the capacity of Program Chair, the President Elect/Program Chair shall be responsible for choosing, organizing, and introducing programs at both the Fall and Spring meetings.

## SECTION 3. THE SECRETARY/TREASURER

- A. The Secretary/Treasurer shall be elected at alternate Spring meetings and shall serve for a term of two years. The term of office shall begin at the close of said meeting following the election of the other officers.  
See BYLAW 3: SECTION 1.

- B. In the event that the President is unable to preside at a meeting, the President-Elect or the Secretary/Treasurer shall preside, in that order.  
See BYLAW 1: SECTIONS 1B and 2B.

In the event the Secretary/Treasurer is unable to complete the term of office, the Executive Board of Ohio GODORT shall, with a majority vote, appoint a Secretary/Treasurer to fill the unfinished term.

- C. The Secretary/Treasurer shall keep the minutes of each general meeting and any meetings of the Executive Board. Minutes of the general meetings shall be posted to the Ohio GODORT Home Page, included in the Newsletter, or otherwise distributed to the membership in advance of the next general meeting. The general meeting minutes shall be read and/or discussed at the next meeting and approved by the members at that time. The minutes of the Executive Board meetings shall be reviewed by the Board prior to the next general meeting. The Secretary/Treasurer shall make corrections to all minutes as needed.
- D. The Secretary/Treasurer shall keep the accounts of Ohio GODORT, collect dues, disburse payments, and report to the membership at each meeting. The Secretary/Treasurer shall make corrections to the Treasurer's report as needed.
- E. The Secretary/Treasurer shall preserve copies as corrected of the general meeting minutes, the Executive Board minutes, and the Treasurer's report for the Archives. The Secretary/Treasurer shall also collect other memorabilia, which may include reports from committees, and preserve a copy of each for the Archives. See BYLAW 5: SECTION 3; BYLAW 6, and BYLAW 8.
- F. The Secretary/Treasurer shall assist the President in the preparation and sending of letters to committee members and committee chairs, confirming their appointment or voluntary service to the committee. Special mention of the specific project or charge to the committee shall be included in these letters, if it differs significantly from the charge as stated in the Bylaws. The letters shall be mailed within six weeks of the appointments.  
See BYLAW 1: SECTION 1G and BYLAW 6: SECTIONS 1 and 2A - F.
- G. The secretary/treasurer shall ensure that the organization's registration with the Ohio Secretary of State is current. If it has expired, he/she shall obtain the necessary paperwork from the Ohio Secretary of State, complete it, and pay the required fees. He or she shall use EITHER his or her business OR HOME address as the address of the organization. (Revised 5/17/2013).
- H. At the conclusion of the meeting at which a new secretary/treasurer is elected, the outgoing secretary/treasurer and the incoming secretary/treasurer shall go to the bank and update the organization's bank account. If the outgoing secretary/treasurer is unavailable, the State Documents Consultant shall go to the bank and authorize the update to the account.

## BYLAW 2. MEMBERSHIP DUES

SECTION 1. The dues for Ohio GODORT shall be \$20.00/year. The dues for MLS/MLIS students shall be \$5.00/year.

SECTION 2. Dues shall be collected by the Secretary/Treasurer for the membership year which runs from Spring meeting to Spring meeting. See BYLAW 1: SECTION 3D.

SECTION 3. Dues for Ohio GODORT may be changed as needed and shall be determined by a two-thirds vote of the membership present at any meeting of Ohio GODORT and shall take effect at the next Spring meeting.

### BYLAW 3. MEETINGS

A minimum of two business meetings of Ohio GODORT shall be held each year, unless otherwise determined by the membership or the officers. Both business meetings may be combined with a program. When possible, these meetings shall be held one in the Fall and one in the Spring and with both following the Federal Depository Library Council meetings. See ARTICLE VI.

SECTION 1. The Spring meeting shall be held in Columbus or in another centrally located place in Ohio, and the location shall be designated at the preceding Fall meeting. The Spring meeting shall include the election of officers; reports from the officers, other members of the Executive Board, Liaisons, Coordinators, and committees on their activities; and any other business that may arise.  
See BYLAW 1; BYLAW 4, BYLAW 5 and BYLAW 6.

SECTION 2. The Fall meeting may be held at any location and the location shall be designated at the preceding Spring Meeting.

SECTION 3. Special meetings may be called by the officers or upon request of ten members with at least two weeks notice. The purpose of the special meeting shall be stated in the call and no other business shall be considered at that time.

SECTION 4. A quorum for the transaction of business shall be ten members.

### BYLAW 4. NOMINATIONS AND ELECTIONS

#### SECTION 1: NOMINATING PROCEDURE

The Nominating Committee shall prepare a slate of candidates for vacant offices and forward it to the Executive Board and the membership at least two weeks prior to the election which shall be held at the Spring meeting.

At the Spring meeting, the Nominating Committee shall formally present the slate of candidates for vacant offices to the membership for election, at which time additional nominations from the floor shall be in order before a vote is taken.

Consent of all nominees must be obtained.

See BYLAW 6: SECTION 2E.

#### SECTION 2. ELECTION PROCEDURE

At the Spring meeting, the Nominating Committee shall formally announce and/or distribute the final slate of candidates, including nominations, if any, from the floor.

If there is only one candidate for an office, the election may proceed by voice vote following a motion from the floor. If each office to be filled has only one candidate, the offices may be voted in turn or the entire slate may be moved for consideration. Results will be announced by the President immediately following a voice vote with confirmation provided by the members of the Nominating Committee, if necessary.

If there is more than one candidate for an office, the vote for that office shall proceed by ballot for that office. If each office to be filled has more than one candidate, the offices may be voted by ballot in turn or the entire slate may be moved for consideration by ballot. Ballots shall be distributed by the members of the Nominating Committee.

The members of the Nominating Committee shall collect and count the ballots and shall report the results of the election to the President who will inform the membership before the close of the meeting.

A motion from the floor is necessary for an election to be reported as having proceeded by acclamation.

### SECTION 3. SECRETARY/TREASURER TRANSFER

Immediately upon the election of a new secretary/treasurer, the GODORT membership shall pass the following resolution designating the new secretary/treasurer as online banking Super User:

RESOLVED that [SECRETARY/TREASURER'S NAME] of this organization, is designated as this organization's Super User for Online Banking with authority to grant to [himself/herself] and other individuals access to, and the right to perform transactions affecting, all of this organization's deposit, loan and other accounts, and that the certification of this resolution may be relied upon until written notice of any change therein, in satisfactory form, shall have been received by an appropriate officer.

If the language required by the bank changes, this section of the bylaws shall be updated.

## BYLAW 5. LIAISONS AND COORDINATORS

### SECTION 1. OHIO GODORT-ALA GODORT LIAISON

- A. An official OHIO GODORT-ALA GODORT Liaison between Ohio GODORT and ALA GODORT shall be appointed as needed by the President of Ohio GODORT from those who are members of both organizations.
- B. The OHIO GODORT-ALA GODORT Liaison shall coordinate communications and facilitate cooperation between the two groups. The OHIO GODORT-ALA GODORT Liaison may serve for an indeterminate period.
- C. The OHIO GODORT-ALA GODORT Liaison shall report significant activities of Ohio GODORT to ALA GODORT for publication in the newsletter or journal of the national organization.
- D. The OHIO GODORT-ALA GODORT Liaison shall report activities at the national level which are relevant to the state of Ohio or which require some action by the members of Ohio GODORT. Reports may be transmitted by e-mail to the Ohio GODORT discussion list, posted on the Home Page, or placed on the agenda for discussion at meetings.



See BYLAW 1: SECTION 1D.

## SECTION 2. EDITOR(S) OF THE NEWSLETTER

- A. The Editor shall be appointed by the President, shall be a member of the Executive Board, and shall serve for an indeterminate period. The President may appoint one or more members to act as editor. If more than one person is appointed to be an editor, the Executive Board and the editors shall decide on a division of duties. See BYLAW 1: SECTION 1C.
- B. The Newsletter of Ohio GODORT, titled Docs Prescriptions, shall be published at least twice a year, with an issue mailed to the membership in advance of each of the annual meetings. An archival copy shall be deposited in the Archives. See BYLAW 8.
- C. Upon request of the Editor, a Newsletter Committee may be formed at any time, with the approval of the President, to give active assistance to the Editor. See BYLAW 6.

## SECTION 3. ARCHIVES LIAISON

An Archives Liaison shall be appointed by the President to coordinate the archival activities of Ohio GODORT and the archival site. The Archives Liaison shall preferably be employed at or reside near the designated archival site. The Archives Liaison shall serve for an indeterminate period.

See BYLAW 1: SECTION 1E and BYLAW 8

## SECTION 4: OHIOLINK LIAISON

An OhioLINK Liaison shall be appointed by the President to provide information to OhioLINK on cataloging government documents for III, provide information to OhioLINK on government sources of information and bibliographic databases, and serve as liaison between OhioLINK and Ohio GODORT. The OhioLINK Liaison shall serve for an indeterminate period. [updated 5/11/2007]

## SECTION 5: LEGISLATIVE ACTION COORDINATOR

A Legislative Action Coordinator shall be appointed by the President as needed to provide a communication link between Ohio GODORT, the Ohio legislature, GPO and the U.S. Congress. The Coordinator will activate an ad hoc committee as needed. [updated 5/11/2007]

## SECTION 6: CONSTITUTION REVISION AND UPDATE COORDINATOR

A Constitution Revision and Update Coordinator shall be appointed by the President as needed to coordinate revisions to the Constitution of Ohio GODORT. The Coordinator will activate an ad hoc committee as needed. [updated 5/11/2007]

## BYLAW 6. COMMITTEES

Committee chairs may be asked to assist the Executive Board.  
Members may volunteer for committee service or be appointed by the President.



## SECTION 1. AD HOC COMMITTEES

The President shall have the authority to appoint such ad hoc committees as needed in order to conduct the business or other activities of Ohio GODORT.

The officers and members of Ohio GODORT may also propose the formation of ad hoc committees, subject to the approval of the President.

Ad hoc committee chairs shall maintain a record of the committee's work to pass on to successive chairpersons. Ad hoc committees shall report their activities to the membership at the Spring meeting, and they shall make copies of their minutes and proceedings available for the Archives. See BYLAW 8.

At the conclusion of their work, ad hoc committee members may recommend that the committee be dissolved. The committee shall be dissolved with the approval of the President.

If an ad hoc committee continues for more than three years, it shall be reviewed for abolishment or for establishment as a standing committee.

## SECTION 2. STANDING COMMITTEES.

Standing committees may be organized by the officers and/or the membership to conduct the work and other activities of Ohio GODORT.

Normally, these committees shall stand on a permanent basis. At the conclusion of their work, however, the committee members may recommend that the committee be dissolved. The committee shall be dissolved with the consent of the membership of Ohio GODORT.

Standing committee chairs shall maintain a record of the committee's work to pass on to successive chair persons. Standing committees shall report their activities to the membership at the Spring meeting, and they shall make copies of their minutes and proceedings available for the Archives. See BYLAW 8.

### A. MEMBERSHIP COMMITTEE (Formation date: May 1992)

Membership: At least two members of the organization plus the Secretary/Treasurer (ex officio).

Charge: Work to increase membership in Ohio GODORT.

Maintain and revise the membership brochure as needed.

Provide contact with government document librarians in Ohio who are not members of Ohio GODORT.

### B. NEWSLETTER COMMITTEE (Formation date: Nov. 2004 ??)

Membership: At least three members of the organization, to include one or more editors of Docs Prescriptions.

Charge: Edit Docs Prescriptions, the Ohio GODORT newsletter.

If there is more than one editor, each editor will have a separate charge, to be determined by the members of the Committee and the Executive Board. If there is only one editor, the other members of the committee will give active assistance to the Editor.

C. GODORT OF OHIO HOME PAGE COMMITTEE  
(Formation date: May 1996)

Membership: At least three members of the organization. One of the members shall be the person (Web Master) responsible for the Ohio GODORT Internet homepage.

Charge: Develop and maintain the Ohio GODORT web pages.

D. NOMINATING COMMITTEE (Formation date: 1984)

Membership: At least two members who shall be appointed by the President at the Fall meeting each year.

Charge: Solicit nominations and present a slate of appropriate nominees for vacant offices to the membership for election at the succeeding Spring meeting.

Forward the candidate list to the Executive Board and the membership at least two weeks prior to the election.

Assist the President with appointments upon request.

See BYLAW 1: SECTION 1H. and BYLAW 4.

E. CLYDE AWARD COMMITTEE (Formation date: May 1988)

Membership: The Executive Board and a past President of the Ohio GODORT.

Charge: Choose an awardee based on the nomination of a suitable candidate from the membership. This award need not be given annually.

See BYLAW 7.

F. STATE PLAN REVISION COMMITTEE (Formation date; June 1990)

Membership: At least three members of the organization plus the Government Information Consultant from the State Library of Ohio who will serve as Chair.

Charge: Develop and revise as needed a State Plan for Ohio Government Information. Provide information on this plan to the members of Ohio GODORT and other interested parties.

G. DIGITAL COLLECTIONS WORKING GROUP (DCWG) (Formation date: November 2010)

Membership: At least three members of the organization, including at least one representative from an OhioLINK institution. One of the members shall be the person (Site Administrator) responsible for maintaining the collections and coordinating with OhioLINK.

Charge: Participate in digital initiatives as approved by Ohio GODORT. Administer the Ohio GODORT instance of the OhioLINK Digital Resource Commons (DRC), subject to the provisions of the DCWG documentation. [Adopted 6/3/2011]

## BYLAW 7. THE CLYDE AWARD

SECTION 1: The award will affectionately be called the "Clyde" in honor of the first recipient, Clyde Hordusky, Documents Specialist, State Library of Ohio.

SECTION 2: The Clyde Award shall be given by Ohio GODORT to a member of the organization for outstanding achievement(s) or service in the field of government information in Ohio or in the national or international document community.

SECTION 3: The Clyde Award will not necessarily be presented annually. The award will be made only when deemed appropriate by the Clyde Award Committee of Ohio GODORT.

SECTION 4: The permanent award will be an engraved pewter bowl with the name of the recipient added each time the award is given. This bowl will be housed at the State Library of Ohio.

A small engraved bowl will also be given to each recipient to keep.

See BYLAW 6: SECTION 2F.

## BYLAW 8. ARCHIVES

SECTION 1. Archival records of Ohio GODORT shall be collected and sent to the State Library of Ohio for permanent storage.

SECTION 2. The Archives shall consist of important documents relating to the organization, proceedings, and history of Ohio GODORT, minutes of meetings, reports from committees, the newsletter, memorabilia, and other items of interest.

SECTION 3. There shall be an Archives Liaison appointed by the President to coordinate activities between Ohio GODORT and the archival site.

See BYLAW 1. SECTION 1E and 3E and BYLAW 5. SECTION 3.

## BYLAW 9. HONORARY MEMBERSHIP

SECTION 1. Honorary membership in Ohio GODORT may be bestowed upon an individual as recognition of outstanding achievement(s) or service in the field of government information in Ohio or the nation.

SECTION 2. Honorary membership in Ohio GODORT shall consist only of a lifetime subscription to the Ohio GODORT newsletter and a waiver of annual dues to the organization.

SECTION 3. Candidates for honorary membership may be proposed at any time to the Executive Board of Ohio GODORT by a member(s) of Ohio GODORT. The Executive Board shall consider each name and bring it to the membership for a vote. Honorary membership shall be conferred by a majority vote of those members present at the meeting and shall take effect immediately.

Framed 8/1999: Evron Collins, Margaret S. Powell, Carol Singer  
Revised 9/2005: Mark Gooch, Jennifer McMullen, Carol Singer

Amended:

- 3/2007 to clarify appointment process for liaisons and coordinators
- [fall 2009] to eliminate Access To State Government Information and Publications Committee
- 9/2010 to add Secretary of State Registration requirement, clarify banking transition process, and give Secretary/Treasurer authority for online banking.
- 6/2011 to add Digital Collections Working Group
- 5/17/2012 Clarification of Secretary of State registration address