

College Instructors of Reading Professionals (CIRP) Bylaws

Approved 4-28-2011

Next Revision due in 2017

ARTICLE I- Name and Area Served

The name of this organization shall be the Illinois Special Interest Council: College Instructors of Reading Professionals and shall serve the State of Illinois .

ARTICLE II- Nature and Purposes

Section 1- Nature: The College Instructors of Reading Professionals (CIRP), A Special Interest Council of the Illinois Reading Council, shall be a professional organization of individuals concerned with the preparation of reading teachers and in the general improvement of reading.

Section 2- Purposes: The purposes of the council should be: (1) to form a partnership with the International Reading Association by promoting membership and participating in IRA sponsored council activities; (2) to encourage the study of reading problems at all educational levels; (3) to stimulate and promote research related to instruction in reading at all levels; (4) to study the various factors that influence progress in reading; (5) to publish the results of pertinent and significant investigations and practices; (6) to assist in the development of improved teacher-training programs; (7) to act as a clearinghouse for information relating to reading; (8) to disseminate knowledge helpful for solving problems related to reading; (9) to sponsor presentations and programs related to reading; (10) to promote mutual understanding and cooperation among educators at colleges all over the state, including those in leadership positions; (11) to remain in contact with members of the Illinois State Board of Education .

ARTICLE III- Membership and Dues

Section 1- Eligibility: 1) Membership in this council shall be open to all persons engaged in the teaching or supervision of reading in any school level, to parents, and to all others interested in the purpose of the council which includes but not limited to those who are employed at the post-secondary/college level, both current and retired, full and part-time, and who are interested in programs and developments in the preparation of reading teachers. 2) Eighty percent (80%) of the members of the council must hold current membership in the International Reading Association.

Section 2- Active Members: Dues for annual membership in the council shall be set by the Illinois Reading Council Board of Directors. Dues are payable to Illinois Reading Council.

Section 3- Council Dues: Dues for annual membership in the council shall be set by the Board of Directors with the approval of the assembly. Dues are payable to the council for the fiscal year on or after the preceding May 1 and shall apply to the year beginning July 1 and ending June 30.

Section 4- Active Members: Active members are defined as those whose membership dues are paid in full for the current membership year.

Section 5- IRA Membership: A council shall be in good standing and entitled to representation at the meeting of the International Reading Association Delegates Assembly if at least 10 members have paid current year IRA dues.

Section 6- IRA Dues: Membership in the International Reading Association is strongly recommended for all council members. Dues to the International Reading Association, which entitle members to certain benefits and services, may be collected by the council and sent to Association headquarters or paid directly to Association Headquarters.

ARTICLE IV- Officers

Section 1- Officers: Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the council. The officers of the council shall be President, President-elect, Past President, Secretary, and Treasurer.

Section 2- Term of Office: All officers shall be elected for a term of one year unless specified otherwise. The term of office of the President-elect shall be one year. The President-elect shall then automatically succeed to the office of President for one year and, at the expiration of this term, shall serve as Past-President. The terms of Treasurer and Secretary, shall be for one year initially; however, these officers may serve additional terms following a successful first year in office.

Section 3- Time of Assuming Office: Each officer shall assume the duties of office on July 1, following the election. The election shall have been completed by April 1.

Section 4- Duties of President: The president shall act as the executive officer of the council. The president shall preside at all meetings of the council, shall act ex officio as chairperson of the Board of Directors and the Executive Committee, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes.

Section 5- Duties of President-elect: The president-elect shall serve as an ex officio member of the Board of Directors and, as chairperson of the Program Committee, shall coordinate internal programs, and fulfill such other duties as are assigned by the Board of Directors. The president-elect shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president. Should the office of president become vacant, the president-elect shall serve the unexpired portion of the president's term in addition to the term for which the president-elect was elected.

Section 6- Duties of Secretary: The Secretary shall (1) record the events of all council meetings and all meetings of the Board of Directors; (2) keep a permanent book of the minutes of all meetings; (3) cooperate fully with the successor by turning over up-to-date records within sixty days of retirement from office. If the President and President-elect 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 7- Duties of Treasurer: The Treasurer shall (1) maintain accurate and up-to-date records; (2) have custody of the funds of the council which shall be deposited in a bank in the name of the College Instructors of Reading Professionals; (3) sign checks on behalf of the council; (4) cooperate fully with an annual audit; (5) within sixty days of retirement from office, turn over to the successor all funds, accounts, and books of the Treasurer.

Section 8- Interim Replacement: In the event of a vacancy in the office of President-elect, Secretary, or Treasurer, the Board of Directors shall have the power to fill the vacancy until the next regular election.

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 council meetings and shall report its actions to the membership for approval at the general business meeting.

Section 2- Composition: The Board of Directors shall consist of all current officers (Past-President, President, President-elect, the Secretary, and the Treasurer), and the chairpersons of the standing committees.

Section 3- Meetings: Whenever possible, the first meeting of the Board of Directors shall be held in the summer during the IRC Leadership Retreat in order that plans for the coming year may be established. Standing committees shall be empowered by the Board of Directors to hold such meetings as it shall deem necessary on the call of the president, at such times and places as the president may determine. The main CIRP meeting shall be held each year in conjunction with the Annual Conference of the Illinois Reading Council. The Board of Directors has the power to approve other meetings or to co-sponsor meetings during the year.

Section 4- Quorum: A quorum for the Board of Directors shall consist of a minimum of three members at a duly authorized and publicized meeting.

ARTICLE VI- Assembly

Section 1- Composition: The assembly shall consist of the Board of Directors and all active members of the council.

Section 2- Function: The assembly shall be the legislative body of the 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 to accept or reject them.

Section 3- Quorum: A quorum shall consist of 3 or more members of all those eligible to vote in the assembly.

Section 4- Meetings: The College Instructors of Reading Professionals (CIRP) shall meet each year at the Illinois Reading Council's Annual Conference. The Board shall be empowered to hold other such meetings as it shall deem necessary, and at such times and places as the president may determine. Attendance is open to all active members.

Section 5- Notification of Meetings: At least a week in advance of each meeting, the President or Secretary shall notify all members of the date, time, and place of the meeting.

Section 6- Amendments to the Bylaws: The assembly of the College Instructors of Reading Professionals shall have the power to amend these bylaws as provided in Article XII.

ARTICLE VII- Nomination and Election of Officers

Section 1- Election: Officers for all vacant appointments shall be elected during the business meeting held each year during the IRC state conference.

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. The Nominating Committee shall prepare a slate of nominees annually.

Section 3- Mode of Election: When voting for the office of President-elect (who will become President the following year) the person nominated shall, *whenever possible*, come from one of the three geographical areas or the state (North, Central, South) and shall be rotated from year to year in the order just mentioned.

If the voting is to take place at a meeting of the council, the president shall provide an opportunity to propose nominations from the floor for each office after the slate from the Nominating Committee has been presented. If nominations are not given from the floor, the secretary shall be directed to record a unanimous vote. If there shall be more than one nominee for any office, voting shall be by secret ballot. A plurality of the votes cast shall constitute an election. The results of the election shall then be announced. A tie shall be broken by having each of the candidates speak to those assembled and then re-voting by secret ballot. If there is still a tie, then the tie will be broken by mailing ballots (via internet) containing a short vita of each nominee to each active member of the council, with a deadline of when the ballot must be returned. A plurality of the vote will determine the winner.

Section 4- Reporting: The President shall be responsible for reporting the newly elected officers to IRA headquarters via the state/provincial coordinator, using the official forms provided by the International Reading Association by the date specified on the form.

Section 5- Term of Office: Each elected officer shall assume the duties of office on July 1 following the election and shall continue to serve for the duration of the term set in Article IV, Section 2.

ARTICLE VIII- Committees

Section 1- Committee Structure: The committees of the Association shall consist of standing committees as specified hereinafter and any special committees. All committees shall transmit their recommendations to the Board of Directors unless otherwise specified.

Section 2- Standing Committees: There shall be such standing committees as specified in this article. There shall be a carry-over of at least one member on each outgoing standing committee into the membership of the newly formed standing committee.

Section 3- Number of Standing Committees: The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors and approval shown by a majority of votes cast at the Assembly.

Section 4- Number of Members of Standing Committees: The number of members of each standing committee shall be determined by the Board, provided that each committee shall not have fewer than two members.

Section 5- Mode of Appointment and Terms of Standing Committees: The members of the standing committees shall be appointed yearly by the president with the approval of the Board of Directors and shall serve for the term of the president unless otherwise specified in the charge to the committee.

Section 6- Chairpersons of Standing Committees: The chairperson of each standing committee shall be appointed yearly by the president with the approval of the Board of Directors, except as specified in Article VIII, Section 2 and 15.

Section 7- Executive Committee: The Executive Committee shall be made up of all current officers and will perform the duties of the Board of Directors when the Board of Directors is not in session.

Section 8- Budget Committee (Finance): will examine the income and expenditures of the council and draft the annual budget.

Section 9- Bylaws Committee: will review the bylaws and policy manual and make recommendations for revisions, and oversee the bylaws amendment process as outlined in the council's current bylaws.

Section 10- Advocacy Committee (Legislative or Governmental Relations): will explore issues to be considered by the council and make recommendations, and prepare implementation plans.

Section 11- Membership Committee: will plan comprehensive membership campaigns that encompass the local state/provincial, and international levels.

Section 12- Nominating Committee: will recommend a slate of nominees for office according to the bylaws of the council.

Section 13- Program Committee: will plan programs to be conducted during the year. There shall be no less than one meeting per year. The President-elect shall be the chair of this committee.

Section 14- Publicity Committee: will publicize the activities and programs of the council using a variety of print and non-print media. The Secretary will be encouraged to chair this committee.

Special Committees

Section 15- Special Committees: Special Committees may be authorized by the Board of Directors or members at a council meeting and shall serve for a specified period. There shall be such special committees as specified. There shall be a carry-over of at least one member on each outgoing special committee into the membership of the newly formed special committee.

Section 16- Number of Members of Special Committees: The number of members of each special committee may be determined by the Board of Directors or the members at a council meeting. The number of members shall not be less than two.

Section 17- Mode of Appointment of Special Committees: The members and chairpersons of special committees shall be appointed by the president with the approval of the Board of Directors and/or members at a council meeting.

Section 18- Archives Committee: will keep historical records of council activities with sample programs and photographs and will prepare and display a council exhibit at selected council meetings.

Section 19- Family Literacy Committee (Parents and Reading): will plan programs and projects that promote family literacy, offer appropriate activities for children, and offer parents ways to help their children be more effective readers.

Section 20- Honor Council Committee: will see that all aspects of the Honor Council program are completed by the established timelines. (This charge may be given to the Past President.)

Section 21- International Projects Committee: will administer projects and programs designed to promote literacy outside the United States and Canada.

Section 22- Newspaper in Education Committee: will plan appropriate council activities for Newspaper in Education Week.

Section 23- Publications Committee: will direct the publication of council materials.

Section 24- Studies and Research Committee: will explore research issues and disseminate information about reading research.

ARTICLE IX- Representation at the Annual Assembly:

Section 1- Representation at Annual State/Provincial Assembly: Representation of the council at the annual state/provincial assembly shall be in accordance with that specified by the bylaws of the state/provincial council.

ARTICLE X- Parliamentary Authority

The rules contained in Robert's Rules of Order (Newly Revised) shall govern the proceedings of this council, except in cases governed by the constitution, bylaws, and special rules adopted by this council.

ARTICLE XI- Dissolution

In case of the 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- Origin: Amendments to the bylaws shall be proposed by (1) a quorum of the Board of Directors; (2) the Bylaws Committee; or (3) a majority of the voting members present at a meeting of the council.

Section 2- Procedures for Amending: Amendments may be adopted by the affirmative vote of two-thirds of the members present at a meeting of the council provided a quorum has been declared (see Article VI, Section 3). The amendments must have been presented at the previous meeting, or circulated to each voting member at least thirty days in advance of the meeting at which the voting on the amendments is to take place.

Section 3- Incorporation: Amendments adopted as described in Section 2 above shall be incorporated into these bylaws. Please add and send to IRA State Coordinator for IRC and the IRC office.