

Approved, June 2009
Next review due in 2014

Bylaws of the Central Illinois Reading Council

(Adopted Spring, 1976)
(Revised Spring, 1978)
(Revised Spring, 1980)
(Revised Fall, 1990)
(Revised Summer, 2006)
(Revised Spring, 2008)

Article I- Name

Section 1 Nature The Council shall be called the Central Illinois Reading Council, serving the area of Sangamon, Montgomery, Christian, Menard, Cass, Morgan, and Logan counties.

Article II- Purpose

Section 1 Purpose The purpose of the Council shall be:
1) To encourage and promote lifelong literacy; 2) To stimulate and promote research and best practices in literacy; 3) To publish the results of pertinent and significant investigations and practices; 4) To promote and support preservice teacher development; 5) To act as a cleaning house for information relating to literacy; 6) To sponsor events to implement the purposes of the local, stat, and international associations; 7) And to promote mutual understanding and cooperative work among educators in pre-k, elementary, middle and junior high school, high school, special area, adult learners, college, and leadership positions.

Article III- Membership and Dues

Section 1 Eligibility Membership in the Council must be open to all persons engaged in the teaching or supervision of reading at any school level, to parents, and to all others interested in the purpose of the council.

Section 2 Active Members One year membership in the Council shall become effective upon payment of Council dues.

Section 3 Council Dues Annual dues for the membership shall be sent by IRC. Dues are payable to the Illinois Reading council.

Section 4 International Dues Dues in the International Reading Association, which include voting and discount privileges, and journal subscription shall be paid directly to IRA.

Section 5 IRA Membership: The council is in good standing if at least 10 members have paid their current year IRA dues.

Article IV- Officers

- Section 1
Officers The elected officers of the council shall be president, vice-president, past president, treasurer, secretary, and membership chairperson. Any member in good standing, who is also a member of the International Reading Association is eligible to be an officer of the council.
- Section 2
Term of Office The term of the elected officers shall be one year. They may serve consecutive terms.
- Section 3
Time of Assuming Office Each officer shall assume the duties of his/her office on July 1 following his/her election at the annual meeting in Spring and shall continue to serve for the duration of his/ her term.
- Section 4
Duties of President The president shall act as the executive officer of the council. He/ she shall preside at all meetings of the Board of Directors and shall exercise general leadership and supervision over the affairs of the council in implementing its purpose.
- Section 5
Expiration of President's Term At the expiration of his/her term of office, the president shall automatically become the past president for a period of one year. The past president shall serve as a member of the Board of Directors.
- Section 6
Duties of Vice-President The vice-president shall serve as a member of the Board of Directors and chairperson of the Program Committee. He/she shall assume and perform the duties of the president in the event of absence, incapacity, or resignation of the president. Should the office of president become vacant, the vice- president shall become president immediately and shall serve the unexpired portion of the president's term.
- Section 7
Duties of Treasurer The treasurer shall 1) Execute the duties essential to the maintenance of accurate and up-to-date records; 2) Provide treasurer reports to the *Board of Directors at each meeting; 3) Have custody of the funds of the council which shall be deposited in the name of Central Illinois Reading Council; 4) Collect monies other than dues; 5) Sign checks and drafts on behalf of the council for disbursement of funds, in accordance with the approval of the assembly (members; 6) Cooperate fully with an annual audit and within thirty days of his/ her retirement from office, shall turn over to the successor all funds, accounts, and books of the treasure.
- Section 8
Duties of Secretary The secretary shall: 1) Execute the duties essential to the recording of all business and happenings at all general meeting and those of the Board of Directors; 2) Keep a permanent book of the minutes of all meetings; 3) Circulate amendments to each member at least two weeks in advance of

the meeting at which amendments are to be voted upon; 4) Cooperate fully with direction from general meetings and/ or Board of Directors regarding needed correspondence and notices; 5) Cooperate fully with his/ her successor by turning over an up-to-date record of correspondence. If the president and vice-president are incapacitated or resign, the secretary shall serve as acting president until such time as a special or next regular election can be held.

Section 9
Duties of
Membership
Chair

The membership chairperson shall: 1) Keep and accurate record of total membership including latest contact information; 2) Actively support requirement of new members including writing membership grants and coordinating a Hall of Councils display at the IRC Conference; 3) Coordinate a contact person list for dissemination of information.

Article V-Board of Directors

Section 1
Function

The Board of Directors shall exercise general supervision over the property and affairs of the council. It shall have the general power to administer the affairs of the council between general business meetings and shall report its actions to the next general meeting.

Section 2
Composition

The Board of Directors shall consist of the Past President, the President, the Vice-President, the Treasurer, the Secretary, and the Membership Chairperson. It is recommended when possible that the Board shall be composed of representatives from the total area.

Section 3
Meetings

The first Board of Directors meeting shall be held no later than September so that committees may be appointed with a greater part of their official year remaining for their specific work. The Board of Directors shall be empowered to hold such meetings, on the call of the president, when deemed necessary, and at such times and places as the president may determine. No fewer than three meetings shall be held a year. A meeting immediately before or after a general meeting is recommended for some of the Board of Directors.

Section 4
Quorum

A quorum for meeting of the Board of Directors shall consist of four members.

Article VI- Assembly

Section 1
Composition
of the Assembly

The assembly shall consist of the Board of Directors and all other members of the council.

Section 2

The assembly shall be the legislative body of the Central Illinois Reading

- Function Council and shall have full power and authority over the affairs of the council within the limits set by these bylaws. It shall have authority to review decisions made by the Board of Directors and accept or reject them.
- Section 3 Quorum A quorum shall consist of a majority of those present and eligible to vote in the assembly.
- Section 4 Meetings The assembly of the Central Illinois Reading Council shall meet at least two times each year.
- Section 5 Amendments to the Bylaws The assembly of the Central Illinois Reading Council shall have the power to amend these bylaws as provided by Article XII.

Article VII- Election and Nominations of the Officers

- Section 1 Mode of Election All officers shall be elected at the annual meeting in the spring
- Section 2 Nominating Committee Each nominee must be a member of the International Reading Association. Advance consent to serve if elected from each nominee shall be secured by the committee.
- Section 3 Mode of Election The president shall give an opportunity to propose nominations from the floor for each office. If nominations are not given from the floor, then the secretary shall be directed to cast a unanimous vote. If there shall be more than one nominee for any office, voting shall be by ballot, with write in votes accepted and a majority of the votes cast shall be necessary for the election
- Section 4 Reporting Newly elected officers should be reported to IRA and IRA State Coordinator using IRA forms.
- Section 5 Term of Office The term of each elected member shall begin on July 1, following the annual meeting in spring.

Article VIII- Committees

- Section 1 Standing Committees Standing Committees generally function in roles that encompass the governance of CIRC or focus on topics that cover all areas of literacy. Standing Committees shall remain from year to year. The members of the committees shall be approved by the Board of Directors. The chairperson of each committee shall be appointed by the members.

- Section 2
Publicity Each committee is encouraged to publicize events through various media. The newsletter shall be submitted to IRC.
- Section 3
Budget Committee The budget committee shall be composed of the present board members who review past expenditures and create a budget for the upcoming year.
- Section 4
Newspapers in Education Committee The Newspapers in Education Committee shall obtain and make available for distribution information related to the use of newspapers in education.
- Section 5
Number of Committees The number of committees may be increased or decreased upon recommendation of the Board of Directors and shall serve for the period specified.

Article IX- Representation at the Annual Assembles

- Section 1
Representation Annual IRA Assembly Representation of the council at the Delegates Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association as specified in the current International Reading Association bylaws which read as follows: "Each local council in good standing of 10-50 members who have paid current dues to the International Reading Association shall be entitled to one delegate and an additional delegate for each 50 additional members who have paid current dues to the association... One person may represent only one council in the Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent.
- Section 2
Representation Annual State Assembly The representation shall be in accordance with that specified by the bylaws of the Illinois Reading Council

Article X- Parliamentary Authority

- Section 1 The rules contained in Robert's Rules of Order, Revised, newest edition, shall govern the proceedings of this council, except in such cases as are governed by the constitution and bylaws and Special Rules adopted by this council.

Article XI- Dissolution

Section 1 In case of dissolution of this council, any assets remaining after paying or making provision for the payment of all liabilities of the council shall revert to the International Reading Association.

Article XII- Amendments

Section 1 Amendments to the bylaws shall be proposed by: 1) A quorum of the
Origin Board of Directors; or 2) By a majority of the voting members present at a regular meeting of the council.

Section 2 Amendments may be adopted by the affirmative vote of two-thirds of the
Procedure for voting members of the council present at a regular meeting of the council,
Amending after having been presented at the previous meeting, or circulated to each voting member at least two weeks in advance of the meeting to the council.

Section 3 Amendments adopted as described in Section 2 shall be incorporated into
Incorporation these bylaws and sent to the IRA State Coordinator.