

Northern Illinois Reading Council Bylaws

Next revision due 2018

Amended and approved November 2014

ARTICLE I- The name of the Council shall be the Northern Illinois Reading Council (NIRC) serving counties in Northern Illinois including Boone, DeKalb, Winnebago, Eastern Lee, and Ogle.

ARTICLE II -Nature and Purposes

Section 1-The Northern Illinois Reading Council shall be a professional organization of individuals concerned with the improvement of reading.

Section 2-The purposes of the Northern Illinois Reading Council shall be:

(1) to support the lifelong enjoyment of reading; (2) to sponsor conferences and programs to enhance the literacy instruction at all levels; (3) to provide resources with practical suggestions for educators, parents, and community members involved in literacy education; (4) to support and promote reading and literacy activities in the community; (5) to promote and recognize research in the field of reading; (6) to further all purposes of the Illinois Reading Council & the International Reading Association.

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 purpose of the council. Membership in this local Council automatically enrolls an individual in the Illinois Reading Council. Members are entitled to receive local and state newsletters and all issues of the *Illinois Reading Council Journal*. All members shall be encouraged to join the International Reading Association.

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.

Section 4-Arrears: Any member who has not paid dues by the renewal date becomes inactive. A member whose dues are delinquent shall be notified before his/her name is removed from the membership roll of the local Council and the Illinois Reading Council.

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

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: The officers of the Council shall be president, president-elect, vice president, immediate past president, recording secretary, corresponding secretary, and treasurer. The final three offices may be combined. 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 succession of President shall be a four-year commitment to the Northern Illinois Reading Council. The Vice President shall succeed to the office of President-Elect. The President-Elect shall succeed to the office of President. The President remains an officer as the Immediate Past President. The terms of the Corresponding Secretary, Recording Secretary, and Treasurer shall be one year; however, these officers may be reelected to subsequent terms.

Section 3-Time of Assuming Office: Each officer shall assume the duties of office July 1.

Section 4-Duties of the President: The President shall act as the executive officer of the Council, preside at all meetings of the Council, countersign all contracts and other instruments of the Council (except checks), exercise general leadership and supervision over the affairs of the council in implementing its purposes, and execute such additional duties as are defined by the Council.

Section 5-Duties of the President-Elect: The President-Elect shall assume and perform the duties of the President in the event of the President's absence, incapacity, or resignation and shall fulfill such other duties as are assigned by the President or Board of Directors. In the event that the President-Elect is, for any reason, unable to assume the duties of President, the Board of Directors shall by a majority vote select a President pro tem for the remainder of the President's term of office.

Section 6-Duties of Vice President: The Vice President shall serve as historian of the Council and fulfill such other duties as are assigned by the President or 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 which the vice president was elected.

Section 7-Duties of the Recording Secretary: The Recording Secretary shall function as secretary of all council meetings including those of the Board of Directors; distribute minutes within thirty days of each meeting; within thirty days of retirement from office, turn over to the successor the up-to-date records of the Council.

Section 8-Duties of the Corresponding Secretary: The Corresponding Secretary shall act as coordinator of registration for conferences and membership registration; notify the total membership of the date, time, and place of all general meetings at least twenty-one (21) in advance; maintain the correspondence of the council; inform all members of proposed amendments to the Constitution and Bylaws at least twenty-one (21) days in advance of the meeting at which the amendments are to be voted upon; cooperate fully with directives from the general meeting and/or Board of Directors regarding needed correspondence and notices; extend, on behalf of the NIRC Board, cards or notes of

congratulation, convalescence, or condolence to Board Members when notified of special awards, personal illness or surgery, or the loss of immediate family members; send newsletters to the State Coordinator, the State President, the State President-Elect, and the Immediate State Past President; and the Illinois Reading Council office; within thirty days of retirement from office, turn over to the successor the up-to-date files of correspondence of the Council. The Board of Directors may provide the Corresponding Secretary with clerical assistance.

Section 9-Duties of the Membership Chair: The Membership Chair shall provide assistance to the Corresponding Secretary as needed, keep all records of the membership; review membership data and membership processing procedures to determine membership growth, retention rate, success of membership campaign, and the efficiency of membership processing; promote and retain membership at the local, state/provincial and international levels; within thirty days of retirement from office, turn over to the successor the up-to-date files of membership of the council.

Section 10-Duties of the Treasurer: The Treasurer shall: execute the duties essential to the maintenance of accurate and up-to-date records; have custody of the funds of the Council which shall be deposited in the name of the Northern Illinois Reading Council; deposit dues and other monies due to the Council; sign checks and drafts on behalf of the Council for the disbursement of funds; prepare a current financial statement to be presented at each Board of Directors meeting; cooperate with the Auditing Committee to be appointed by the Board of Directors. The audit shall be completed at least two weeks prior to the date a new President takes office; within thirty days of retirement from office, turn over to the successor all funds and records of the Treasurer.

1. 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.
2. Two people should be on the signature card for the council account.
3. There MUST be two signatures on all vouchers for payment of bills.
4. Each council account must be audited each year.
5. An accounting of all spending and income is to be reported at every board or council meeting.

Section 11-Immediate Past President: The Immediate Past President shall serve as chair of the Nominating Committee. The Immediate Past President shall also serve as the chair of the Budget Committee.

Section 12-Filling Vacancies: In the event of any vacancy except President, the Board of Directors shall have the power to fill this vacancy until the next regular election.

ARTICLE V—Board of Directors

Section 1-Function: The Board of Directors shall have the general power to administer the affairs of the Council between general business meetings and shall report its actions at each general meeting and/or through the newsletter. All members of the Board of Directors shall be empowered to one vote regardless of the number of positions held.

Section 2-Composition: The Board of Directors shall consist of all current officers, the Immediate Past President, the Faculty Advisor (if appointed), Newsletter Editor, and standing committee chairs.

Section 3-Faculty Advisor: The Faculty Advisor (if appointed) may aid the Council in all matters requiring a faculty member's assistance.

Section 4-Newsletter Editor: The Newsletter Editor(s) for Northern Illinois Reading Council Newsletter shall be appointed by the Board of Directors. The appointment shall be for a two-year term. The editor(s) may be reappointed by the Board of Directors to serve succeeding two-year terms. The editor(s) shall be responsible for preparing the Newsletter, having it reproduced, and arranging of its distribution.

Section 5-Meetings: The Board of Directors shall be convened for meetings on the call of the President, as she/he shall deem necessary, and at such items and places as the President may determine. No less than three meetings shall be held each year.

Section 6-Quorum: A quorum for a meeting of the Board of Directors shall consist of six members, at least four of whom are officers of the Board of Directors.

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 council and shall have full power and authority over the affairs of the council, within the limits by these bylaws.

Section 3-Quorum: Quorum shall consist of a simple majority of the number of those present and eligible to vote in this assembly.

Section 4-Meetings: The Assembly of the Council shall meet twice a year.

Section 5- Notification of meetings: Meeting dates are posted on-line at www.illinoisreadingcouncil.org and in *NIRC Newsletter* published quarterly.

Section 6-Amendments to the Bylaws: The Assembly of the 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 15.

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 current 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: 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 including a short vita of each nominee. Voting shall be by ballot. Space shall be provided on the ballot form for the names of candidates nominated from the floor. A plurality of the votes cast shall constitute an election. 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.

If voting is to be by mail, the ballot and a short vita of each nominee shall be mailed to each current council member at least four (4) weeks prior to the date the ballots are to be counted. Space shall be provided for write-in candidates, and the date for return of the ballot shall be clearly stated on the ballot. On the date specified on the ballot, the Nominating Committee shall count the votes and the results reported to the President in office at the time. A plurality of the votes cast shall constitute an election. In case of a tie, a ballot naming the nominees tied for most votes shall then be distributed with a date specified for return. On the date specified on the ballot, the Nominating Committee shall count the votes and the results reported to the President in office at the time.

Section 4-Reporting: The President shall be responsible for reporting the newly elected officers to IRA using IRC provided forms by April 15th.

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 NIRC shall consist of standing committees and special committees. All committees shall transmit their recommendation to the Board of Directors unless otherwise specified.

Section 2-Standing Committees: The standing committees include: Budget, Bylaws, Nominating, Governmental Relations, Membership, Program.

Budget Committee: The Budget Committee shall meet at the end of each President's term and prior to the first meeting of the new Board of Directors each fiscal year. They shall examine the income and expenditures of the Council and shall present a budget to the Board of Directors for approval. The chair of the Budget Committee shall be the current Immediate Past President. Members of the committee shall include the current Treasurer and one or more members of the council.

Bylaws Committee: The Bylaws Committee shall be responsible for an annual review of the Bylaws of the council. Any additions or changes to be considered

shall be presented to the Board of Directors. If the Board should direct, the committee would then be charged with distributing to the members the additions or changes to be considered in the assembly of the council.

Nominating Committee: The Nominating Committee shall be chaired by the immediate Past President. The Nominating Committee will propose a slate of officers annually. The ballot will offer space for write-in candidates.

Governmental Relations Committee: The Governmental Relations Committee shall be responsible for gathering and disseminating legislative information regarding literacy.

Membership Committee: The Membership Committee shall plan and execute ways to secure new members and retain present members.

Program Committee: The Program Committee shall be chaired by the President-Elect. This committee shall make and execute plans for all meetings with the advice and approval of the Board of Directors.

Section 3-Number of Standing Committees: The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors.

Section 4-Number of Members of Standing Committees: The number of members of each standing committee shall be determined by the Board.

Section 5-Mode of Appointment and Terms of Standing Committees: The members of the standing committees shall be appointed by the president with 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 other sections of these bylaws.

Section 8-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. The number of members of each special committee may be determined by the Board of Directors or the members at a council meeting.

Adult and Family Literacy: The Adult and Family Literacy Committee shall promote family literacy activities such as Reading RX and Project Bookcase through the Council.

Awards and Grants Committee: The Awards & Grants Committee shall recommend appropriate recognitions for commendable contributors to the Council and/or to the improvement of literacy and administer literacy grants.. The recommendations need not be made yearly. The Board of Directors shall determine whether an award will be given.

Fall Conference: The Fall Conference Committee shall oversee the planning, implementation, and evaluation of the annual Fall Literacy Conference.

Newspaper in Education Committee: The Newspaper in Education Committee shall promote newspaper activities through the Council.

Parents and Reading Committee: The Parents and Reading Committee shall collect and disseminate information about parent involvement and literacy including the sale and distribution of materials that have been authorized by the Board of Directors.

Publicity Committee: The Publicity Committee shall use whatever reasonable outlets are available to make known the activities of the council.

Professional Development Committee: The Professional Development Committee shall be responsible for managing the video lending library.

Teachers as Readers: The Teachers as Readers (TAR) Committee shall set date, time, and location for TAR book groups.

Section 9-Ad Hoc. Committees:

Temporary or special committees may be authorized by a quorum of the Board of Directors. Members of ad hoc committees shall be appointed by the President, for the term specified with the approval of the Board of Directors.

ARTICLE IX-Representation at International and State Assemblies

Section 1-Representation Annual State Reading Council Assembly

Representation of the Council at the assembly of the Illinois Reading Council shall be in accordance with that specified by the bylaws of the IRC.

ARTICLE X—Parliamentary Authority

The rules contained in the most recent edition of Robert’s Rules of Order shall govern the proceedings of this Council, except in cases governed by the 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 a quorum of the Board of Directors or a majority of the voting members present at a regular meeting of the council.

Section 2-Procedures for Amending

Amendments must be proposed in writing to the Board of Directors. Any proposed amendments must be made available in writing to the membership at least twenty-one (21) days in advance of the meeting at which a vote is scheduled. Amendments may then be adopted by the affirmative vote of two-thirds of the voting members present at the next general meeting of the Council.

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 IRC State Coordinator and the IRC office.

Revised November 2014
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Approved as amended November 17, 2014