

**INDIGO Bylaws**  
(revised 11/94)  
(amended 5/97)  
(amended 11/2006)

Article I NAME

The name of the organization shall be Indiana Networking for Documents and Information of Government Organizations (INDIGO)

Article II PURPOSE

The purposes of INDIGO are:

- (a) to provide a forum for discussion of problems and concerns, and for the exchange of ideas by librarians working with government information;
- (b) to provide a force for initiating and supporting programs to increase availability, use and bibliographic control of government information;
- (c) to increase communication between government information librarians and other librarians;
- (d) to contribute to the extension and improvement of education and training of government information librarians;
- (e) and to speak for Federal and State depositories concerning government information issues.

Article III MEMBERSHIP

Membership will consist of personal members. Upon payment of annual dues, members receive the right to vote and participate in the business of INDIGO.

Article IV OFFICERS

Section 1 Officers of INDIGO are elected and shall be Chair, Assistant Chair/Chair-Elect, Immediate Past Chair and Secretary / Treasurer. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority as adopted by INDIGO.

Section 2 Officers of the task forces and standing committees shall be designated in these Bylaws; they will be elected or appointed as provided in these Bylaws.

Section 3 Officers shall be elected by mail ballot, electronic ballot, or by vote at the Fall INDIGO meeting, as determined by the Executive Committee. The slate must be announced to the members at least two weeks before the election is held.

Section 4 Terms of all elected officers shall be as follows, unless otherwise specified in the Bylaws. Terms of office shall begin at the start of new business at the Fall meeting.

Chair: one year

Vice Chair/Chair Elect: one year

Immediate Past Chair: one year

Secretary/Treasurer: two years

Federal Depository Representatives Committee Chair: two years

State Depository Representatives Committee Chair: two years

Communications Committee Chair: two years

Program Committee Chair: two years

Section 5 No member shall be eligible to serve more than two consecutive terms in the same office.

## Article V DUTIES OF THE OFFICERS

- a. Chair - The Chair shall have the customary duties of the office of Chair and shall preside over all meetings of INDIGO for fulfilling the purposes of this organization.
- b. Assistant Chair/Chair-Elect - The Assistant Chair/Chair-Elect shall serve as a member of the Executive Committee and assist the INDIGO Chair in the implementation of the work of INDIGO. When the Chair is unable to serve, the Assistant Chair/Chair-Elect shall serve as Chair of the meetings. The Assistant Chair/Chair-Elect shall serve as a Chair of the Nominating Committee. At the Fall meeting the Assistant Chair/Chair-Elect shall preside over the New Business section of the annual meeting and shall immediately succeed to the office of Chair.
- c. Immediate Past Chair - The Immediate Past Chair shall serve as a member of the Executive Committee and shall perform such duties as assigned by the INDIGO Chair.

- d. Secretary / Treasurer - The Secretary / Treasurer shall perform the customary secretarial duties of this office. The Secretary / Treasurer shall keep an accurate record of all meetings of INDIGO and the Executive Committee and have these records available at or before the next regularly called meeting of INDIGO or the Executive Committee; and shall make a report of the business proceedings of each meeting. The Secretary / Treasurer shall also perform the customary Treasurer's duties of this office. The Secretary / Treasurer shall be responsible for the safekeeping of all funds of INDIGO and for the payment of all duly incurred bills. Funds shall be deposited and checks drawn against these funds, as directed by the Secretary / Treasurer, to pay obligations incurred by INDIGO.

## Article VI MEETINGS

- Section 1 All INDIGO meetings will be open to anyone who wants to attend, unless otherwise indicated on the schedule, but only INDIGO members have voting privileges.
- Section 2 The meetings of INDIGO are held as follows:
  - a. Membership meetings, whose primary purpose is to provide programming to attract new membership, shall be held annually in the Spring of the year, and no later than Summer.
  - b. The Executive Committee will meet at least once prior to the Fall meeting and as necessary.
  - c. The Nominating Committee will meet at least once prior to submitting a slate of candidates.
  - d. Other committees will meet as necessary.
- Section 3 Prior notice shall be given the membership of all meetings.
- Section 4 A quorum is constituted as 50% plus one of the total paid membership. Quorum must be met to vote to change a bylaw.

## Article VII EXECUTIVE COMMITTEE

This committee is composed of the Chair, the Assistant Chair/Chair-Elect, Secretary/Treasurer, Chairs of the Communications Committee, the Program Committee, the Federal Depository Representatives Committee, and the State Depository Representatives Committee, and the Immediate Past Chair as defined in Article IV. An INDIGO webmaster who is appointed by the Executive Committee will be an ad hoc member of the Executive Committee.

Section 1 The Executive Committee shall perform the following duties:

- a. Approve the program and business meeting agenda of the Spring and Fall meetings;
- b. Submit projects or endorse projects by submitted committees;
- c. Approve by majority vote appointments and designations of Chairs made by the INDIGO Chair to standing and special committees.
- d. Report all action of the Executive Committee at the Fall meeting.

Section 2 Vacancies on the Executive Committee and vacancies in other committees caused by an incumbent's resignation, disability, etc. shall be filled for the remainder of the unexpired term by appointment by the Chair with concurrence of a majority of the Executive Committee.

## Article VIII STANDING COMMITTEES

Section 1 Standing committees shall be created to perform ongoing work of INDIGO. Standing committees can be created only by amending these Bylaws as provided in Article XIII. A statement of the functions and membership of the standing committee shall be written into these Bylaws at the committee's creation. Committees can appoint subunits for the specific tasks. Policies and procedures of standing committees shall be submitted to the Executive Committee to be included in the INDIGO Policies and Procedures Manual.

Section 2 INDIGO shall have the following standing committees:

- a. Federal Depository Representatives Committee (FedReC). This committee is composed of an elected Chair who is an INDIGO member and serves for two years, with a limit of two consecutive terms. This committee is charged with

determining a means to select a representative who is a Government Information Librarian to represent each of the Federal Depository Libraries within the state. This Committee shall poll these representatives, as needed, on issues directly affecting the Federal Depository Libraries. The Committee will then formulate and articulate a position and communicate this to appropriate parties as representing the position of the Indiana Federal Depository Libraries. These positions shall also be forwarded to the INDIGO Executive Committee for further action as appropriate.

- b. State Depository Representatives Committee (StateReC). This committee is composed of an elected Chair who is an INDIGO member and serves for two years, with a limit of two consecutive terms. This committee is charged with determining a means to select a representative who is a Government Information Librarian to represent each of the State Depository Libraries within the state. This Committee shall poll these representatives as needed, on issues directly affecting the State Depository Libraries. The Committee will then formulate and articulate a position and communicate this to appropriate parties as representing the position of the Indiana State Depository Libraries. These positions shall also be forwarded so the INDIGO Executive Committee for further action as appropriate.
- c. Nominating Committee. This committee is composed of two members appointed annually by the INDIGO Chair from among INDIGO membership with the confirmation of the Executive Committee. The Assistant Chair/Chair-Elect of INDIGO shall serve as chair of the Nominating Committee. This committee shall coordinate the nominating process, nominate and recruit candidates, and prepare for the election to be held by mail ballot, electronic ballot, or by vote at the annual INDIGO meeting, as determined by the Executive Committee. The committee shall maintain a full record of the election results.
- d. Communications Committee. This committee is composed of an appointed Chair, the INDIGO Immediate Past Chair and the INDIGO Secretary/Treasurer. The Communications Committee shall have the responsibility of:
  - 1. Coordinating and disseminating information in the appropriate format by; issuing an electronic newsletter or other publications, or through correspondence to members;

2. Publishing from time to time appropriate bibliographic or other special publications by and for the benefit of Government Information Librarians and others;
3. Maintaining a Notable Documents Information Panel responsible for the compilation and publication of an annual list of significant government information sources or publications;
4. Developing and maintaining the INDIGO Policies and Procedures Manual;
5. Oversight of the INDIGO website in co-operation with the INDIGO webmaster, making recommendations as appropriate to the membership;
6. Make regular reports on the Newsletter and the website to the Executive Committee and at the annual business meeting. The Communications Committee Chair will also make announcements on INDIGO-L related to the functioning of the office.

e. The Program Committee shall have the responsibility of:

Organizing at least one meeting of INDIGO in the Spring of the year, no later than summer. A second meeting will be held in the Fall, preferably November, and the new officers will take office at the start of new business. The membership period is from November 1 through October 31<sup>st</sup>.

## Article IX SPECIAL COMMITTEES

The Executive Committee may establish special committees for any particular or specific purpose within the purview of INDIGO. Special committees shall be of limited and specified duration. In creating a special committee, the Executive Committee must approve a statement of its purpose, organization, membership and duration. This statement will be included in the INDIGO Policies and Procedures Manual.

## Article X POLICIES AND PROCEDURES

Operating policies and procedures of INDIGO and its subunits are contained in the INDIGO Policies and Procedures Manual, which is compiled and maintained by the Communications Committee.

## Article XI FINANCES

- Section 1 Funds to support INDIGO activities will come from the dues of the general membership, contributions, and monies from workshops and publications.
- Section 2 Dues for members shall be proposed by the Executive Committee and presented to the membership for approval or revision at its Fall meeting.
- Section 3 The Executive Committee shall prepare a budget for the next fiscal year and present it to the membership at its Fall meeting.
- Section 4 Elected and appointed officers may request funds as necessary to implement approved programs of the organization.
- Section 5 The Executive Committee shall allocate funds based upon budgets submitted by the requesting party.
- Section 6 The Executive Committee shall have control of all monies earned or expended by INDIGO.
- Section 7 The Secretary/Treasurer is authorized to approve requests for reimbursement and payment of bills.
- Section 8 Should INDIGO ever disband as an organization, funds remaining in the Treasury will be given to ALA GODORT.

## Article XII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern INDIGO in all cases in which they are applicable and in which they are not inconsistent with these Bylaws or any special rules or order INDIGO may adopt.

## Article XIII AMENDMENTS

- Section 1 These Bylaws may be amended by a majority vote of the members of INDIGO in attendance and eligible to vote at

either the Spring or Fall Meeting, provided that notice of the proposed version has been sent to members, via the INDIGO electronic list, or published in the Newsletter or on the INDIGO website, at least thirty days prior to the meeting. These Bylaws may also be amended by a majority vote of those responding in a mail, or e-mail, referendum to members, provided that notice of the proposed revision has been sent to members or published in the Newsletter, or on the website, at least thirty days prior to the vote

- Section 2 Proposals for revision may be sent by any member of the Executive Committee, except the INDIGO webmaster, who serves as an ad hoc member of the Executive Committee. Upon approval by the Executive Committee, the proposed revision shall be disseminated to the membership as provided for in this article.
- Section 3 Any member(s) may propose amendments with the provision of supporting signatures from 25% of the membership. In order to obtain the supporting signatures a proposed amendment may be published in the Newsletter, or via the INDIGO electronic list, with an accompanying form which supporters may sign and return, via mail or e-mail. Upon receipt of a proposal with sufficient supporting signature from members, the Executive Committee will review and report on the language and compatibility of the proposal with other provisions in these Bylaws to the INDIGO membership. The proposed amendment will be republished in the Newsletter, discussed and voted on as provided in this Article, Section 1.
- Section 4 A quorum is constituted as 50% plus one of the total paid membership. Quorum must be met to vote to change a bylaw.





Valparaiso University  
School of Law

Law Library

May 26, 1992

Dear Colleague:

We are pleased to announce the formation of a new organization for government information librarians and users in Indiana: **INDIGO** or **Indiana Networking for Documents and Information of Government Organizations**. We are hoping you will want to join us in our efforts to provide communication and education about government information issues, both policy and practice.

Some projects for INDIGO to tackle include assuming the planning of the annual meeting which has been held at the Indiana State Library the past five years, setting up an electronic discussion board for those who are interested, monitoring developments in Washington, D.C. and Indianapolis which affect government information, and communicating with the Government Printing Office.

Enclosed you will find a copy of the proposed INDIGO bylaws, a membership application, and a ballot for the election of officers. Please read the bylaws; if you join INDIGO you are indicating your acceptance of them as presented. Please let us know if you have any specific comments or concerns about them. To join, just return the membership application with a \$5.00 check payable to INDIGO (which will be deposited as soon as the new officers are in place), and the completed ballot by June 15 to: Judith Violette, University Library, IU/PU Fort Wayne, 2102 Coliseum Blvd. East, Fort Wayne, IN 46805-1499.

We are sending this mailing to people in Indiana who have expressed interest in government information issues, but we may have missed someone. Please share the information about INDIGO with anyone else you think might want to become a member. We look forward to working with you to build our new Indiana group.

Sincerely,

*Sally Holterhoff*

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(Ad Hoc Organizing Committee)

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