

EAST CENTRAL-EIU READING COUNCIL  
OF THE  
INTERNATIONAL READING ASSOCIATION (IRA)

**BY-LAWS**  
**EAST CENTRAL-EIU READING COUNCIL**  
**OF THE**  
**INTERNATIONAL READING ASSOCIATION (IRA)**

APPROVED: June 16, 2008

**ARTICLE I- Name and Area Served**

The Council shall be called the East Central-EIU Reading Council, serving all of Clark, Coles, Cumberland, Douglas, Edgar, Moultrie, and Shelby counties, 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- Nature and Purposes**

The purposes of the Council shall be:

1. to encourage the study of reading problems in all educational levels;
2. to stimulate and promote research in developmental, creative, 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 adequate teacher training programs;
6. to act as an intermediate clearing house for information related to reading;
7. to disseminate knowledge helpful in the solution of problems related to reading;
8. to sponsor conferences and meetings planned to implement the purposes of the local and state councils and the international association;
9. to promote mutual understanding and cooperative work among educators in elementary, middle school/junior high, high school, special area, college and leadership positions;
10. to serve as the parent organization for the Eastern Illinois University student organization of East Central-EIU Reading Council;
11. to improve the quality of reading instruction at all levels; and
12. to cooperate with the Illinois State Board of Education in improving standards of reading instruction.

**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 the payment of Council dues.

## Section 3 - Council Dues

Dues for annual membership in the Council shall be set by the Illinois Reading Council Board of Directors. Dues are payable to the Illinois Reading Council on an annual basis.

## Section 4 - International Dues

Membership in the International Reading Association (IRA) shall be strongly recommended. Dues in the IRA, which provide members with voting and discount privileges and journal subscriptions, are paid directly to IRA headquarters.

## 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.

# **ARTICLE IV – Officers**

## Section 1 – Elected Officers

Any member in good standing, who is also a member of the International Reading Association, is eligible to be an officer of the Council. The elected officers of the Council shall be as follows: President-Elect, President, Past-President, Vice-President, Treasurer, Recording Secretary, and Historian.

## Section 2 – Term of Office

The term of the President-Elect shall be one year. The President-Elect shall then automatically succeed to the office of the President for one year, and at the expiration of this year in office the President shall become Past-President for the period of one year. The term of the Vice-President shall be one year, and then this officer shall automatically succeed to the office of the President-Elect. The term of office of the Recording Secretary, Treasurer, and Historian 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 1st and shall continue to serve for the duration of the term. If an officer other than the President, the President-Elect, or the Vice-President is unable to fulfill the duties of the office, the President, with the approval of the Board of Directors, shall appoint a member to fulfill the duties of the office until the next special or regular election.

#### Section 4 – Duties of the President

The President shall act as the executive officer of the Council. The President shall preside at all meetings of the Council and shall act as ex-officio chairperson of the Board of Directors. Immediately after assuming office, the incoming President shall announce the appointment of standing committee chairpersons for publicity, newspapers in education, parents and reading, membership, adult/family literacy, and governmental relations committees. The President shall appoint an auditing committee at the second regular meeting of the assembly. The President shall appoint any other needed temporary committees. The President shall exercise general leadership and supervision over the affairs of the Council implementing its purposes. The President shall supervise completion and submission of the requirements for the International Reading Association Honor Council Award and requirements for the Illinois Reading Council of Excellence Award. The President shall serve as a member of the Board of Directors of the Illinois Reading Council or, if necessary, appoint someone to serve. This appointment is subject to the approval of the Board of Directors of the local Council.

#### Section 5 – Duties of Past-President

At the expiration of the 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 Board of Directors and chair the Nominating Committee and the By-Laws Committee.

#### Section 6 – Duties of the President-Elect

The President-Elect shall serve as a member of the Board of Directors and chairperson of the Program Committee. In the event of the President's absence, incapacity, or resignation, the President-Elect shall assume and perform the former's duties. 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. 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 7 – Duties of the Vice-President

The Vice-President shall serve as a member of the Board of Directors and as membership chairperson. This person would assume and perform the duties of the President-Elect in the event of the absence, incapacity, or resignation of the President-Elect.

#### Section 8 – Duties of the 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 the East Central-EIU Reading Council of the International Reading Association (IRA);
- 3) present a budget proposal for adoption by the Board of Directors at its first meeting of the fiscal year;

- 4) receive dues collected by the Illinois Reading Council (IRC) Office;
- 5) collect all moneys due the Council;
- 6) sign checks and drafts on behalf of the Council for disbursement of funds in accordance with the approval of the assembly;
- 7) cooperate fully with an annual audit, and within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer; and
- 8) assist the budget committee in preparation of a budget for the ensuing year to be presented to the treasurer-elect within thirty (30) days of retirement from office.

#### Section 9 – 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 Board of Directors;
- 2) keep a permanent book of the minutes of all meetings; and
- 3) cooperate fully with the successor by turning over up-to-date records within thirty days of retirement from office.
- 4) circulate proposed amendments to each member at least two weeks in advance of the meeting at which the amendment is to be voted upon;
- 5) cooperate fully with directions from the general meeting and/or Board of Directors regarding needed correspondence and notices.

#### Section 10 – Duties of Historian

The Historian shall:

- 1) keep a record of the events of each year which shall be presented to the Council at the last regular meeting of the year;
- 2) provide documentation of Council events for the Hall of Councils display at the March IRC Conference; and
- 3) maintain a current list of building representatives.

#### Section 11 – Appointed Officers

The following appointments are made by the Chairperson of the Department of Early Childhood, Elementary and Middle Level Education at Eastern Illinois University. Appointments for the ensuing year are made prior to the last regular meeting of the assembly for the fiscal year and are announced at that meeting.

#### Liaison to the Student Organization of East Central/EIU Reading Council

The Liaison to the Student Organization shall:

- 1) act as liaison between the EC-EIU Reading Council and the student organization at Eastern Illinois University; and
- 2) act as faculty advisor to the student organization of East Central-EIU Reading Council on the campus of Eastern Illinois University.

## **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 chairpersons of the standing committees.

### Section 3 – Meetings

The first Board of Directors meeting shall be held no later than July, in order that the standing committees may be appointed with a greater part of the official year remaining for the specific work. At this meeting, the yearly calendar shall be established in cooperation with the Program committee and the proposed yearly budget shall be presented by the treasurer for adoption by the Board. The Board of Directors shall be empowered to hold such meetings, on call of the President, as it shall deem necessary, and at such times and places as the President may determine. No less than three (3) Board of Directors meetings shall be held each year. Immediately before or after a general meeting is recommended as a time for Board of Directors meetings.

### Section 4 – Assuming Office

Officers shall assume their official duties on July 1<sup>st</sup>.

### Section 5 – Quorum

A quorum of the Board of Directors for a meeting shall consist of a simple majority.

## **ARTICLE VI – ASSEMBLY**

### Section 1 – Composition of the Assembly

The Assembly shall consist of all members of the Council.

### Section 2 – Function

The Assembly shall be the legislative body of the East Central-EIU 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 the decisions made by the Board of Directors and to accept or reject them.

### Section 3 – Quorum

The quorum shall consist of twenty (20) of those eligible to vote.

### Section 4 – Meetings

The Assembly of the East Central-EIU Reading Council shall meet four (4) times each year.

### Section 5 - Notification of Meetings

All the members shall be notified of the date, time, and place of each meeting at least two (2) weeks in advance.

Section 6 – Amendments to the Bylaws

The Assembly of the East Central-EIU Reading Council shall have the power to amend these bylaws as provided in Article XII.

**ARTICLE VII – NOMINATIONS & ELECTION OF OFFICERS**

Section 1 – Mode of Election

The officers, except the President, President-Elect, and Vice-President shall be elected before March 15<sup>th</sup>.

Section 2 – Nominating Committee

The nominating committee shall be composed of 3-6 members appointed by the President and approved by the Board of Directors at the first regular session of the year. The past president shall be the chair of this committee. The nominating 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

After the slate from the nominating committee has been presented, the President shall give an opportunity to propose nominations from the floor. 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 4 – Reporting

The President shall be responsible for reporting the newly-elected officers to IRA Headquarters and to the IRA State Coordinator before April 15, using the official forms provided by IRA.

Section 5 – Term of Office

Term of office begins July 1 and follows terms set in Article IV, Section 2.

**ARTICLE VIII – COMMITTEES**

Section 1 – Standing Committees

There shall be such Standing Committees as specified in this Section. Chairpersons of standing committees shall be members of the International Reading Association (IRA). There shall be a carry-over of two members on each outgoing standing committee into the membership of the newly formed standing committee whenever possible. 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. The chairpersons of each Standing Committee shall be appointed yearly by the President with

the approval of the Board of Directors except when the chairperson is one of the officers specified in the following committee descriptions. The members of the Standing Committees shall be appointed yearly by the President with the approval of the Board of Directors.

Standing Committees are as follows:

Membership Committee

The Membership Committee shall be responsible for plans and procedures to secure new members and to educate them to the goals and responsibilities of the organization. The Vice President shall be chairperson of this committee.

Program Committee

The Program Committee shall make plans for all Assembly meetings. The President-Elect shall be chairperson of this committee.

Nominating Committee

The Nominating Committee shall function as defined in Sections 1 and 2, Article VII of these bylaws. The Past-President shall be chairperson of this committee.

Auditing Committee

The Auditing Committee shall make an annual audit to be presented at the first Assembly meeting of the next fiscal year.

Publicity Committee

The Publicity Committee shall publicize all meetings and work with television and radio stations and with local and state newspapers. The committee shall also send articles to the IRA Headquarters and to the State Coordinator for their information.

Parents and Reading

The Parents and Reading Committee shall collect and disseminate information dealing with parent involvement and concerns with instruction in reading. The committee will also assume responsibility for completion of the council's "Parents & Reading Project" if the president so desires.

Newspapers in Education

The Newspaper in Education Committee shall promote activities at the local level for Newspapers in Education Week

Governmental Relations

The Governmental Relations Committee shall be responsible for gathering and disseminating information, and for organizing a network of influence on legislators and State Board of Education members for legislation pertaining to matters of Education, particularly in the field of reading instruction.

### Adult & Family Literacy

The Adult & Family Literacy Committee shall promote literacy activities at the local level.

### By-Laws Committee

The Bylaws Committee will review the bylaws and policy manuals, make recommendations for revisions, and oversee the bylaws amendment process as outlined in the council's current bylaws. The past-president will serve as chairperson of the committee.

### Executive Committee

The Executive Committee will perform the duties of the board of directors, following established policies, when the board is not in session. The executive committee shall consist of the president, president-elect, and past-president.

### Section 2 – Temporary/Special (ad hoc) Committees

Temporary or Special Committees may be authorized from time to time by the Board of Directors of the Council or by the Assembly at a general meeting and shall serve for the period specified. The number of members of each Temporary/Special Committee shall be determined by the Board of Directors. The number of members shall not be less than three (3) whenever possible. The members and chairpersons of Temporary/Special Committees shall be appointed by the President with the approval of the Board of Directors.

## **ARTICLE IX – REPRESENTATION AT THE IRA DELEGATES ASSEMBLY AND THE IRC DELEGATES ASSEMBLY**

### Section 1 – Representation – Annual IRA Assembly

Representation of the East Central-EIU Reading Council at the Delegates Assembly of the International Reading Association (IRA) shall be in accordance with the bylaws of the International Reading Association (IRA) as specified in the current International Reading Association Bylaws which read as follows:

"Each local Council in good standing 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 Assembly

Representation of the East Central-EIU Reading Council at the annual State Assembly shall be in accordance with that specified by the bylaws of the Illinois Reading Council (IRC).

**ARTICLE X – PARLIAMENTARY AUTHORITY**

Parliamentary rules of order 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.

**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 regular meeting of the Council.

Section 2 – Procedure for Amending

Amendments may be adopted by the affirmative vote of two-thirds of the members present at a regular meeting of the Council provided a quorum has been declared (See Article VI, Section 3). The amendment must have first been presented at the previous meeting, and/or the proposed amendment must have been circulated to each member at least two (2) weeks in advance of the meeting of the Council at which the voting is to take place.

Section 3 – Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these bylaws pending IRC approval. Copies of all amendments adopted shall immediately be sent to the “IRA State Coordinator.”