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BYLAWS of the Illinois Valley Reading Council International Literacy Association

ARTICLE I – NAME AND AREA SERVED

The council shall be called the Illinois Valley Reading Council, serving the area of Peoria, Woodford, Tazewell, Fulton, Mason, Stark and Marshall Counties.

ARTICLE II – NATURE AND PURPOSES

Section 1 – Nature: The Illinois Valley Reading Council shall be a professional organization of individuals concerned with the improvement of reading.

Section 2 – Purposes: The purposes of the council should be:

1. to form a partnership with the International Literacy Association by promoting membership and participating in ILA sponsored council activities;
2. to encourage the study of literacy problems at all educational levels;
3. to stimulate and promote research in developmental, creative, corrective, and remedial reading;
4. to study the various factors that influence progress in reading;
5. to assist in the development of improved teacher-training programs;
6. to act as a clearinghouse for information relating to reading;
7. to disseminate knowledge helpful for solving problems related to literacy;
8. to sponsor conferences and meetings;
9. to promote mutual understanding and cooperation among educators in elementary school, middle school, high school, special areas, college, and leadership positions.

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 interested in the purposes of the council.

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

Section 3 – Council Dues: Dues for annual membership in the council shall be set by the Illinois Reading Council Board of Directors. Dues are payable to the Illinois Reading Council for the fiscal year.

Section 4 – Arrears: Any member who has not paid local dues becomes inactive. A member whose dues are delinquent shall be notified immediately, before his or her name is eliminated.

Section 5 – ILA Membership: A council shall be in good standing if at least 10 members have paid dues to the International Literacy Association for the current year.

ARTICLE IV - OFFICERS

Section 1 – Officers: Any member in good standing who is also a member of the ILA is eligible to be an officer of the council. Officers are President, President-Elect, Vice-President, Treasurer, Secretary, Membership, Past-President.

Section 2 – Term of Office: The term of office of the president shall be one year. The president-elect shall then automatically succeed to the office of president for one year. The term of vice president shall be one year. The vice president shall then automatically succeed to the office of president-elect for one year. The terms of treasurer and secretary shall be one year; however, these officers may serve consecutive terms, not to exceed a total of four.

Section 3 – Time of Assuming Office: Each officer shall assume the duties of office on July 1, following the 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 member of the Board of Directors and as chairperson of the Program Committee, 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 to which the president-elect was elected.

Section 6 – Duties of Vice President: The vice president shall serve as member of the Board of Directors and as a member of the Program Committee. 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. The vice president shall oversee the completion of and submit all forms pertaining to the following awards: (a) Council of Excellence (IRC); (b) Honor Council (ILA).

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 the name of Illinois Valley Reading Council of International Literacy Association;
3. sign checks on behalf of the council;
4. chair the audit committee
5. within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.
6. all income must be in council accounts approved by the Board and council body. No money can be in a separate account for a subgroup or committee of the council.
7. two people should be on the signature card for the council account.
8. there MUST be two signatures on all vouchers for payment of bills.
9. each council account must be audited each year.
10. an accounting of all spending and income is to be reported at every board or council meeting.

Section 8 – Duties of Secretary: The secretary shall:

1. record the events of council meetings and meetings of the Board of Directors;
2. keep a permanent record of the minutes of all meetings and official documents;
3. cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 9 – Duties of the Immediate Past President: The past president will be responsible for:

1. serve as advisor to the Board
2. chair the nominating committee

Section 10 – Interim Replacement: In the event of a vacancy in any office the Board of Directors shall have the power to fill the vacancy or until the next regular election or until a suitable replacement can be found.

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.

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

Section 3 – Meetings: The first meeting of the Board of Directors shall be held in the summer in order that the standing committees may be appointed with the greater part of the year remaining for their specific work and in order that the yearly calendar may be established with the Program Committee. The Board of Directors shall be empowered 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. No less than three meetings shall be held each year.

Section 4 – Quorum: A quorum for a meeting of the Board of Directors shall consist of a majority of existing members.

ARTICLE VI – ASSEMBLY

Section 1 – Composition: The assembly shall be open to all members of the council in good standing.

Section 2 – Function: The assembly shall be the legislative body of the Illinois Valley Reading 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 10% of all active members in the assembly.

Section 4 – Meetings: The assembly of the Illinois Valley Reading Council shall meet at least 3 one times each year.

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

Section 6 – Amendments to the Bylaws: The assembly of the Illinois Valley Reading Council 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 prior to April 1.

Section 2 – Nominating Committee: The Nominating Committee shall be composed of at least three (3) 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 Literacy Association. Advance consent to serve if elected from each nominee shall be secured by the committee.

Section 3 – Mode of Election: If the voting is to take place at a meeting of the council, the president shall give an opportunity to propose nominations from the floor for each office after the slate from the Nominating Committee has been presented. Voting shall be by ballot and there shall be at least one (1) or more nominees for each vacant elective office. Space shall be provided on the ballot form for the names of candidates nominated from the floor or write in candidates. In case of a tie, a ballot naming

the nominees tied for most votes shall then be distributed. The results of the election shall then be announced.

Section 4 – Reporting: The president shall be responsible for reporting the newly elected officers to Illinois Reading Council by April 15 on the form provided by IRC.

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

Section 2 – 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.

Section 3 – Number of Members of Standing Committees: The number of members of each standing committee shall be determined by the Board.

Section 4 – 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 5 – 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.

Section 6 – 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 7 – Bylaws Committee will review the bylaws and policy manual, make recommendations for revisions, and oversee the bylaws amendment process as outlined in the council's current bylaws.

Section 8 – Legislative Committee: The Governmental Relations Legislative Committee shall continuously study and report on current education issues as they relate to literacy and Title I.

Section 9 – Membership Committee: 1) keep an accurate record of total membership, including latest mailing addresses, email addresses, and telephone numbers; 2) provide every board member and committee chairperson with such current list; 3) plan ways to secure new members and retain present members.

Section 10 – Nominating Committee: will recommend a slate of nominees for office according to the bylaws of the council.

Section 11 – Program Committee: will plan programs to be conducted during the year. The president-elect shall be chairperson of the Program Committee.

Section 12 – Publicity and Publication Committee: shall publicize all council meetings and activities and work with media, websites, television and radio stations and local and state newspapers. Persons representing various interests in literacy issues – public school administrators, public school teachers, college administrators and/or teachers - shall compose the committee.

Section 13 – Family Literacy Committee: shall continuously study and report on adult literacy issues and parent involvement in education.

Section 14 – Educational Media Representative: Educational Media Representative will plan appropriate council activities for local newspapers.

Section 15 – Auditing Committee: The Treasurer will chair the committee that will consist of a past-president and a current board member. An audit will be presented at the first meeting of the fiscal year.

Special Committees

Section 16 – 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 in this article

Section 17 – 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.

Section 18 – 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 19 – International Projects/Committee will administer projects and programs designed to promote literacy outside the United States and Canada.

ARTICLE IX – Representation at the Annual Assemblies

Representation 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 Literacy 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 (30) 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. Copies of all amendments shall be sent immediately to the ILA State coordinator for the IRC and the IRC office.