

BYLAWS OF THE TWO RIVERS COUNCIL  
INTERNATIONAL READING ASSOCIATION

Adopted September 15, 2011

Two Rivers Reading Council

(Approved 2-19-2012, next revision due 2017)

ARTICLE I- Name

The council shall be called the Two Rivers Council, serving the area of Kankakee and Iroquois and 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—and with the provision of adequate guidance in all situations in which reading serves as a vital aid to learning.

ARTICLE II-Purpose

The purposes of the council shall be:

- 1) to encourage the study of reading problems at all educational levels;
- 2) to stimulate and promote research in developmental, creative, recreational, corrective, and remedial reading;
- 3) to study the various factors that influence progress in reading;
- 4) to publish the results of pertinent and significant investigations and practices;
- 5) to assist in the development of more adequate teacher-training programs;
- 6) to act as an intermediate clearinghouse for information related to reading;
- 7) to disseminate knowledge helpful in the solution of problems related to reading;
- 8) to sponsor professional development planned to promote mutual understanding and cooperative work among educators in the elementary grades, junior high, high schools, special areas, college and in leadership positions.
- 9) to provide and participate in charitable acts and activities that promote literacy

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.

Any individual may become a member of the International Reading Association at any time.

Section 2

Active Members

Membership in the council shall become effective upon payment of council dues for one calendar year.

Section 3

Council Dues

The Illinois Reading Council (IRC) shall set dues for annual membership. Dues are paid directly to the Illinois Reading Council and membership is for one calendar year of date paid. The fee includes membership in IRC and one local council. Discounts are available for multiple council memberships when joining initially or at time of renewal.

Section 4

International Dues

Dues in the International Reading Association, which provide members with voting, discount privileges, and a journal subscription, may be paid directly to the IRA Headquarters.

International Reading Association dues will be paid for Executive Board members who maintain their IRC membership in good standing.

Section 5

Arrears

Renewal forms are sent out to current members 2-3 months prior to their expiration date. IRC will drop members if they do not renew their membership by their expiration date. If a member renews late and his/her name has been dropped from the membership list, he/she will be entered back into the computer as a new member. The council is in good standing if at least 10 members have paid their current IRA dues.

ARTICLE IV-Officers

Section 1

Officers

The elected officers of the council shall be a president, president elect, vice-president, a treasurer, a recording secretary, and a corresponding secretary. All elected officers may be co-run if deemed necessary. 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

Terms of Office

The term of the president-elect shall be one year. He/she shall then automatically

succeed to the office of president for one year. The term of vice-president shall be one year. He or she shall then automatically succeed to the office of president-elect for one year. Following the one year term as president, the president shall become membership chair for a period of two years. The term of treasurer, corresponding secretary, recording secretary shall be two years; however, the treasurer will be elected in even years and the corresponding and recording secretaries will be elected in odd years. Any office can have a co-chair to alleviate duties of the office. If there is a time in which there are no new volunteers to hold a specific office, individuals may continue in the office for multiple years.

### Section 3

#### Assuming Office

Each officer shall assume the duties of his/her office on July 1, following his/her election at the annual meeting in March/April (before IRA and IRC officer forms are due), and shall continue to serve for the duration of the term.

### Section 4

#### Duties of President

The president shall act as the executive officer of the council. He/she shall preside at all meetings of the council, shall act ex officio as chairperson of the executive board, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes.

At the expiration of his/her term of office, the president shall automatically become the past president for a period of one year. The past president shall serve as a member of the Executive Board.

### Section 5

#### Duties of Presidents Elect

The president-elect shall serve as a member of the executive board and chairman of the program committee. In the event of the president's absence, incapacity, or resignation, the president-elect shall assume and perform his/her duties. Should the office of president become vacant, the president-elect shall become president immediately and shall serve the un-expired portion of the president's term, in addition to the year for which he/she was elected. If the president and president-elect are incapacitated or resign, the vice-president shall serve as acting president until such time as a special or next regular election can be held.

### Section 6

#### Duties of Vice President

The Vice President (or in the event there be more than one vice President, each of the Vice Presidents) shall assist the president in the discharge of his or her duties as the

President may direct and shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. In the absence of the President or in the event of his or her inability or refusal to act, the Vice President (or in the event there be more than one Vice Presidents, the Vice Presidents in the order designated by the Board of Directors, or by the president if the Board of Directors has not made such a designation, or in the absence of any designation, then in order of their seniority of tenure). Shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

### Section 7

#### Duties of Treasurer

The treasurer shall:

- 1) execute the duties essential to the maintenance of accurate and up-to-date records;
- 2) have custody of the funds of the council which shall be deposited in the name of Two Rivers Council of the International Reading Association;
- 3) collect dues and other monies for the council events;
- 4) sign checks and drafts on behalf of the council for the disbursement of funds in accordance with the approval of the executive board; and have all checks countersigned by the president or a member of the executive board
- 5) provide a treasurer's report for all meetings;
- 6) cooperate fully with an annual audit and within thirty days of his/her retirement from office turn over to the successor all funds, accounts, and books of the treasurer.
- 7) An accounting of all spending and income is to be reported at every board or council meeting by the treasurer.
- 8) The treasurer is responsible for filling out the IRS Form 990 online to maintain non-for-profit status.
- 9) All income must be in council accounts approved by the Board and council body.
- 10) Two people should be on the signature card for the council account.
- 11) There must be two signatures on all vouchers for payment of bills.
- 12) Each council account must be audited each year.

### Section 8

#### Duties of Recording Secretary

The recording secretary shall:

- 1) execute the duties essential to the recording of the happenings of all general meetings and all meetings of the executive board;
- 2) keep a permanent book of minutes of all meetings;
- 3) cooperate fully with his/her successor by turning over up-to-date records within thirty days of his/her retirement from office.

### Section 9

#### Duties of Corresponding Secretary

The corresponding secretary shall:

- 1) execute the duties essential to this responsibility;
- 2) notify executive board of the date, time, and place of all executive board meetings one week before the meeting;
- 3) circulate proposed amendments to each member at least two weeks in advance
- 4) of the meeting at which the amendments are to be voted upon;
- 5) cooperate fully with directions from general meetings and/or executive board regarding needed correspondence and notices;

## ARTICLE V-Executive Board

### Section 1

#### Function

The executive board 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 general business meetings and shall report its actions to the next general meeting. Its actions shall have the approval of the members at a general business meeting.

### Section 2

#### Composition

The executive board shall consist of the past president, the president, the president-elect, the treasurer, the recording secretary, the corresponding secretary, membership chair.

### Section 3

#### Meetings

The first executive board meeting shall be held during the month of August, in order that the standing committees may be appointed with a greater part of the official year remaining for their specific work. Also the yearly calendar shall be established with the program committee. The executive board shall be empowered to hold such meetings, on the call of the president, as it shall deem necessary, and meetings shall be held each year. Immediately before or after a general meeting is the recommended time for executive board meetings.

### Section 4

#### Quorum

A quorum for a meeting shall consist of a majority of the executive board present.

## ARTICLE VI-Assembly

Section 1

Composition of Assembly

The assembly shall consist of the executive board and all other members of the council.

Section 2

Function

The assembly shall be the legislative body of the Two Rivers Council and shall have full power and authority over the affairs of the council, within the limits set by these bylaws. It shall have authority to review decisions made by the executive board and to accept or reject them.

Section 3

Quorum

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

Section 4

Meetings

The assembly of the Two Rivers Council shall meet at least three (3) times each year – one meeting in the fall months (September, October), one meeting in the winter (January, February, and the annual meeting in March/April (before IRC-IRA Officer form deadline).

Section 5

Notification of Meetings

At least one week in advance of each of the three meetings, the membership shall be notified of the date, time and place of the meeting.

Section 6

Amendments to Bylaws

The assembly of the Two Rivers Council shall have the power to amend the bylaws as provided in Article XII.

ARTICLE VII-Elections

Section 1

Mode of Election

All officers being elected, except the president and the board members, shall be elected at the annual meeting in March/April. After the slate from the nominating committee has been 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 recording secretary shall be directed to cast a unanimous vote. If there shall be more than one nominee for any office, voting shall be by ballot or electronic ballot. If voting is done electronically, the ballot shall be sent at least 2 weeks in advance. A majority of the votes cast shall be necessary for election.

Section 2

Nominating Committee

The nominating committee shall prepare a slate of nominees annually. Each nominee must be a member of IRA. Advance consent from each candidate shall be secured by the nominating committee.

Section 3

Reporting

Newly elected officers reported to IRC using IRC provided forms by April 15th.

Section 4

Term of Office

Each elected member's term of office shall begin on July 1, following the annual meeting of March/April.

ARTICLE VIII-Committees

Section 1

Standing Committees

There shall be such standing committees as specified in this article. There shall be a carry-over of two members on each outgoing standing committee into the membership of the newly formed committees.

Section 2

Publicity Committee

The Publicity Committee shall publicize all meetings and work with television and radio stations, social media, and e-mail along with local and state newspapers. The committee shall, also, send articles to the national committee chairpersons for publications and organization. Persons representing various interests in reading—teachers, administrators, college administrators and faculty members—shall compose the publicity committee.

Section 3

Committee on Studies and Research

The Committee on Studies and Research shall seek to disseminate research information throughout the council. They shall also encourage the members to study problems that merit their efforts. This information should be disseminated through the newsletter.

Section 4

Membership Committee

The Membership Committee shall be responsible for plans to secure and maintain new members. The committee shall keep an accurate record of total membership, including current addresses and telephone numbers. They shall also notify members when membership is due.

Section 5

Program Committee

The Program Committee shall make plans for all general membership meetings. The president-elect shall serve as chairperson of this committee. The program will be approved by the executive board.

Section 6

Newsletter Committee

The Newsletter Committee shall be responsible for completing a newsletter prior to each general meeting.

Section 7

Nominating Committee

The Nominating Committee shall be composed of at least three (3) members appointed by the president and approved by the executive board. The nomination committee shall prepare a slate of nominees for elected offices annually. Advance consent from the candidate shall be secured by the nominating committee.

Section 8

Evaluation Committee

The Evaluation Committee shall continually review the activities of the council to be certain that all levels of interest in reading are properly represented in publicity, programs for meetings, and research.

Section 9

Budget Committee

The Budget Committee, chaired by the treasurer and the president-elect, shall examine the income and expenditures of the council and shall be responsible for preparing the annual budget prior to the meeting of the assembly. Members of the budget committee shall be the president, past president, president-elect, and the treasurer.

Section 10  
Auditing Committee

The Auditing Committee, consisting of three (3) members shall make an annual audit to be presented at the first meeting of the next fiscal year.

Section 11  
By-laws Committee

The By-laws Committee shall continuously study the bylaws of this council to determine if they are meeting current, as well as foreseeable, future needs. This study shall be conducted yearly.

Section 12  
Hospitality Committee

The Hospitality Committee shall serve as a welcoming committee and provide and make arrangements for facility use and refreshments.

Section 14  
Members of Standing Committee

The number of standing committees may be increased or decreased upon the recommendation of the executive board and approval shown by a majority of votes cast at the Assembly.

Section 15  
Chairman

The chairman of the standing committee shall be appointed yearly by the president with the approval of the executive board, except as specified in Article VIII, Section 5 and Section 9.

Section 16  
Mode of Appointment

The members of the standing committee shall be appointed by the chairpersons of the standing committee.

Section 17

Temporary Committees

Temporary or special committees may be authorized from time to time by the executive board of the council members at a general meeting and shall serve for the period specified. The number of members of each temporary committee may be determined by the executive board or the council members at a general meeting. The number of members shall not be less than three. The members and chairpersons of temporary committees shall be appointed by the president with the approval of the executive board and/or members at a general meeting.

ARTICLES IX- Representation at the IRC Assembly

Section 1

Representation at the annual IRC assembly is strongly recommended.

Representation at State Assembly

The representation shall be in accordance with that specified by the bylaws of the intermediate (state) council

Section 2

Reimbursement

Reimbursement of expenses incurred by Representatives to IRC Delegates Assembly shall be decided upon by executive board.

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 the dissolution of this council, any assets remaining after the payment of debts or provision therefore will 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 executive board,
- 2) the rules committee, or

- 3) a majority of the voting members present at a regular business meeting of the council.

### Section 2

#### Procedure for Amending

Amendments may be adopted by the affirmative vote of two-thirds of those voting members of the council present 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 voting member at least two (2) weeks in advance of the meeting of the council.

### Section 3

#### Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these bylaws, and submitted to the state coordinator for IRA and IRC offices, and the Council by-laws committee chair.

Revised: Summer , 2011 (7/7/11) Spring, 2002 (4/18/02) Fall, 1994 Spring, 1992  
Fall, 1981