

SAUK VALLEY READING COUNCIL
Illinois Reading Council
BYLAWS

(Revised and Approved SVRC September 8, 2011)

Approved by IRC on 10-10-11

Next revision due 2015

Article I –The name of this council shall be the Sauk Valley Reading Council (SVRC) serving counties in the Sauk Valley area, including Eastern Whiteside, Western Lee, Ogle, Northern Bureau and Southern Stephenson.

Article II - Nature and Purposes

Section 1: The Sauk Valley Reading Council shall be a professional organization of individuals who are interested and/or involved with the development of literacy and the improvement of reading.

Section 2: The purpose of the Sauk Valley Reading Council shall be:

- 1) Promote and recognize research in the field of reading;
- 2) Sponsor conferences and programs to enhance the literacy instruction at all levels.
- 3) Support and promote reading and literacy activities in the community;
- 4) Assist in the development of teacher training programs;
- 5) Support the lifelong enjoyment of reading;
- 6) Further all purposes of the Illinois Reading Council and 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. Council will pay each Executive Board members (President, President-Elect/Co-President, Vice President, Immediate Past President, Secretary, Treasurer, and Membership) Illinois Reading Council yearly dues.

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 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.

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 and/or co-president, vice president, immediate past president, secretary, treasurer and membership. 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 Sauk Valley 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 Secretary and Treasurer shall be one year; however, these officers may be reelected to subsequent terms. The term of office of the vice president shall be one year. The vice president shall then automatically succeed to the office of president-elect for one year, and, at the expiration of this term as president-elect, shall become president for a period of one year. The term of treasurer and secretary shall be one year; however, these two officers may serve a second term immediately following their first.

Section 3-Time of Assuming Office: Each officer shall assume the duties of office at the Summer Board of Directors meeting or July 1, whichever occurs first.

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/Co-President: The President-Elect/Co-President 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/Co-President 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 Secretary: The secretary shall record the events of all council/affiliate meetings and meetings of the Board of Directors; keep a permanent record of the minutes of all meetings; and handle correspondence and notices.

Section 8 - Duties of Treasurer: The treasurer shall

- 1) Maintain accurate and up-to-date financial records; supervise the management the funds of the council affiliate; obtain legal insurance related to financial authority; cooperate fully with an annual audit; and forward all funds, accounts, and books to the council/affiliate at the end of term.
- 2) 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.
- 3) Two people should be on the signature card for the council account.
- 4) There MUST be two signatures on all vouchers for payment of bills
- 5) Each council account must be audited each year.
- 6) An accounting of all spending and income is to be reported at every board or council meeting.

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-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 11-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 the president, president elect and/or co-president, vice-president, secretary, treasurer and membership as members. The president shall serve as chairperson 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 *SVRC 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 - Nominations and Elections

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 Headquarters via the state/provincial coordinator, using the official forms provided by the ~~International Reading Association~~ by the date ~~specified on the form~~.

IRC

April 15

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 SVRC 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.

Program Committee: The Program Committee shall be chaired by the President-Elect/Co-

president. 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 7-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.

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 the Annual Assembly

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 and Merger

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.

Rationale: Assets remaining will be held in escrow for a period of three years following dissolution. In the event the Council is rechartered within this time, the International Reading Association will return the assets to the council. It is necessary for this article to be included in the bylaws of all U.S. councils in order to fulfill the requirements of the IRA Group Income Tax Exception. All IRA councils in the United States are included in the group exemption under the provisions of Section 501 © (3) of the Internal Revenue Code for nonprofit organizations – this is also why councils are required to obtain an Employer Identification Number from the Internal Revenue Service. The Group Income Tax Exemption is important when a council applies for a special nonprofit mailing permit or bank account.

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.

Revised September 8, 2011

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