

Illini Reading Council

Illinois Reading Council

International Reading Association

Adopted November 6, 2010

Approved 10-10-11 Next revision will be in 2015

ARTICLE I- Name and Area Served

The council shall be called the Illini Reading Council, serving the area of Champaign, Southern Ford, and Piatt Counties.

ARTICLE II- Nature and Purposes

Section 1-Nature: The Illini Reading Council shall be a professional organization of individuals who are interested in literacy and the teaching of literacy at all levels.

Section 2- Purposes: The purpose of the council shall be:

1. To encourage the study of literacy at all levels;
2. To stimulate and promote research in all aspects of literacy;
3. To study the various factors that influence progress in literacy;
4. To act as a clearinghouse for information relating to literacy;
5. To assist in the continuing professional development of educators;
6. To disseminate information related to literacy and literacy problems;
7. To sponsor conferences and meetings;

8. To promote mutual understanding, cooperation and collaboration among individuals and groups who are interested in the development of literacy.

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 annual dues.

Section 3- Council Dues: Dues for annual membership in the council shall be set by the Board of Directors of IRC. Dues are payable to the IRC upon joining or renewing membership.

Section 4- Arrears: Any member who has not paid their dues by their renewal date becomes inactive.

Section 5- IRA Membership: Membership in the International Reading Association shall be strongly recommended. Dues to the International Reading Association, which provides members with benefits and services dependent upon the type of membership, should be paid directly to IRA Headquarters. 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 dues to the Association for the current year.

ARTICLE IV- Officers

Section 1- Officers: The elected officers of the council shall be a president, president-elect, vice president, secretary and treasurer. Offices maybe combined. Co-officers are permitted. 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- Terms of Office: The president shall serve for one year. The president-elect automatically succeeds to office of president. The vice president automatically succeeds to office of president-elect. The president automatically succeeds to past president. The secretary and treasurer shall serve for two years with the secretary being elected in even years and treasurer in odd years. Officers may serve more than one term.

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

Section 4- Duties of the Past President: At the expiration of the final term of office, the president shall automatically become the past president. The past president shall be responsible for assisting the smooth transition of leadership to the newly elected officers, and serve as a member of the Board of Directors.

Section 5-Duties of the 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 6- Duties of the President-elect: The president-elect shall serve as a member of the Board of Directors and fulfill 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 the 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. If 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 7- Duties of the Vice President: The vice president shall serve as a member of the Board of Directors and fulfill duties as assigned by the Board of Directors. 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 8- Duties of the Secretary: The secretary shall serve as a member of the Board of Directors and fulfill the following duties:

1. Record the events of all council meetings and meetings of the Board of Directors.
2. Keep a permanent record of the minutes of all meetings.

3. Distribute minutes within 1 week of each meeting.
4. 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 Treasurer: The treasurer shall serve as a member of the Board of Directors and fulfill the following duties:

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 Illini Reading Council of the International Reading Association.
3. Sign checks on behalf of the council.
4. Collect monies due to the council.
5. Cooperate fully with an annual audit and, within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer. A bond may be required and paid for by the Board of Directors.

Section 10- Duties of the Membership Chair: The membership chair shall serve as a member of the Board of Directors and execute the duties essential for the membership mailings and cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office. The membership chair shall be appointed by the Board of Directors.

Section 11- Interim Replacement: In the event of a vacancy in the office of secretary or treasurer, the Board of Directors shall have the power to fill the vacancy until the next regular election. In the event of a vacancy in the office of vice president, the office shall remain vacant until a special or regular election is held.

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 the president, president-elect, past president, vice president, secretary, treasurer and membership chair.

Section 3- Meetings: The first meeting of the Board of Directors shall be held in the summer. 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 (3) meetings shall be held each year.

Section 4-Quorum: A quorum for a meeting of the Board of Directors shall consist of three (3) members.

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 Illini 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 the authority to review decisions made by the Board of Directors and to accept or reject them. Members shall have the right to vote on bylaws.

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 Illini Reading Council shall meet two (2) or more times each year as determined by the Board of Directors.

Section 5- Notification of Meetings: Members shall be notified of the date, time, and place of each meeting at least one week in advance.

Section 6- Amendments to the Bylaws: The assembly of the Illini 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 past-president, president, and president-elect shall be elected in the spring.

Section 2- Nominating Committee: The Nominating Committee shall be 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 to serve if elected from each nominee shall be secured by the committee.

Section 3- Mode of Election: All officers except the president, president-elect and past president shall be elected at a council meeting. After the slate from the nominating committee has been presented, 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 should be directed to cast a unanimous vote. If there shall be more than one nominee for any office, voting shall be by ballot and a majority of the votes cast shall be necessary for election. The results of the election shall then be announced.

Section 4- Reporting: The president shall be responsible for reporting the newly elected officers to IRC Office and to the IRA State coordinator on or before April 15, using the official forms provided by the IRA.

Section 5- Terms of Office: Each elected officer shall assume the duties of office on July 1, following the spring 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 standing committees formed as deemed necessary by the Board of Directors. All committees shall transmit their recommendations to the Board of Directors unless otherwise specified. There shall be such standing committees as specified hereinafter:

- A. 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.
- B. Membership Committee will plan comprehensive membership campaigns that encompass the local, state, and international levels.
- C. Nominating Committee will recommend a slate of nominees for office according to the bylaws of the council.
- D. Publicity Committee (Public Relations) will publicize the activities and programs of the council using a variety of media.
- E. Legislative (Governmental Relations) Committee will gather and disseminate information concerning legislation related to literacy.
- F. Adult and Family Literacy Committee will collect and disseminate information dealing with adult and family literacy.
- G. International Projects Committee will address issues, provide resources, and encourage others to become involved in literacy projects in third world countries.
- H. Newspaper in Education Committee will promote the use of newspapers in education.
- I. Parents and Reading Committee will collect and disseminate information dealing with parent involvement and concerns with instruction in reading.

Section 2- Mode of Appointment and Terms: The chairs and members of the standing committees shall be appointed by the president with approval of the Board of Directors. The Board may determine committee changes and authorize funds for committee expenses.

Section 3- Number of Standing Committees: The number of standing committees may be increased or decreased as deemed necessary by the Board of Directors.

Section 4- Special Committees: Special committees may be authorized by the Board of Directors and shall remain from year to year. Special Committees generally focus on a specific topic or area of literacy. Committee members and chair shall be appointed by the president with the approval of the Board of Directors.

Section 5- Mode of Appointment and Terms: The chairs and members of the special committees shall be appointed by the president with approval of the Board of Directors. The Board may determine committee changes and authorize funds for committee expenses.

Section 6- Number of Special Committees: The number of special committees may be increased or decreased as deemed necessary by the Board of Directors.

Section 7- Ad hoc Committees: Ad hoc committees may be authorized by the Board of Directors and shall serve for a specified period. Committee members and chair shall be appointed by the president with the approval of the Board of Directors.

ARTICLE IX-Representation at the Annual IRC Assembly:

Section 1- Representation Annual State Assembly: Representation of the council at the annual state assembly is strongly recommended and shall be in accordance with that specified by the bylaws of the state council.

ARTICLE X- Parliamentary Authority: The rules contained in *Robert's Rules of Order*, most current version, shall govern proceedings of this council, except in cases governed by the constitution, bylaws, and special rules adopted by this council.

ARTICLE XI- Dissolution: In the case of dissolution of this council, any assets remaining after paying or making provision for the payment of all the 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, if such a committee is appointed; or 3) by 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 voting members of the council present at a council meeting. 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.

Section 3- Incorporation: Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments shall immediately be sent to the IRA Coordinator for the IRC and the IRC Office.

