

PRAIRIE AREA READING COUNCIL
Illinois Reading Council

BYLAWS
(Adopted April 19, 1991)
Revised December 7, 2020

ARTICLE I – Name and Area Served

The council shall be called the Prairie Area Reading Council, serving the area bounded on the west by the DuPage County line, on the east by Route 83, on the south by the Dupage County line, and on the north by Route 90.

ARTICLE II – Nature and Purposes

Section 1 – Nature: The Prairie Area Reading Council shall be a professional organization of individuals who are involved with the development of literacy.

Section 2 – Purposes: The purposes of the council shall be:

1. to encourage the study of literacy at all levels;
2. to stimulate and promote research in literacy;
3. to study the various factors that influence progress in reading;
4. to assist in the continuing professional development of educators;
5. to act as an intermediate clearinghouse for information relating to reading;
6. to disseminate information related to literacy
7. to sponsor conferences and meetings;
8. to promote mutual understanding and collaboration among individuals who are interested in the development of 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.

Section 2 – Active Members: Membership in the council shall become effective upon payment of council dues and run for one calendar year after payment.

Section 3 – Council Dues: Dues for annual membership in the council shall be set by the Board of Directors of IRC. Dues are payable to the IRC upon joining, or renewing membership.

Section 4 – International Dues: Membership in the International Literacy Association shall be strongly recommended. Dues to the International Literacy Association, which provides members with benefits and services dependent upon the type of membership, should be paid directly to ILA Headquarters.

Section 5 – ILA Membership: Council in good standing if at least the President of the Council maintains ILA Membership

ARTICLE IV - Officers

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

Section 2 – Term of Office: 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 shall become president for a period of one year. The terms of treasurer, recording secretary, and corresponding secretary shall be for one year; however these officers may serve a second term immediately following their first term in office.

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 Vice President: The vice president shall serve as an ex officio member of the Board of Directors, as a member of the Membership 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 5 – Duties of President-Elect: The president-elect shall serve as an ex officio member of the Board of Directors and 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 become president immediately and shall serve the unexpired portion of the president's term in addition to the year for which the president-elect was elected. In the event that, 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 President: The president shall act as the executive officer 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. The president shall serve as an officer of the board the following year as past-president and shall chair the Nominating Committee.

Section 7 – Duties of Treasurer: The treasurer shall maintain accurate and up-to-date records and have custody of the funds of the council which shall be deposited in the name of Prairie Area Reading Council of the Illinois Reading Council.

In addition, the following criteria must be observed:

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.

Within 30 days of retirement from office, the treasurer must turn over to the successor all funds, accounts, and financial books.

Section 8 – Duties of Recording Secretary: The recording secretary shall: 1) record the happenings of all council meetings and all meetings of the Board of Directors; 2) keep a permanent book of the minutes of all meetings; 3) create and maintain council clock hour records; 4) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 9 – Duties of Corresponding Secretary: The corresponding secretary shall: 1) notify total membership of the date, time, and place of all general meetings at least two (2) weeks before the meeting via the newsletter; 2) circulate, via the newsletter, proposed amendments to each member at least thirty (30) days in advance of the meeting at which the amendments are to be voted upon; 3) cooperate fully with directions from council meetings and/or meetings of the Board of Directors regarding needed correspondence and notices; 4) send articles and notices to **ILA** Headquarters and the state president and coordinator; 5) cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 10 – Duties of Membership Chairperson: The membership chairperson shall coordinate the duties of the membership committee.

Section 11- Interim Replacement: In the event of a vacancy in any office, 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 and the chairpersons of the standing committees.

Section 3 – Meetings: The Board of Directors shall be empowered to hold 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 for a meeting of the Board of Directors shall consist of four (4) members.

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 Prairie Area Reading 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 a simple majority of those present.

Section 4 – Meetings: The assembly of the Prairie Area Reading Council shall meet two (2) or more times each year as determined by the Board of Directors.

Section 5 – Notification of Meetings: Members shall be notified of the date, time, and place of the meeting via the newsletter and social media.

Section 6 – Amendments to the Bylaws: The assembly of the Prairie Area 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 past-president, president, and president-elect shall be elected in the spring.

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 for President must be a member of the International Literacy Association. Advance consent from each nominee shall be secured by the Committee.

Section 3 – Mode of Election: The voting will take place electronically or by paper ballot. The president shall give an opportunity to propose nominations 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 write-in candidates. A plurality of the votes cast shall constitute an election. In case of a tie, a ballot for the two (2) highest nominees shall then be distributed. The results of the election shall then be announced.

Section 4 - Reporting: Newly elected officers will be reported to ILA using IRC provided forms by April 15th.

Section 5 – Term of Office: Each elected officer shall assume the duties of office on July 1; following terms set in Article IV, Section 2.

ARTICLE VIII- Committees

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

Sections 2 through 6 of this article.

Section 2 – Executive Committee: The Executive Committee shall be composed of the president (who shall serve as chairperson), the president-elect, the vice president, and the past-president. Members of the Executive Committee shall prepare the agenda for the Board of Directors and the assembly; shall review reports of all committees prior to the meetings of the Board of Directors and of the assembly; and shall perform other responsibilities as directed by the chairperson. The committee shall meet at the call of the chairperson. The members of the Executive Committee shall be responsible for having an annual audit prepared.

Section 3 – Publicity Committees: The Publicity Committee shall publicize all council meetings and activities through local media. Persons representing various interests in reading shall compose the committee.

Section 4 – Membership Committee: The Committee on Membership shall: 1) keep an accurate record of total membership including latest addresses and telephone numbers; 2) provide every board member and committee chairperson with such current list; 3) notify all members when dues are due; 4) plan ways to secure new members and retain present members. The vice president shall serve as a member of this committee.

Section 5 – Program Committee: The president-elect shall be chairperson of the Program Committee. This committee shall make plans for all meetings and be responsible for a yearbook which will contain the year's programs with meeting dates, times, and places. It will also contain the names, addresses and telephone numbers of the officers, committee chairpersons, and members.

Section 6- Nominating Committee: The Nominating Committee shall function as defined in Article VII, Sections 2 and 3 of these bylaws.

Section 7 – 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 8 – Number of Members of Standing Committees: The number of members of each standing committee shall be determined by the Board.

Section 9 – Mode of Appointment and Terms of Standing Committee: 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 10 – Special Committees: Special committees may be authorized from time to time by the Board of Directors at a council meeting and shall serve for a specified period. Committee members shall be appointed by the president with the approval of the Board of Directors.

ARTICLE IX – Representation at the Annual Assemblies

Section 1 – Representation Annual State Assembly: Representation at the annual IRC Assembly is strongly recommended.

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 the liabilities of the council will 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) the Bylaws Committee; or 3) by a majority of the voting members present at a meeting of the council.

Section 2 – Procedures for Amending: Amendments may be adopted by the affirmative vote of the majority of the members present at a meeting of the council. The amendments must have been presented first at the previous meeting, and/or the proposed amendments 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 shall be incorporated into these bylaws. Copies of all amendments shall immediately be sent to the ILA State Coordinator for IRC and the IRC Office