

# **BYLAWS OF THE SOUTH SUBURBAN READING COUNCIL**

**Approved on 2-28-2013**

(next revision due 2016)

Adopted March 14, 1972  
Amended March, 1976  
Amended January, 1979  
Amended September 1979  
Amended May, 1982  
Amended April, 1990  
Amended January, 1996  
Amended March 2009  
Amended January 2013

## **Article I Name and Area Served**

The council shall be called the South Suburban Reading Council, serving those parts of Cook County bounded on the west by the Will-Cook Road, north by 115<sup>th</sup> Street and/or the Chicago city limits, and the east by the state line. The council shall be a professional organization for individuals who are genuinely concerned with the improvement of reading programs and teaching procedures, both developmental and remedial, for children and adults.

## **Article II Nature and Purposes**

- A. To provide support and enrichment to educators in the promotion of lifelong literacy.
- B. To provide opportunities to share and learn about current practices in the field of literacy.
- C. To increase and maintain the number and diversity of active members.
- D. To actively support literacy in the community.
- E. To support the mission/beliefs and goals of International Reading Association and Illinois Reading Council.

## **Article III Membership and Dues**

- A. 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.
- B. Council Dues
  - 1. Dues will entitle each person to membership privileges in the South Suburban Reading Council and the Illinois Reading Council.
  - 2. In order to vote or hold office, members must have paid their current dues.
- C. International Reading Association membership: The council will be considered in good standing if at least 10 members have paid their IRA dues for the current year.

**Article IV Officers**

**A.**

**Officers**

1. Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the council.
2. The elected officers of the council shall be President, President-Elect, Vice-President, Treasurer, Recording Secretary, and Immediate Past-President.

**B. Qualifications/Eligibility**

1. Each officer shall have the following qualifications:
  - a. Shall be a member in good standing of the International Reading Association, Illinois Reading Council, and South Suburban Reading Council.
  - b. Shall be familiar with the philosophy and goals of the International Reading Association, Illinois Reading Council, and South Suburban Reading Council.
2. President
  - a. Shall have been active at the local council level and a member of the South Suburban Reading Council Board as the Vice-President prior to ascending to the position of President.
  - b. Shall have the ability to preside over meetings and conduct the business of the council.
3. Vice-President
  - a. Shall have been active at the local council level and as a member of the South Suburban Reading Council Board.
4. Recording Secretary
  - a. Shall have been an active member of South Suburban Reading Council.
  - b. Shall have the ability to keep proper records, execute correspondence and disseminate information.
5. Treasurer
  - a. 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.
  - b. Two people should be on the signature card for the council account.
  - c. There **MUST** be two signatures on all vouchers for payment of bills.
  - d. Each council account must be audited each year.
  - e. An accounting of all spending and income is to be reported at every board or council meeting.

**B. Term of Office**

1. The succession to the office of President shall be a four-year commitment to SSRC.
  - a. The Vice-President shall succeed to President-Elect.
  - b. The President-Elect shall succeed to the office of President.
  - c. The President, having served a one-year term, remains an officer as Immediate Past President.

2. The terms of Recording Secretary and Treasurer shall be for two years or until a successor is elected.

#### C. Time of Assuming Office

1. 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 elected.

#### D. Duties of All Officers

1. The President shall:
  - a. act as the executive officer of the council.
  - b. preside at all meetings of the council.
  - c. exercise general leadership and supervision over the affairs of the council in implementing its purposes.
  - d. act ex officio as chairperson of the Executive Board.
2. The President-Elect shall:
  - a. serve as a member of the executive board.
  - b. serve as chairperson of the program committee.
  - c. assume and perform the duties of the President in the event of the absence, incapacity, or resignation of the president.
3. The Vice-President shall:
  - a. serve as a member of the executive board.
  - b. plan the program for the following year.
  - c. take on any special projects and responsibilities delegated by the president.
  - d. assume and perform the duties of the president-elect in the event of the absence, incapacity or resignation of the president-elect.
  - e. chair the Celebrate Literacy Award
4. The Recording Secretary shall:
  - a. record the actions taken at all executive board meetings.
  - b. keep a permanent record of the minutes of all Executive Board meetings.
  - c. cooperate fully with the successor by turning over up-to-date records within thirty days of retirement from office.
5. The Treasurer shall:
  - a. execute the duties essential to the maintenance of accurate and up-to-date records.
  - b. have custody of the funds of the council which shall be deposited in the name of the South Suburban Reading Council.
  - c. present at each board meeting the financial statement for the most recent month end, including the statement of revenues and expenses.
  - d. sign checks and drafts on behalf of the council for the disbursement of funds in accordance with approval of the executive board members.
  - e. by July 1<sup>st</sup>, turn over to the successor all funds, accounts and books of the treasurer.
  - f. comply with the following IRC regulations:

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.
6. The Immediate Past President shall:
- a. serve as a member of the Executive Board.
  - b. chair the Nominating Committee.
  - c. chair the Scholarship Award Committee.

E. Vacancies

1. In the event of a vacancy in the office of the President, the President-Elect shall become President immediately and shall serve the unexpired portion of the President's term in addition to the year for which elected.
2. If the office of the president-elect shall become vacant, it shall be filled immediately by the Vice-President who shall serve the unexpired portion of the President-Elect's term in addition to the year for which elected.
3. A vacancy in the office of the Vice-President shall be a temporary appointment approved by the Executive Board until the next annual election.
4. The Executive Board shall have the authority to fill the unexpired term of the Recording Secretary and Treasurer.

**Article V. Board of Directors**

A. Function

1. The Executive Board shall exercise general supervision over the property and affairs of the council.
2. It shall have the general power to administer the affairs of the council between general business meetings.
3. A record of the proceedings of the Executive Board meetings shall be kept by the Recording Secretary.
4. Decisions on matters of major expenditures of funds shall be submitted to the Executive Board for approval.

B. Composition

1. The Executive Board shall consist of the President, the President-Elect, the Vice-President, the Treasurer, the Recording Secretary, the Immediate Past President, and the chairpersons of the standing committees.

C. Meetings

1. The Executive 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.
2. The first Executive Board meeting shall be held no later than July 30<sup>th</sup>.
3. The yearly calendar shall be established by the President.
4. No less than three meetings shall be held each year.
5. Executive Board meetings shall be held several weeks prior to general

meetings.

D. Quorum

1. A quorum for a meeting of the Executive Board shall consist of one (1) member over 50% of the Executive Board.

**Article VI. Assembly**

A. Composition of the Assembly

1. The assembly shall consist of the Executive Board and all other members of the council.

B. Function

1. The assembly shall be the legislative body of the South Suburban Reading Council, and shall have full power and authority over the affairs of the Council, within the limits set by these bylaws.

C. Quorum

1. A quorum shall consist of the majority of those present and eligible to vote in the assembly.

D. Meetings

1. The assembly of the South Suburban Reading Council shall meet a minimum of four (4) times each year

A. Notification of Meetings

1. At least 3 weeks in advance of each of the meetings, the Corresponding Secretary shall notify all members of the date, time, and place of the meeting.

B. Amendments to the Bylaws

1. The assembly of the South Suburban Reading Council shall have the power to amend these bylaws as provided in Article X.

**Article VII Nomination and Election of Officers**

A. Nominating Committee

Each nominee must be a member of the International Reading Association, Illinois Reading Council, and South Suburban Reading Council. Advance consent to serve if elected from each nominee shall be secured by the committee.

B. Mode of Election

1. Schedule of Elections

- a. The Vice-President shall be elected annually.
- b. The Recording Secretary shall be elected in even-numbered years.
- c. The Treasurer shall be elected in odd-numbered years.
- d. Elections shall take place at the February or March general meeting.

2. After the slate from the nominating committee has been presented, the President shall provide an opportunity to propose nominations from the floor for each office.

3. If nominations are not given from the floor, the Recording Secretary shall be directed to cast a unanimous vote.

4. If there shall be more than one nominee for any office, voting shall be by ballot.

5. A majority of the votes cast shall be necessary for election to office.

6. Newly elected officers are reported to the International Reading Association using IRC provided forms by April 15<sup>th</sup>.
- C. Term of Office
  1. Term of Office begins July 1 and follows terms set in Article IV, Section 2.
- D. Reporting Newly Elected Officers
  1. Newly elected officers are reported to International Reading Association using IRA forms by April 15<sup>th</sup>

### **Article VIII Committees**

- A. Selection
 

Chairpersons shall be appointed annually by the President. Each chairperson shall be a member of the Illinois Reading Council and South Suburban Reading Council.
- B. Duties of Chairperson(s)/Committee
  1. Arrangements Chairperson(s)/Committee shall
    - secure meeting places and make appropriate arrangements for the meetings.
    - accept reservations in advance of the meetings and verify attendance as the guests arrive.
  2. Reservations Chairperson(s)/Committee shall:
    - Accept reservations in advance of the general membership meetings.
    - Welcome guests at general meetings and verify attendance as the guests arrive.
  3. Audit Chairperson(s)/ Committee shall:
    - Make an annual audit to be presented at the first fall board meetings.
  4. Books for Shelter Chairperson(s)/Committee shall:
    - Encourage the membership to donate books and magazines for selected agencies.
    - Collect the materials at the general meetings and deliver them to the facilities.
  5. Legislative Chairperson(s)/Committee shall:
    - Provide up-to-date legislative information of interest to the general membership through articles in the newsletter.
    - Encourage the membership to contact their legislators on important educational issues.
  6. Membership Chairperson(s) shall:
    - Be responsible for securing new members and maintaining current memberships.
    - Keep an accurate list of the total membership.
    - Promote IRA memberships.
    - Send out an annual membership report to the Illinois Reading Council. This report is due to the Illinois Reading Council by December 1<sup>st</sup> of each year.
  7. Newspapers in Education Chairperson(s)/Committee shall:
    - Investigate sources of material that would enhance the use of newspapers in the classroom.

- Provide information on using newspapers in the classroom.
  - Encourage the use of Newspaper in Education materials.
8. The Nomination Chairperson(s)/Committee shall:
    - The Past President will chair this committee..
    - Prepare a slate of nominees annually. Advance consent from the candidate shall be secured by the nominating committee.
  9. The Parents and Reading Chairperson(s)/Committee shall:
    - Have information such as workshop packets, parent brochures, etc. available at each general meeting and in the newsletter.
    - Encourage the membership to promote parent involvement in literacy issues through brochures, newsletter articles, etc.
    - Encourage members to apply for the Parents and Reading Award from the Illinois Reading Council.
  10. The Adult and Family Literacy Chairperson(s)/Committee shall:
    - Inform the membership of issues dealing with the impact of intergenerational illiteracy on society through the newsletter and/or other means.
    - Encourage members to apply for the Adult and Family Literacy Grant from the Illinois Reading Council.
  11. The Publicity Chairperson(s)/Committee shall:
    - Publicize upcoming events through the use of newspapers, newsletters, and other social media outlets.
  12. The Studies and Research Chairperson(s)/Committee shall:
    - Seek to disseminate research and other pertinent information to the council membership.
  13. the CPDU Chairperson(s)/Committee shall:
    - Document presenter's programs on CPDU form, collect presenter evaluations, and provide meeting attendees with verification of CPDU earned.
  14. Ad-Hoc Chairperson(s)/Committee shall:
    - To be formed when a special need or event needs to be addressed.
    - The President shall appoint committee members.
    - When the duties of the committee have been accomplished, the committee shall be disbanded.

**Article IX Representation at the Annual Assemblies**

A. Representation at the Annual Illinois Reading Council Assembly is strongly recommended.

**Article X Parliamentary Authority**

The rules contained in *Robert's Rules of Order, 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 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**

- A. Origin
  - Amendments to the bylaws shall be proposed by 1) a quorum of the Executive Board, 2) the Bylaws Committee, or 3) by a majority of the members present at a regular meeting of the council.
- B. Procedure for Amending
  - Amendments may be adopted by the affirmative vote of two-thirds of the members of the council in attendance at a regular meeting of the council after presentation at the previous meeting, and/or provided that the proposed amendment has been circulated to each member prior to the meeting of the council.
- C. Incorporation
  - Amendments adopted as described in Section B shall be incorporated into these bylaws.
  - Copies of amendments shall be sent to IRA State coordinator for IRC and the IRC Office, as well as the Bylaws Committee Chair.