

BYLAWS of the Illinois Title I Association
International Reading Association
(Revised September 27, 2008)

ARTICLE I – Name and Area Served

The council shall be called the Illinois Title I Association, serving the state of Illinois.

ARTICLE II – Nature and Purposes

Section 1 – Nature: The Illinois Title I Association shall be a professional organization of individuals who are concerned with the improvement of reading.

Section 2 – Purposes: The purposes of the council shall be: 1) ITA supports and fosters the interests of Title I teachers throughout Illinois; 2) ITA members are kept current on research, regulations, and policies associated with Title I reading in Illinois and the nation; 3) ITA promotes current instructional practices, encourages Illinois Title I teachers to share instructional practices implemented in Title I reading programs throughout the State of Illinois; 4) ITA fosters literacy state-wide and provides Illinois Title I teachers with opportunities to dialogue and network about classroom ideas that are effective and innovative; 5) ITA conferences and newsletter promotes the professional development of Illinois Title I teachers state-wide.

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.

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 Illinois Reading Council.

Section 4 – Arrears: Any member who has not paid local dues by his/her renewal date becomes inactive. A member whose dues are delinquent shall be notified before his/her name is eliminated.

Section 5 – International Dues: 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 – Officers: The elected officers of the council shall be a president, president-elect, vice president, a treasurer, a secretary, and the immediate past president. 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 office of the president shall be one year. The president-elect shall then automatically succeed to the office of president for one year. The term of vice president shall be one year. The vice president shall then automatically succeed to the office of president-elect for one year. The terms of treasurer and secretary shall be one year; however, these officers may serve consecutive terms, not to exceed a total of four.

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 President-elect: The president-elect shall serve as a member of the Board of Directors, and as chairperson of the Program Committee. 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 to which the president-elect was elected.

Section 6 – Duties of Vice President: The vice president shall serve as a member of the Board of Directors, and as a member of the Program Committee. Should the office of president-elect become vacant, the vice president shall serve the unexpired portion of the president-elect's term. [The vice president shall oversee the completion of and submit all forms pertaining to the following awards: \(a\) Council of Excellence \(IRC\); \(b\) Honor Council \(IRA\).](#)

Section 7 – 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 Illinois Title I Association of the International Reading Association; 3) sign checks on behalf of the **Council**; 4) provide a bond for an amount fixed by the Board of Directors, the bond to be filed with the president; 5) chair the audit committee and, within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 8 – Duties of Secretary: The 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 and all official documents; 3) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 9 – Duties of Immediate Past President: The immediate past president shall: 1) serve as advisor to the Board; 2) chair the nominating committee; 3) [monitor the Illinois Title I Association's website as it pertains to member questions.](#)

Section 10 – Interim Replacement: In the event of a vacancy in the office of vice president, 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 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 meeting of the Board of Directors shall be held no later than August in order that the standing committees may be appointed with a greater part of the official 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 for a meeting of the Board of Directors shall consist of sixty percent (60%) of existing members.

ARTICLE VI – Assembly

Section 1 – Composition: ~~The assembly shall consist of the Board of Directors and all other members of the council.~~ The assembly shall be open to all members of the council in good standing.

Section 2 – Function: The assembly shall be the legislative body of the Illinois Title I Association 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~~ active members in the assembly.

Section 4 – Meetings: The assembly of the Illinois Title I Association shall meet three (3) times each year.

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 Title I Association 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 in the spring.

Section 2 – Nominating Committee: The Nominating Committee shall be composed of at least three (3) members, one (1) of which is the immediate past president, 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 from each nominee shall be secured by the Committee.

Section 3 – Mode of Election: ~~The voting shall take place at a meeting of the council. The president 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 presented including a short vita of each nominee. Voting shall be by ballot if there are two (2) or more nominees for an 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 for the two (2) highest nominees 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 IRA by the date specified on the form.

Section 5 – Term of Office: Each elected officer shall assume the duties of the office on July 1 following the spring election and shall continue to serve for the duration of the term.

ARTICLE VIII – Committees

Section 1 – Standing Committees: There shall be such standing committees as specified in Sections 2 through 13 of this article. There shall be a carry-over of two (2) members of each outgoing standing committee into the membership of the newly formed standing committee.

Section 2 – Executive Committee: The Executive Committee shall be composed of the president (who shall serve as chairperson), the president elect, ~~and the~~ vice president, **secretary, treasurer and past president**. Members of the Executive Committee shall serve on the Budget Committee; shall prepare the agenda for the Board of Directors and of 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.

Section 3 – Publicity Committee: The Publicity Committee shall publicize all council meetings and activities and work with **media, websites**, television and radio stations and local and state newspapers. Persons representing various interests in Title I issues – public school administrators, public school teachers, college administrators and/or teachers - shall compose the committee.

Section 4 – Membership Committee: The Committee on Membership shall: 1) keep an accurate record of total membership, including latest **mailing** addresses, **email addresses**, and telephone numbers; 2) provide every board member and committee chairperson with such current list; 3) plan ways to secure new members and retain present members.

Section 5 – Program Committee: The president-elect shall be chairperson of the Program Committee.

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

Section 7 – Auditing Committee: The Auditing Committee, consisting of three (3) members, shall be appointed by the president at the annual meeting. The Auditing Committee shall make an annual audit to be presented at the first meeting of the fiscal year. The Auditing Committee will be chaired by the Treasurer.

Section 8 – Bylaws Committee: The Bylaws Committee shall continuously study the bylaws of this council to determine if they are meeting current, as well as foreseeable, needs.

Section 9 – Newspapers in Education Committee: The Newspapers in Education Committee shall continuously study and report of the use of newspapers in education.

Section 10 – Parents and Reading Committee: The Parents and Reading Committee shall continuously study and report on parent involvement in education.

Section 11 – Adult Literacy Committee: The Adult Literacy Committee shall continuously study and report on adult literacy issues relevant to the classroom teacher.

Section 12 – Newsletter Committee: The Newsletter Committee shall edit the quarterly newsletter.

Section 13 – Governmental Relations Committee: The Governmental Relations Committee shall continuously study and report on current education issues as they relate to Title I.

Section 14 – 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 15 – Number of Members of Standing Committee: The number of members of each standing committee shall be determined by the Board.

Section 16 – 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 17 – 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 18 – 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 19 – 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.

Section 20 – Mode of Appointment of Special Committee: 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 Annual Assemblies

Section 1 – Representation Annual IRA Assembly: Representation of Illinois Title I Association 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: *Exception: excerpt for specified councils, reads;* “Each special interest council of the IRA shall be entitled to one delegate provided the delegate has paid dues for the current year to the International Reading 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 Illinois Title I Association 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 will 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 meeting of the council. All proposed amendments shall be sent to the Council Coordinator at IRA 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 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 **IRA State Coordinator at the IRC office.** ~~Council Coordinator at IRA Headquarters and to the state/provincial president and coordinator.~~