

INTERNATIONAL READING ASSOCIATION
LOCAL BYLAWS FOR THE SALINE COUNTY READING COUNCIL

ARTICLE I - Name and Area Served

The council shall be called the Saline County Reading Council, serving the area of Saline County.

ARTICLE II - Nature and Purposes

Section 1 - Nature: The Saline County Reading Council shall be a professional organization of individuals concerned with the improvement of reading.

Section 2 - Purposes: The purposes of the council shall be: (1) to form a partnership with the International Reading Association by promoting membership and participating in IRA sponsored council activities; (2) to encourage the study of reading problems at all educational levels; (3) to stimulate and promote research in developmental, creative, corrective, and remedial reading; (4) to study the various factors that influence progress in reading; (5) to publish the results of pertinent and significant investigations and practices; (6) to assist in the development of improved teacher-training programs; (7) to act as a clearinghouse for information relating to reading; (8) to disseminate knowledge helpful for solving problems related to reading; (9) to sponsor conferences and meetings; (10) to promote mutual understanding and cooperation among educators in elementary school, junior high, high school, special areas, college, 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 council dues for the fiscal year beginning July 1 and ending June 30.

Section 3 - Council Dues: Dues for annual membership in the council shall be set by the Board of Directors with the approval of the assembly. Dues are payable to the council for the fiscal year on or after the preceding May 1 and shall apply to the year beginning July 1 and ending June 30.

Section 4 - Arrears: Any member who has not paid local dues by October 1 becomes inactive. A member whose dues are delinquent shall be notified immediately, before his or her name is eliminated from the membership roster.

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, vice president, recording secretary, corresponding secretary, and treasurer. The final three offices may be combined. 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 term 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 terms of treasurer, recording secretary, and corresponding secretary shall be one year; however, these officers may serve a second term immediately following their first.

Section 3 - Time of Assuming Office: Each officer shall assume the duties of office on July 1, following the election. The election shall have been completed by April 1.

Section 4 - Duties of President: The president shall act as the executive office of the council. The president shall preside at all meetings of the council, shall act ex officio as chairperson of the Board of Directors and the Executive Committee, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes.

Section 5 - Duties of President-elect: The president-elect shall serve as an ex officio member of Board of Directors and as chairperson of the Program Committee, shall coordinate internal programs, and fulfill such other duties as are assigned by the Board of Directors. The president-elect shall assume **and perform the duties of the president in the event** of the absence, incapacity, or resignation of **the president**. **Should the office of president become vacant**, the president-elect shall serve the unexpired portion of the president's term in addition to the term for which the president-elect was elected. If 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 6 - Duties of Vice President: The vice president shall service as an ex officio member of the Board of Directors, as a member **of the Program Committee**, and as coordinator of **external** programs. 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 to which the vice president was elected.

Section 7 - Duties of Recording Secretary/Corresponding Secretary: The recording/corresponding secretary shall (1) record the events of all council meetings and all meetings of the Board of Directors; (2) keep a permanent book of the minutes of all meetings; (3) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office; (4) notify total membership of the date, time, and place of all general meetings at least two (2) weeks before the meeting; (5) circulate proposed amendments to each member at least thirty (30) days in advance of the meeting at which the amendments are to be voted upon; (6) handle correspondences and notices; (7) send articles and notices to International Reading Association Headquarters and the state/provincial president and coordinator; (8) cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 8 - Duties of Treasurer: The treasurer shall (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 Saline County Reading Council of the International Reading Association; (3) sign checks on behalf of the council; (4) cooperate fully with an annual audit, and (6) within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 10 - Interim Replacement: In the event of a vacancy in the office of vice president, treasurer, recording/corresponding secretary, 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 for approval.

Section 2 - Composition: The Board of Directors shall consist of all current officers and the chairperson of the standing committees.

Section 3 - Meetings: The first meeting of the Board of Directors shall be held in the summer in order that the standing committees may be appointed with the greater part of the year remaining for their specific work, and in order that the yearly calendar may be established with the Program Committee. The Board of Directors shall be empowered to hold such meetings as it shall deem necessary on the call of the president, at such times and places as the president may determine. No less than three (3) meetings shall be held each year.

Section 4 - Quorum: A quorum is established when 60% of the Board members are present.

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 set by these bylaws. It shall have authority to review decisions made by the Board of Directors and to accept or reject them.

Section 3 - Quorum: A quorum shall consist of 20% of all those eligible to vote in the assembly.

Section 4 - Meetings: The assembly of the Saline County Reading Council shall meet a minimum of three times each year.

Section 5 - Notification of Meetings: At least (2) weeks in advance of each meeting, the corresponding secretary shall notify all members of the date, time, and place of the meeting.

Section 6 - Amendment to the Bylaws: The assembly of the Saline County Reading Council shall have the power to amend these bylaws as provided in article XII.

ARTICLE VII - Nomination and Election of Officers

Section 1 - Election: All officers, except the president and president-elect, shall be elected prior to April 1.

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 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 and there shall be two (2) or more nominees for each vacant elective office. 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.

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.

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 - Standing Committees: There shall be standing committees as specified in Sections 2 through 11 of this article. There shall be a carry-over of two (2) members on each outgoing standing committee into the membership of the newly formed standing committee.

Section 2 - Number of Standing Committees: The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors and approval shown by a majority of votes cast at the Assembly.

Section 3 - Number of Members of Standing Committee: The number of members of each standing committee shall be determined by the Board, provided that each committee shall not have fewer than three (3) members.

Section 4 - Mode of Appointment and Terms of Standing Committees: The members of the standing committees shall be appointed by the president with the 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 5 - 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 Article VIII, Section 2 and 6.

Section 6 - 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.

Section 7 - Number of Members of Special Committees: The members and chairperson of special committee may be determined by the Board of Directors or the members at a council meeting. The number of members shall not be less than three (3).

Section 8 - Mode of Appointment of Special Committees: The members and chairperson of special committees shall be appointed by the president with the approval of the Board of Directors and/or members at a council meeting.

Section 9 - Archives Committee will keep historical records of council activities with sample programs and photographs and will prepare and display a council exhibit at selected council meetings.

Section 10 - Awards Committee will plan and monitor all award programs conducted by the council.

Section 11 - Budget Committee (Finance) will examine the income and expenditures of the council and draft the annual budget.

Section 12 - Bylaws Committee will review the bylaws and policy manual, make recommendations for revisions, and oversee the bylaws amendment process as outlined in the council's current bylaws.

Section 13 - Community Projects and Programs Committee will administer literacy awareness and literacy improvement projects in the area served by the council.

Section 14 - Executive Committee will perform the duties of the board of directors, following established policies, when the board is not in session.

Section 15 - Family Literacy Committee (Parents and Reading) will plan programs and projects that promote family literacy, offer appropriate activities for children, and offer parents ways to help their children be more effective readers.

Section 16 - Honor Council Committee will see that all aspects of the Honor Council program are completed by the established timelines. (This charge may be given to the Awards Committee along with the Local Council Community Service Award, the Exemplary Reading Program Award, the Award of Excellence, etc., or each award may be monitored by separate committees.)

Section 17 - Intellectual Freedom Committee will monitor challenges to intellectual freedom.

Section 18 - International Projects/Programs Committee will administer projects and programs designed to promote literacy outside the United States and Canada.

Section 19 - Legislative Committee will explore issues to be considered by the council, make recommendations, and prepare implementation plans.

Section 20 - Membership Committee will plan comprehensive membership campaigns that encompass the local, state/provincial, and international levels.

Section 21 - Newspaper in Education Committee will plan appropriate council activities for Newspaper in Education Week.

Section 22 - Nominating Committee will recommend a slate of nominees for office according to the bylaws of the council.

Section 23 - Program Committee will plan programs to be conducted during the year

Section 24 - Publication Committee will direct the publication of council materials.

Section 25 - Publicity Committee (Public Relations) will publicize the activities and programs of the council using a variety of print and non-print media.

Section 26 - Studies and Research Committee will explore research issues and disseminate information about reading research.

Section 27 - Young Writers' Committee will involve students in activities that further their interest in, and development of, reading and writing skills.

ARTICLE IX - Representation at the Annual Assemblies

Section 1 - Representation Annual IRA Assembly: Representation of the council at the Delegates Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association as specified in the current International Reading Association Bylaws, which reads as follows:

"Each local council of 10-50 members who have paid current dues to the (International Reading) Association shall be entitled to one delegate and an additional delegate for each 50 additional members who have paid current dues to the Association....One person may represent only one council in the Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent."

Section 2 - Representation Annual State/Provincial Assembly: Representation of the council at the annual state/provincial assembly shall be in accordance with that specified by the bylaws of the state/provincial council.

ARTICLE X - Parliamentary Authority

The rules contained in Robert's Rules of Order (Newly 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 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 IRA 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 the United States are requirements of the IRA Group Income Tax Exemption. All IRA councils in the United States are included in the group exemption under the provision of Section 501 (c) (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. Group Income Tax Exemption applies to US Federal taxes only. Separate exemption must be obtained for state and local taxes.

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 meeting of the council. All proposed amendments shall be sent to International Reading Association Headquarters for approval before presenting them to the members for adoption.

Section 2 - Procedures for Amending: Amendments may be adopted by the affirmative vote of two-thirds of the members present at a meeting of the council provided a quorum has been declared (see Article VI, Section 3). The amendments must have been presented at the previous meeting, or circulated to each voting member at least thirty (30) days in advance of the meeting at which the voting on the amendments is to take place.

Section 3 - Incorporation: Amendments adopted as described in Section 2 above shall be incorporated into these bylaws. Copies of all amendments shall be sent immediately to IRA Headquarters and to the state/provincial president and coordinator.