

Starved Rock Reading Council By-Laws

Article I – Name and Area Served

The council shall be called the Starved Rock Reading council, serving the area of LaSalle, Grundy, Kendall, Livingston, and Eastern Bureau Counties in the state of Illinois.

Article II – Nature and Purpose

Section 1 – Nature: The Starved Rock Reading Council shall be a professional organization of individuals concerned with the improvement of reading.

Section 2 – Purposes: The purposes of the council should be: 1) to form a partnership with the International Literacy Association by promoting membership and participating in ILA sponsored council activities; 2.) to encourage the study of reading problems in 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 literacy; 5) to publish the results of pertinent and significant investigations and practices; 6) to assist in development of more adequate teacher-training programs; 7) to act as an intermediate clearing house for information relating to literacy; 8) to disseminate knowledge helpful in the solution of problems related to literacy; 9) to sponsor conferences and meetings planned to implement the purposes of the council and national association; 10) to promote mutual understanding and cooperative work among educators in the elementary grades, junior high, high school, special areas, college, and in 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 purpose of the council.

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

Section 3 – Council Dues: The Illinois Reading Council Board of Directors shall establish dues for annual membership in the council. The membership dues for one year shall be payable to the Illinois Reading Council, which in turn will distribute the designated portion of the dues to the Starved Rock Reading Council.

Section 4 – Arrears: Any member whose membership expires will be notified before the member is eliminated from the membership roster.

Section 5 – ILA Membership: A council shall be in good standing and entitled to presentation at the meeting of the International Literacy Association Delegates Assembly if at least 10 members have paid dues to the Association from the current year.

Section 6 – ILA Dues: Dues in the International Literacy Association, which provide

members with voting and discount privileges and a journal subscription, may be paid to the council treasurer or directly to ILA Headquarters.

Article IV - Officers

Section 1 – Officers: The elected officers of the council shall be a president, past president (if applicable), president-elect (if applicable), recording secretary, corresponding secretary, treasurer, and membership director. Any member in good standing who is also a member of the **ILA** is eligible to be an officer of the council.

Section 2 – Term of Office: The term of the office of the president-elect shall be one year. The president-elect then automatically succeeds to the office of president for one year. At the expiration of this year in office, the president shall become past president for a period of one year. Presidents may hold successive terms if there are no other candidates able or willing to hold the office. In that case, there may be no past president on the board. The terms of treasurer, recording secretary, corresponding secretary, and membership director shall be one year. Successive terms for any office may be held due to the need of the council.

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

Section 4 – Duties of the President: The president shall act as executive officer of the council. The president shall preside at all meetings of the council, shall act ex officio as chairman of the Executive Board, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes. At the expiration of the term of office, the president shall automatically become the past president for a period of one year.

Section 5 – Duties of Immediate Past President: The immediate past president shall act as consultant to President and Executive Board. Further, the immediate past president shall perform such other duties as the Board may request and be acceptable to the immediate past president.

Section 6 – Duties of President-Elect: The president-elect shall assume and perform the duties of the president in the event of the president's absence, incapacity, or resignation. 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 the president-elect was elected. If the president and president-elect are incapacitated or resign, the recording secretary shall serve as acting president until such time as a special or next regular election can be held.

Section 7 – Duties of Treasurer: The treasurer shall be the principal accounting and financial officer of the council. The treasurer shall execute the duties essential to the maintenance of accurate and up-to-date records; have custody of the funds of the council which shall be deposited in the name of the Starved Rock Reading Council of the International Literacy Association of the ILA; sign checks and drafts on behalf of the council for the disbursement of funds in accordance with the approval of the Executive Board; cooperate fully with audits, and within thirty days of retirement from office, turn over to the successor all up to date funds, accounts, and books of the treasurer.

Additionally,

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 – Duties of the Recording Secretary: The recording secretary shall record happenings of all general meetings of the Executive Board, keep a permanent book of minutes of all meetings, cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 9 – Duties of the Corresponding Secretary: The corresponding secretary shall notify the total membership of the date, time and place of general meetings at least two (2) weeks prior to the meeting, cooperate with directives from the general meetings and Executive Board regarding needed correspondence and notices; take minutes in the absence of the Recording Secretary; cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 10 – Duties of the Membership Director: The membership director shall plan comprehensive membership campaigns that encompass the local and state levels. The director will forward membership to the Illinois Reading Council, keep a roster of all members, and report on membership figures at board meetings. The membership director will notify members when their membership is close to expiration, or will notify members that their membership has expired and put forth effort to obtain their renewal.

Section 11 – Interim Replacement: In the event of a vacancy in the office of president-elect, treasurer, recording secretary, corresponding secretary, or membership director, the Executive Board shall have the power to fill the vacancy until the next regular election.

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.

Section 2 – Composition: Voting members of the Executive Board are those listed in Article IV, Section 1 and standing committee chairpersons.

Section 3 – Meetings: The first Executive Board meeting shall be held no later than August 30 in order that committee chairs may be appointed with a greater part of the official year remaining for their specific work. Also, the yearly calendar shall be established. The Executive Board shall be empowered to hold such meetings, on the call

of the president, as shall deemed necessary, and 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 executive board shall be a simple majority.

Article VI - Assembly

Section 1 – Composition: The assembly shall consist of the Executive Board and all other members of the council.

Section 2 – Function: The assembly shall be all the active members of the Starved Rock Reading Council and shall have the authority to review decisions made by the Executive Board and to accept or reject them.

Section 3 – Quorum: A quorum shall consist of 15% of those eligible to vote in the assembly.

Section 4 – Meetings: The assembly of the Starved Rock Reading Council shall meet 2-3 times each year. Meetings shall be established through the efforts of the Executive Board.

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

Section 6 – Amendments to the Bylaws: The assembly of the Starved Rock Reading Council shall be the power to amend these bylaws as provided in Article XII.

Article VII – Nomination and Election of Officers

Section 1 – Election and Mode of Election: All officers, except the president and immediate past president shall be elected at the annual meeting. 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. A majority of the votes cast shall be necessary for election.

Section 2 – Nominating Committee: Each nominee must be a member of the ILA. Advance consent to serve if elected from each nominee shall be secured by the committee prior to the election.

Section 3 – Term of Office: Each elected member's term of office shall begin on July 1 following the annual meeting.

Section 4 – Reporting: The president shall be responsible for reporting the newly elected officers to ILA headquarters via the state coordinator, using the official forms provided by the ILA.

Article VIII – Committees / Chairpersons

Section 1 – Standing Committees and Structure: The committees/chairpersons of the Association shall consist of standing or special committees or chairpersons as specified here in after. There may be such standing committees or chairpersons as specified in this article.

Section 2 – Bylaws Committee: The Executive Board shall comprise the Bylaws Committee. This committee shall review the bylaws annually for needed amendments or revision.

Section 3 – Nominating Chairperson(s) or Committee: The Nominating Chairperson/Committee will recommend a slate of nominees for office according to the bylaws of the council. In the absence of said committee, the Executive Board will seek volunteers from the membership.

Section 4 - Archives Chairperson(s) or Committee: This 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. In the absence of this committee, the recording secretary will keep all such artifacts and historical records.

Section 5 – Administrative Liaison or Committee: The administrative liaison shall be a contact for school principals, superintendents, and Regional Offices of Education in order to promote events and discuss the literacy needs of the council, school districts, and the community. The liaison shall be a school administrator from the Council’s membership region who is appointed by the president with the approval of the Executive Board.

Section 6 – Fall Program Committee: The Program Chairperson shall make plans for the fall program and meeting.

Section 7 – Young Author’s Coordinator /Spring Program Committee: The Program Chairperson shall make plans for the spring program and meeting.

Section 8 – Community Projects for Family Literacy Committee: This committee will administer literacy awareness and literacy improvement projects in the area served by the council. It 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. This chairperson/committee will administer the Community Partnership for Literacy Award Annually.

Section 9 – Number of Standing Committees: The number of standing committees may be increased or decreased upon the recommendation of the Executive Board.

Section 10 – Chairpersons of Standing Committees: The chairperson of each standing committee shall be appointed by the president with the approval of the Executive Board, except as specified in Article IV, Section 6.

Section 11 – Ad-hoc Committees: Temporary or special committees may be authorized from time to time by the Executive Board and shall serve for the period specified. The number of members of each temporary committee shall be determined by the Executive Board. The members and chairpersons of temporary committees shall be appointed by the president with

the approval of the Executive Board.

Article IX – Representation at the ILA Assembly

Section 1 – Representation Annual National Assembly: Representation of the Starved Rock Reading Council at the Delegates Assembly of the ILA shall be in accordance with the bylaws of the ILA as specified in the current ILA bylaws, which reads as follows:

“Each local council in good standing of 10 – 50 members who have paid current dues to the ILA 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 present 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 Assembly: The representation shall be in accordance with that specified by the bylaws of the state council.

Article X – Parliamentary Authority

The rules contained in Robert’s Rules of Order, Revised shall govern the proceedings of this council, except in the 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 the payment of debts or provision therefore 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 executive board, or 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 the voting members of the council.

Section 3 – Incorporation: Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments shall be sent immediately to the IRC Bylaws Committee, at the IRC Office, and the ILA state coordinator at the IRC office.