

**Revised Bylaws: SCIRA approved August 16, 2011**  
**Pending Approval of IRC, approved with changes to treasurer section,**  
11-4-2012 next revision due 2017

**BYLAWS**

**Take out co pres. throughout**  
**SUBURBAN COUNCIL of the INTERNATIONAL READING ASSOCIATION**  
c/o National-Louis University  
North Shore Campus  
5202 Old Orchard Road, Suite 300  
Skokie, Illinois 60077

Previously amended October 6, 2007 REVISED August 16, 2011

**ARTICLE I**  
**NAME**

The name of the association shall be the Suburban Council of the International Reading Association, hereinafter sometimes referred to as “SCIRA” or “the council.” SCIRA serves the North-Northwest Chicago region including parts of Cook and Lake Counties.

**ARTICLE II**  
**NATURE AND**  
**PURPOSES**

**Section 1—*Nature.*** SCIRA shall be a professional organization of individual and institutional members who are concerned with the improvement of literacy and the development of literacy.

**Section 2—*Proposes.*** The primary purposes of SCIRA are threefold:

1. To improve the quality of literacy instruction at all levels by
  - a. Encouraging the study of the nature of the literacy process,
  - b. Stimulating and promoting research dealing with all aspects of literacy,
  - c. Acting as a clearinghouse for information relating to literacy, and
  - d. Encouraging the development of high-quality teacher education programs.
2. To develop an awareness of the impact of literacy among all peoples by
  - a. encouraging the development of worthwhile literacy appreciation and permanent interest in literacy,
  - b. promoting the formation of lifetime habits of literacy,
  - c. developing an appreciation of the value of literacy.
3. To promote the development of literacy that is commensurate with each individual’s full potential.

**ARTICLE III**

## MEMBERSHIP

**Section 1—*Eligibility.*** Membership in SCIRA shall be open to all persons engaged in the teaching or supervision of literacy at any school level, including ~~to~~ parents, and ~~to~~ all others interested in the purpose of the council.

**Section 2—*Members.*** Membership in SCIRA shall become effective after an individual pays the initial dues.

**Section 3—*Dues.***

**Dues for annual membership in the council shall be set by the Illinois Reading Council Board of Directors. Dues are payable to Illinois Reading Council.**

**Section 4—*Standing of Members.*** A member shall be in good standing after payment of current dues to SCIRA. Any member whose dues remain delinquent shall be removed from the membership roll, with consequent loss of privileges. Such member may be reinstated upon full payment of dues for the year in which reinstatement shall be made.

**Section 5—*IRA Membership.*** The Council shall be in good standing if at least 10 members have paid current year IRA dues.

## ARTICLE IV OFFICERS

**Section 1—*Officers.*** Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the council. The officers of SCIRA shall be Co-presidents, president elect, vice president, secretary, treasurer, and membership. If necessary co officers may be allowed for any office.

**Section 2—*Term of Office.*** The term of office of the officers of SCIRA is one year beginning on July 1.

**Section 3—*Time of Assuming Office.*** Each officer shall assume the duties of office on July 1 and shall continue to serve for the duration of the term or until a successor is appointed and assumes his or her duties.

**Section 4—*Vacancy of Office Between Elections.*** In the event of vacancy between elections in the office of president, the president-elect shall continue his/her present office and shall also assume the duties of the vacant office. In the following year, this person shall become president. Should the office of the president-elect become vacant, the vice president shall serve the unexpired portion of the president-elect's term in addition to continuing his/her duties as vice president. The following year, this person shall become president, and at the regular election, the membership shall elect a new president-elect and a new vice president. In the event of a

vacancy in the office of vice president, the Board shall have the power to fill the vacancy until the next regular election is held.

**Section 5—Duties of President.** The president shall act as the executive officer of SCIRA. The president shall preside at all meetings of SCIRA, act ex officio as chairperson of the Board, exercise general leadership and supervision over the affairs of SCIRA in implementing its purposes, and execute such additional duties as are defined by the Board.

**Section 6—Duties of Vice President.** The vice president shall serve as an ex officio member of the Board and shall fulfill such other duties as are assigned by the president or the Board.

**Section 7—Duties of President-elect.** The president-elect shall serve as an ex officio member of the Board and shall fulfill such other duties as are assigned by the Board. The president-elect shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president. 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 the president.

**Section 8—Duties of Treasurer.** The treasurer shall serve as an ex officio member of the Board and shall fulfill duties including maintaining accurate financial records for the council, maintaining the checking account, and other duties as are assigned by the president or the Board.

- 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 9—Duties of Secretary.** The secretary shall serve as an ex officio member of the Board and shall fulfill duties including taking notes at meetings, initiating correspondences, and other duties as are assigned by the president or the Board.

## **ARTICLE V BOARD**

**Section 1—Function.** The Board shall exercise general supervision and control over the property and affairs of SCIRA, and shall supervise the execution of approved action and policies.

**Section 2—Composition.** The Board shall consist of the officers cited in Article IV section 1 (Co-presidents, president-elect, vice president, secretary, treasurer, and membership), including the immediate past presidents, and appointed heads of committees. The co-presidents shall preside over the Board.

**Section 3—Meetings.** The Board shall be empowered to hold such meetings on the call of the president as it shall deem necessary and at such times and places as the president may determine.

**Section 4—Business Between Meetings.** The president is authorized to poll the Board by the most effective means of communication that assures that all members receive the same information concerning important decisions that must be made between meetings. The president is authorized to convene a meeting to present communication of the officers to the rest of the board.

**Section 5—Quorum.** Decisions shall be made by majority vote. A majority will be one plus half of those members present.

## **ARTICLE VI MEMBERSHIP**

**Section 1—Composition.** An assembly shall be considered a meeting of the membership at large.

**Section 2—Function.** The function of an assembly shall be to further the purposes of the organization known as SCIRA. (See Article II, Section 2)

**Section 3—Quorum.** A quorum of the Assembly shall be one plus half of those members in attendance.

**Section 4—Meetings.** The assembly may meet three times a year.

**Section 5—Notification of Meetings.** Notification for the assembly meetings shall be made through the council newsletter.

**Section 6—Amendments to the bylaws.** Any amendments to these bylaws may be brought to the assembly and passed by a majority of those members present, that is one plus half those members present.

## **ARTICLE VII NOMINATION AND ELECTION OF OFFICERS**

**Section 1—Qualifications for Nomination as Officer.** Each nominee must be a current individual member of SCIRA and a member of the Illinois Reading Council and the International Reading Association. Such individual members in good standing are eligible for nomination for an office in SCIRA.

**Section 2. —Nominating Committee.** 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.** The officers shall be elected and affirmed during the Spring meeting of the council.

**Section 4—Reporting.** Newly elected officers must be reported to IRA using IRA forms.

**Section 5—Term of Office.** Each newly elected officer shall assume the duties of office beginning July 1 for the duration of the term or until a successor can assume duties

**Section 6—Interim Replacement.** When a vacancy occurs, the ~~Executive~~ Board may appoint a replacement to serve the remainder of the term.

## **ARTICLE VIII COMMITTEES**

**Section 1—Number of Committees.** The number of committees will be determined by the ~~Executive~~ Board each year based on need.

**Section 2—List of Standing Committees.** SCIRA will utilize committees determined by the Board and based on need, including if necessary, but not limited to: executive committee, membership committee, newsletter committee, and hospitality committee.

## **ARTICLE IX REPRESENTATION AT THE ANNUAL ASSEMBLIES**

**Section 1—Representation Annual State/Provincial Assembly.** Representation at the annual state/provincial assembly is strongly recommended.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the meetings of the Board and in all cases in which they are not inconsistent with the provisions of these bylaws.

## **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 minimum of 3 members of the Board or a petition of 50 or more members, which may bring a proposal directly to the president or Board.

**Section 2—Procedure for Amending.** Amendments to the bylaws can only be passed by a majority of members attending one of the tri-yearly assemblies. Amendments will be presented to the

members who will vote on them at that time. A majority of members will be considered as one plus half of those attending the assembly.

**Section 3—*Incorporation.*** Copies of amendments will be sent to the International Reading Association State Coordinator for the Illinois Reading Council and council bylaws chair.