

**ILLINOIS COUNCIL FOR AFFECTIVE READING EDUCATION  
BYLAWS**

**ARTICLE I – Name and Area Served**

The council shall be called the Illinois Council for Affective Reading Education (ICARE), serving the State of Illinois.

**ARTICLE II – Nature and Purpose**

Section 1 – Nature: The Illinois Council for Affective Reading Education shall be a professional organization of individuals who are concerned with the development of lifelong reading habits.

Section 2 – Purposes: The purposes of the council shall be: 1) to promote mutual understanding and cooperative work in the area of affective reading education among educators and others who promote and are interested in the affective reading domain 2) to collect and share practical ideas and educational research related to the affective domain in reading; 3) to sponsor conferences and meetings that promote the love of reading.

**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 who are interested in the affective aspects of reading education and the purposes of this council.

Section 2 – Active Members: Membership in the council shall become effective upon payment of council dues and remains as long as dues are renewed on an annual basis.

Section 3 – Council Dues: Dues for membership in the council shall be set by the Board of Directors of the Illinois Reading Council with the approval at the Annual Meeting. Dues are payable to the Illinois Reading Council.

Section 4 International Dues: Membership in the International Literacy Association (ILA) shall be strongly recommended. It is required for ICARE officers to be members of ILA.

## ARTICLE IV – Officers

Section 1 – Officers: The elected officers of the council shall be a president, a vice president, a secretary, and a treasurer. Any member in good standing, who is also a member of the International Literacy Association, is eligible to be an officer of the council.

Section 2 – Term of Office: The term of office of the president, and vice president shall be ~~one~~ two years. The vice president shall then automatically succeed to the office of president. The terms of the secretary and the treasurer shall be two years. The secretary and treasurer may serve multiple terms.

Section 3 – Time of Assuming Office: Each officer shall assume the duties of office on July 1, following the spring election.

Section 4 – Duties of President: The president shall act as the executive officer of the council. The president shall preside at all meetings of the council, shall act 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 Vice President: The vice president shall serve as a member of the Board of Directors and the Executive Committee-and fulfill other such duties as are assigned by the Board of Directors. The vice president 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 vice president shall become president immediately and shall serve the unexpired portion of the president's term in addition to the year for which the vice president was elected. In the event that, for any reason, the vice president is unable to assume the duties of president immediately, the secretary shall assume the duties of president.

Section 6 Duties of Secretary: The secretary shall: 1) serve as a member of the Board of Directors and the Executive Committee; 2) record the happenings of all council meetings and all meetings of the Board of Directors and Executive Committee; 3) keep a permanent book of the minutes of all meetings; 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 members at least thirty (30) days in advance of the meeting at which the amendments are to be voted upon; 6) cooperate fully with directions from council meetings and/or meetings of the Board of Directors and Executive Committee regarding needed correspondence and notices; 7) send articles and notices to IRA Headquarters, the IRC Office, and the state president and coordinator; and 8) cooperate fully with the successor by turning over up-to-date records as soon as possible after retirement from office.

Section 7 Duties of Treasurer: The treasurer shall: 1) serve as a member of the Board of Directors and the Executive Committee; 2) maintain accurate and up-to-date records; 3) have custody of the funds of the council which shall be deposited in the name of the Illinois Council for Affective Reading Education (ICARE); 4) sign checks on behalf of the council; 5) cooperate fully with an annual audit; and, 6) as soon as outstanding debts have been paid after retirement from office, turn over to the successor all funds, accounts, and books of the treasurer. The treasurer must adhere to the following:

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 8 Interim Replacement: In the event of a vacancy in the office of vice president, **or** treasurer, or 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.

Section 2 – Composition: The Board of Directors shall consist of all current officers, the immediate past president, and the chairpersons of the standing committees.

Section 3 – Meetings: The Board of Directors shall be empowered to hold such meetings as it shall deem necessary at the call of the president, at such times and places as the president may determine. No less than one (1) meeting shall be held each year.

Section 4 – Quorum: A quorum for a meeting of the Board of Directors shall consist of no fewer than three (3) members of the Board.

## **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 Illinois Council for Affective Reading Education (ICARE) 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 a majority of all those council members present at a general meeting to vote in the council or a majority of all those council members responding by ~~mail or~~ electronic means.

Section 4 – Meetings: The assembly of the Illinois Council for Affective Reading Education shall meet a minimum of one (1) time each year ~~in conjunction with the Illinois Reading Council Conference.~~

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

Section 6 – Amendments to the Bylaws: The assembly of the Illinois Council for Affective Reading Education shall have the power to amend these bylaws as provided in Article XII.

## **ARTICLE VII – Nomination and Election of Officers**

Section 1 – Election: An election shall be held in the spring for all officer vacancies, except the president.

Section 2 – Nomination Process: Any ICARE member may run for the office of vice president, treasurer, or secretary. No later than sixty (60) days prior to the spring election, the ICARE President will send out an electronic call for nominations for all officer vacancies, except the president. ICARE members may nominate themselves or other ICARE members no later than two (2) weeks prior to the spring election. All nominated members will be placed on the ballot.

Section 3 – Mode of Election: Voting will take place electronically in the spring. The ICARE President will send out an electronic ballot to all current ICARE members. Members will have no less than one (1) week to vote electronically.

Section 4 – Reporting: The president shall be responsible for reporting the newly-elected officer to ILA and the IRC Office using appropriate forms.

Section 5 – Term of office: The term of office for elected officers begins July 1, using information set in Article IV, Section 2 of these Bylaws.

## **ARTICLE VIII – Committees**

Section 1 – Standing Committees: There shall be such standing committees as specified in this article.

Section 2 – Membership Committee: The Membership Committee shall: work with the IRC Office to keep abreast of total membership numbers and current information on members. The committee shall also plan ways to secure new members and retain present members. The vice president shall serve as a member of this committee.

Section 3 – Program Committee: The vice president shall be chairperson of the Program Committee. This committee shall coordinate plans for all meetings and programs.

Section 4 – Number of Standing Committees: The number of standing committees may be increased or decreased using the procedures for amending the bylaws.

Section 5 – Number of Members of Standing Committees: 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 6 – 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 7 – 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-3.

Section 8 – 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 9 – Number of Members of Special Committees: The number of members of each special committee may be determined by the Board of Directors or the members at a council meeting. The number of members shall be not less than three (3).

Section 10 – Mode of Appointment of Special Committees: The members and chairpersons of special committees shall be appointed by the president with the approval of the Board of Directors and/or members at a council meeting.

### **ARTICLE IX – Representation at the IRC Annual Meeting**

Representation of the Illinois Council for Affective Reading Education (ICARE) at the IRC Annual Meeting shall be in accordance with that specified in the bylaws of IRC.

### **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 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 Illinois Reading Council.

### **ARTICLE XII – Amendments**

Section 1 – Origin: Amendments to the bylaws shall be proposed by 1) a quorum of the Board of Directors; 2) by majority of the voting members present at a meeting of the council; or 3) by majority of the voting members responding by electronic means.

Section 2 – Procedure for Amending: Amendments shall 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 or by the affirmative vote of two-thirds of voting members responding by electronic means. The amendments must have been presented first at the previous meeting, and/or the proposed amendments sent electronically to each voting member at least thirty (30) days in advance of the in-person meeting at which the voting on the amendments is to take place or at least thirty (30) days in advance of the electronic voting is to take place.

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