

Bylaws of
National Road Reading Council

Revised 2013, approved, next revision due 2016

Article I-Name and Area Served

The council shall be called the National Road Reading Council, serving the area of Bond, Fayette, and Effingham Counties.

Article II-Nature and Purposes

Section 1: Nature

The National Road Reading Council shall be a professional organization of individuals who are concerned with the improvement of reading.

Section 2: Purposes

1. to encourage the study of reading problems in all educational levels
2. to stimulate and promote research in developmental, creative, corrective, and remedial reading
3. to study the various factors that influence progress in reading
4. to assist in the development of more adequate teacher training programs
5. to act as an intermediate clearinghouse for information relating to reading
6. to disseminate knowledge helpful in the solution of problems related to reading
7. to sponsor conferences and meetings
8. to promote mutual understanding and cooperation and cooperative work among educators across grade levels, specialties 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 annual dues.

Section 3: Council Dues

Dues for annual membership in the council are set by the Illinois Reading Council (IRC) and are payable to IRC.

Section 4: Arrears

A member whose dues are delinquent by 30 days will be considered inactive with consequent loss of all privileges. Reinstatement occurs upon payment.

Section 5: International Reading Association Membership

A council shall be in good standing if at least 10 members have paid dues to the IRA for the current year. National Road Reading Council officers' membership to IRA shall be paid by the council.

Article IV-Officers

Section 1: Officers

Any member in good standing, who is also a member of the IRA, is eligible to be an officer of the council. The elected officers shall be President, Vice President, Secretary, Treasurer, and Membership Chair.

Section 2: Term of Office

The term of office of all officers shall be one year.

Section 3: Time of Assuming Office

Each officer shall assume the duties of the 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, act as chairperson of the Board of Directors, and exercise general leadership and supervision over the affairs of the council implementing its purposes.

Section 5: Duties of Vice President

The vice president shall serve as a member of the Board of Directors and offer support and assistance to the president. The vice president shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president.

Section 6: Duties of Treasurer

The treasurer shall serve as a member of the Board of Directors. The regular duties of the treasurer are: 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 National Road Reading Council of the IRA, 3) sign checks on behalf of the council, 4) cooperate fully with any requested audits, and, 5) upon leaving office, promptly turn over all funds, accounts, and books to his/her successor. In addition,

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 7: Duties of Secretary

The secretary shall serve as a member of the Board of Directors. In addition, the secretary shall: 1) record and keep a permanent book of all council meetings and meetings of the Board of Directors, 2) notify members as to the details of upcoming meetings, programs, and proposed changes to the council, 3) maintain correspondence and publicity with and through IRC, and, 4) upon leaving office, promptly turn over all records to his/her successor.

Section 8: 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 upon leaving office, will promptly turn over all membership records to his/her successor.

Section 9: Interim Replacement

In the event of a vacancy of any office, 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 the officers of the council.

Section 3: Quorum

A quorum will consist of the majority of members.

Section 4: Meetings

The first meeting will be for planning purposes for the events of the year and shall take place at such a date as to allow ample time to execute needed activities for the events. The Board of Directors shall be empowered to hold any additional meetings as deemed necessary by any officer. No less than three meetings will be held each year. Should important decisions of the Board of Directors have to be made between meetings, the president is authorized to consult the Board by mail, telephone, or electronically.

Article VI-Assembly

Section 1: Composition

The assembly will 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 National Road 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 will be invited to attend all meetings held in tandem with functions of which there is to be no less than three each year. Members will be notified in due time with the details of each function/meeting.

Section 5: Amendments to the Bylaws

The assembly of the National Road Reading Council shall have the power to amend these bylaws as provided in Article XII.

Article VII-Nomination and Election of Officers

Section 1: Elections

The officers of the Council shall be president, vice president, secretary, treasurer, and membership. Any member in good standing who is also a member of the IRA is eligible to be an officer. The secretary and treasurer offices may be combined.

Section 2: Nominating Committee

The nominating committee shall be appointed by the president and approved by the Board. The committee shall prepare a slate of nominees. Each nominee must be a member of the IRA. Advance consent to serve if elected from each nominee shall be secured by the committee.

Section 3: Mode of Elections

All officers shall be elected in the spring before the deadline set by the IRA. After the slate of officers from the nominating committee is presented, the president shall give an opportunity to propose nominations from the floor for each office. 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 ballot, prepared and counted by the nominating committee. Write-in votes are allowed, provided that consent to serve if elected can be secured. A majority of the votes cast shall be necessary for election.

Section 4: Reporting

Newly elected officers must be reported to the IRA using IRC provided forms by April 15.

Section 5: Term of office

Term of office begins July 1. The term of each office is one year.

Article VIII-Committees

Section 1: Standing Committees

The standing committees shall be 1) Publicity/Historian, 2) Membership, 3) Newspapers in Education, 4) Parents and Reading, 5) Legislative, 6) Bylaws, and 7) Nominating. Chairs of standing committees shall be appointed by the president and approved by the Board of Directors. A standing committee shall serve for the term of the president. The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors. The numerical size of each committee shall be determined by the Board of Directors.

Section 2: Publicity/Historian

The Publicity/Historian Committee shall publicize all meetings, events, and projects. It shall be the responsibility of this committee to compile a record of council events and other publicity related to the council.

Section 3: Membership

The Membership Committee shall be responsible for plans to secure new members and keep an accurate record of membership.

Section 4: Newspapers in Education

The Newspapers in Education Committee shall work with local newspapers and the State Newspapers in Education Committee to promote activities using newspapers in the classroom at the local level.

Section 5: Parents and Reading

The Parents and Reading Committee shall collect and give out information dealing with parent involvement and concerns with reading instruction.

Section 6: Legislative

The Legislative Committee shall be responsible for gathering and giving out information and for organizing a network of influence for legislation pertaining to matters of education, particularly in the area of reading instruction.

Section 7: Bylaws

The Bylaws Committee shall continuously study the bylaws of the council to determine if they are meeting current as well as foreseeable future needs.

Section 8: Nominating

The Nominating Committee shall prepare a slate of nominees annually. All nominees must be members of the IRA. Advance consent to serve if elected shall be secured from each nominee by the nominating committee. The committee shall be responsible for preparing and counting the ballots if there is more than one nominee for any office.

Section 9: Special or Ad Hoc Committees

A special or Ad Hoc Committee is the Council Display Committee. This committee will be responsible for preparing and setting up a visual display promoting the work, projects, and events of the National Road Reading Council to be displayed at the annual reading conference.

Section 10: Authorization of Special or Ad Hoc Committees

Special or Ad Hoc Committees may be authorized by the Board of Directors and shall serve for the period specified. The chair of these committees shall be appointed by the president with the approval of the Board.

Article IX-Representation at the Annual IRC Meeting

Representation of the council at the annual meeting shall be in accordance with that specified by the bylaws of the IRC.

Section 1: Representation

The president of the council shall be the representative to the IRC Board of Directors. In the event the president cannot attend, the president shall appoint a representative.

Section 2: Financial Support for Attendance at meetings

The Board of Directors shall be encouraged to approve funds to supplement the finances required for attendance of the representative at the Board Meetings of the IRC and the IRA convention.

Article X-Parliamentary Authority

The rules contained in *Robert's Rules of Order* shall govern proceedings of this council, except in cases governed by the bylaws and special rules of 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, or, 3) a majority of the voting members present at a regular meeting of the council.

Section 2: Procedure for amending

Amendments may be adopted by the affirmative vote of a majority of the voting members of the council present at a council meeting. The amendments must have been presented at the previous meeting and/or provided to the members in ample time to review before the voting meeting.

Section 3: Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments adopted shall immediately be sent to the IRA State Coordinator for the IRC, the bylaws committee chair, and the Illinois Reading Council office.