

# ILLINOIS COUNCIL FOR AFFECTIVE READING EDUCATION

## BYLAWS

### **ARTICLE I – Name and Area Served**

The council shall be called the Illinois Council for Affective Reading Education (ICARE), serving the State of Illinois.

### **ARTICLE II – Nature and Purpose**

**Section 1 – Nature:** The Illinois Council for Affective Reading Education shall be a professional organization of individuals who are concerned with the improvement of reading and the development of lifelong reading habits.

**Section 2 – Purposes:** The purposes of the council shall be: 1) to promote mutual understanding and cooperative work in the area of affective reading education among educators in the preschool, elementary grades, middle school, junior high school, high school, special areas, college and leadership positions; 2) to assist educators in modeling reading habits which promote the love of reading and lifelong reading habits; 3) to collect and share practical ideas for educators which foster positive reading attitudes; 4) to sponsor conferences and meetings; 5) to study educational practices that promote the love of reading; 6) to sponsor and conduct research in the affective domain of reading; 7) to publish the results of pertinent and significant investigations and practices; 8) to disseminate knowledge helpful in the solution of problems related to aliteracy and the affective domain of reading; and 9) to act as an intermediate clearinghouse for information relating to reading and the affective domain.

### **ARTICLE III – Membership and Dues**

**Section 1 – Eligibility:** Membership in the council shall be open to all persons engaged in the teaching or supervision of reading at any school level, to parents, and to all others who are interested in the affective aspects of reading education and the purposes of this council.

**Section 2 – Active Members:** Membership in the council shall become effective upon payment of council dues.

**Section 3 – Council Dues:** Dues for membership in the council shall be set by the Board of Directors of the Illinois Reading Council with the approval at the Annual Meeting. Dues are payable to the Illinois Reading Council.

**Section 4 – Arrears:** Any member who has not paid dues will become inactive.

**Section 5 – International Dues:** Membership in the International Reading Association shall be strongly recommended. The council is in good standing if at least 10 members have paid current IRA dues.

### **ARTICLE IV – Officers**

Section 1 – Officers: The elected officers of the council shall be a president, a president-elect, a vice president, a secretary, and a treasurer. 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 office of the president, president-elect and vice president shall be one year. The president-elect shall then automatically succeed to the office of president and the vice president shall automatically succeed to the office of president-elect. The terms of the secretary and the treasurer shall be two years. The secretary and treasurer may serve multiple terms.

Section 3 – Time of Assuming Office: Each officer shall assume the duties of office on July 1, following the spring election.

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 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 a member of the Board of Directors and the Executive Committee, as chairperson of the Program Committee, shall coordinate plans for fall workshops and conferences, plans for pre-conferences and/or post conferences associated with the Illinois Reading Council Annual Conference, and fulfill other such 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 become president immediately and shall serve the unexpired portion of the president's term in addition to the year for which the president-elect was elected. In the event that, for any reason, the president-elect is unable to assume the duties of president immediately, the vice president shall assume the duties of president.

Section 6 – Duties of Vice President: The vice president shall serve as a member of the Board of Directors, the Executive Committee, the membership Committee, and as coordinator of regular program sessions which are part of the Illinois Reading Council Annual Conference, and special programs and activities involving other councils and/or the community at large. Should the office of president-elect become vacant, the vice president shall serve the unexpired portion of the president-elect's term in addition to the term to which the vice president was elected.

Section 7 - Duties of Secretary: The secretary shall: 1) serve as a member of the Board of Directors and the Executive Committee; 2) record the happenings of all council meetings and all meetings of the Board of Directors and Executive Committee; 3) keep a permanent book of the minutes of all meetings; 4) notify total membership of the date, time and place of all general meetings at least two (2) weeks before the meeting; 5) circulate proposed amendments to each members at least thirty (30) days in advance of the meeting at which the amendments are to be voted upon; 6) cooperate fully with directions from council meetings and/or meetings of the Board of Directors and Executive Committee regarding needed correspondence and notices; 7) send articles and notices to IRA Headquarters, the IRC Office, and the state president and coordinator; and 8) cooperate fully with the successor by turning over up-to-date records as soon as possible after retirement from office.

Section 8 – Duties of Treasurer: The treasurer shall: 1) serve as a member of the Board of Directors and the Executive Committee; 2) maintain accurate and up-to-date records; 3) have custody of the funds of the council which shall be deposited in the name of the Illinois Council for Affective Reading Education (ICARE); 4) sign checks on behalf of the council; 5) cooperate fully with an annual audit; and, 6) as soon

as outstanding debts have been paid after retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 9 – Interim Replacement: In the event of a vacancy in the office of vice president, treasurer, or secretary, 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.

Section 2 – Composition: The Board of Directors shall consist of all current officers, the immediate past president, and the chairpersons of the standing committees.

Section 3 – Meetings: The Board of Directors shall be empowered to hold such meetings as it shall deem necessary at the call of the president, at such times and places as the president may determine. No less than two (2) meetings shall be held each year.

Section 4 – Quorum: A quorum for a meeting of the Board of Directors shall consist of five (5) members of the Board.

## **ARTICLE VI – Assembly**

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

Section 2 – Function: The assembly shall be the legislative body of the Illinois Council for Affective Reading Education (ICARE) 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 a majority of all those council members present at a general meeting to vote in the council or responding by mail or electronic means.

Section 4 – Meetings: The assembly of the Illinois Council for Affective Reading Education shall meet a minimum of one (1) time each year in conjunction with the Illinois Reading Council Conference.

Section 5 – Notification of Meetings: At least two (2) weeks in advance of each meeting, the secretary shall notify all members of the date, time and place of the meeting.

Section 6 – Amendments to the Bylaws: The assembly of the Illinois Council for Affective Reading Education shall have the power to amend these bylaws as provided in Article XII.

## **ARTICLE VII – Nomination and Election of Officers**

Section 1 – Election: All officers, except the president and president-elect, shall be elected in the spring assembly.

Section 2 – Nominating Committee: The Nominating Committee shall be composed of the immediate past president as chairperson and two (2) additional members appointed by the president and approved by the Board of Directors. The Committee shall prepare a slate of nominees annually. Each nominee must

be a member of the International Reading Association. Advance consent from each nominee shall be secured by the Committee.

Section 3 – Mode of Election: Voting is to take place at the spring 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 including a short vita of each nominee. If nominations are not submitted 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 ballot. A plurality of the votes cast shall constitute an election. In the case of a tie, a ballot for the two (2) highest nominees shall be distributed. The results of the election shall then be announced. The Nominating Committee, exclusive of members running for office, shall count the ballots.

Section 4 – Reporting: The president shall be responsible for reporting the newly elected officer to IRA and the IRC Office using appropriate forms.

Section 5 – Term of office: The term of office for elected officers begins July 1, using information set in Article IV, Section 2 of these Bylaws.

## **ARTICLE VIII – Committees**

Section 1 – Standing Committees: There shall be such standing committees as specified in this article.

Section 2 – Executive Committee: The Executive Committee shall be composed of the president (who shall serve as chairperson), the president-elect, the vice president, the secretary, and the treasurer. The immediate past president shall serve as an ex-officio member of the Executive Committee. Members of the Executive Committee shall work with the treasurer to prepare the budget; shall prepare the agenda for the meetings of the Board of Directors and of the assembly; shall review reports of tall committees prior to the meetings of the Board of Directors and of the assembly; and shall perform other responsibilities as directed by the chairperson. The committee shall meet at the call of the chairperson.

Section 3 – Publicity Committee: The Publicity Committee shall publicize all council meetings and activities and work with television and radio stations, other electronic media and local and state newspapers. Persons representing various interests in reading (e.g. public school administrators and teachers, college administrators and teachers, school and public librarians) shall compose the committee.

Section 4 – Studies and Research Committee: The Studies and Research Committee shall seek to disseminate research information throughout the council. They shall encourage the members to study issues that merit their efforts.

Section 5 – Membership Committee: The Membership Committee shall: work with the IRC Office to keep abreast of total membership numbers and current information on members. The committee shall also plan ways to secure new members and retain present members. The vice president shall serve as a member of this committee.

Section 6 – Program Committee: The president-elect shall be chairperson of the Program Committee. This committee shall coordinate plans for all meetings and programs.

Section 7 – Nominating Committee: The Nominating Committee shall function as defined in Article VII, Sections 2 and 3 of these bylaws.

Section 8 – Bylaws Committee: The Bylaws Committee shall continuously study the bylaws of the council to determine if they are meeting current, as well as foreseeable, needs.

Section 9 – Publications Committee: The Publications Committee shall be responsible for publishing and disseminating a quarterly newsletter and other publications of this council to all members and interested persons.

Section 10 – Parents and Reading Committee: The parents and Reading Committee shall collect and disseminate information dealing with parent involvement and concerns with instruction in reading. The committee shall serve as a liaison with the Parents and Reading Committee of the Illinois Reading Council. The chair of this committee shall serve as Parents and Reading Liaison with the Illinois Reading Council.

Section 11 – Newspaper in Education Committee: The Newspaper in Education Committee shall work Education Week. The chair of this committee shall serve as Newspaper in Education Liaison with the Illinois Reading Council.

Section 12 – Governmental Relations Committee: The Governmental Relations Committee shall be responsible for gathering and disseminating information about legislation pertaining to matters of education, particularly in the field of reading instruction. The chair of this committee shall serve as Legislative Liaison with the Illinois Reading Council.

Section 13 – Number of Standing Committees: The number of standing committees may be increased or decreased using the procedures for amending the bylaws.

Section 14 – 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 three (3) members.

Section 15 – Mode of Appointment and Terms of Standing Committees: The members of the standing committees shall be appointed 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 16 – 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, Sections 2 and 6.

Section 17 – Special Committees: Special committees may be authorized from time to time by the Board of Directors or members at a council meeting and shall serve for a specified period.

Section 18 – 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 be not less than three (3).

Section 19 – 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.

## **ARTICLE IX – Representation at the IRC Annual Meeting**

Representation of the Illinois Council for Affective Reading Education (ICARE) at the IRC Annual Meeting shall be in accordance with that specified in the bylaws of IRC.

## **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 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) by majority of the voting members present at a meeting of the council.

Section 2 - Procedure for Amending: Amendments shall 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. Amendments may also be adopted by the affirmative vote of two-thirds of the members responding by email to the chair of the Nominating Committee, provided a quorum of members respond. (See Article VI, Section 3). The amendments must have been presented first at the previous meeting, and/or the proposed amendments circulated to each voting member at least thirty (30) days in advance of the meeting at which the voting on the amendments is to take place.

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