

BYLAWS OF THE MID-STATE READING COUNCIL

Revised June 2011 IRC Approved 9-15-2011 Next revision due 2014

ARTICLE I- Name

The name of this council shall be the MID-State Reading Council, serving McLean County, Illinois State University, and DeWitt County.

ARTICLE II- Purpose

The purpose of the Council shall be: 1) to support the teaching of language arts (listening, speaking, reading, visualizing, and writing) representing all levels; 2) to encourage action research in the teaching of language arts; 3) to sponsor conferences and meetings planned to implement the purpose of the local council, state council, and national association; 4) to promote mutual understanding and cooperative work among educators in early childhood, 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 all others interested in the purposes of the council.

Section 2- Active Members Membership in the council shall become effective for one year upon payment of council dues. Dues include membership in the Illinois Reading Council.

Section 3- Dues Dues for annual membership in the council shall be set by the Illinois Reading Council Boards of Directors. Dues are payable to the Illinois Reading Council.

Section 4-Arrears Non-payment of dues by the individual's renewal date makes a member inactive and suspends his/her privileges of voting, holding office, and receiving publications from MID-State and Illinois Reading Council.

Section 5- International Dues A Council shall be in good standing and entitled representation at the meeting of the International Reading Association Delegates Assembly if at least 10 members have paid dues to the International Reading Association for the current year.

Article IV- Officers and Advisors

Section 1- 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 officers shall be president, president-elect, vice president, past president, secretary, and treasurer. The president-elect shall succeed the president.

Section 2- Terms of Office Elected officers shall assume office on July 1 of each year and serve for a term of one year.

Section 3- Duties of the President The president serves as the Chair of the Executive Committees and shall preside at all meetings of the Council. He/she shall appoint the Chair for all committees necessary for Council business. The president shall exercise general leadership and supervision over the affairs of the Council.

Section 4- Duties of the President Elect The president elect serves as the Chair of the Executive Committee and shall prepare programs for the Council. He/she shall appoint the Chair for all committees necessary for Council business.

Section 5- Duties of Vice President If the office of the president becomes vacant, the vice president shall immediately assume the office of president for the remainder of the term, and for the following term. A special election shall be called to elect a new vice president. The vice president shall co-chair with president elect as Chair of the Program Committee. He/She shall preside at council meetings in the absence of the president.

Section 6- Duties of Secretary The secretary shall: 1) execute the necessary routine recording duties essential to the maintenance of records and correspondence of the council; 2) keep a permanent book of the minutes of all the meetings; 3) cooperate fully with his/her successor by turning over all **records and files**.

Section 7- Duties of 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 MIDState Reading Council; 3) promptly deposit monies generated from council activities in a bank named by the Executive Committee; 4) sign checks and drafts in behalf of the council for the disbursement of funds, in accordance with the approval of an auditing committee to be appointed by the president. 5) the audit report is to be given at the last general meeting of the year; and 6) cooperate fully with the annual audit and within thirty days of retirement from office, turn over the successor all funds, accounts, and books of the treasurer. **In addition:**

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.**

Article V Executive Board

Section 1- Function The Executive Board shall be the administrative body of the Council and shall exercise general supervision and control over the property and affairs of the council. In the interval between meetings of the Council, the Executive Board shall have authority over the property and affairs of the Council and shall take such actions as are necessary and proper to safeguard the interests of the Council.

Section 2- Composition The Executive Board shall consist of the president, president elect, vice president, past president, secretary, treasurer, membership chair, and chairs of Standing Committees. A majority of the Executive Board shall constitute a quorum.

Section 3- Special Decisions Should important decisions of the Executive Board have to be made between meetings, the president is authorized to consult the Executive board by mail, telephone, or electronically.

Section 4- Meetings The Executive Board shall hold all meetings as deemed necessary by the president, at such time and place as he/she determine.

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 the legislative body of the MID-State 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 Executive Board and to accept or reject them.

Section 3- Quorum A quorum shall consist of 20% of all those eligible to vote in the assembly.

Section 4- Meetings: The assembly of the MID-State Reading Council shall meet **at least one time** each year as determined by the Executive Board.

Section 5- Notification of Meetings: Members shall be notified of the date, time, and place of meeting at least 2 weeks in advance.

Section 6- Amendments to the Bylaws: The assembly of the MID-State Reading Council shall have the power to amend these bylaws as provided in Article XII.

Article VII- Nomination and Election of Officers

Section 1- Elections: All officers, except the past-president, president, and president-elect shall be elected in the spring.

Section 2- Nominating Committee shall be composed of at least three (3) members appointed by the president and approved by the Executive Board. 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- An Election shall take place **before the IRA deadline**. Additional nominations from the floor are in order if the nominees have consented to serve. Term of office begins July 1. **The election may take place at a regular meeting prior to the IRA deadline or may be completed electronically prior to IRA deadline date.**

Article VIII- Committees

Section 1- Standing Committees - 1) Membership; 2) Newsletter; 3) Newspaper in Education; 4) Parents in Reading; 5) Programs; 6) Publicity/Historian; 7) Social and grants; 8) Community Relations; and Bylaws. Chairs of standing committees shall be appointed by the president and approved by the Executive Board and shall serve on the Executive Board. A standing committee shall serve for the term of the president. The chair shall select members if his/her committee and shall provide a list of committee members to the Executive Board for approval.

Section 2- Ad Hoc Committee Ad Hoc Committees may be authorized from time to time and shall serve for the period specified by the president.

Article IX- Representation at Annual Meeting of The Illinois Reading Council Representation of the MID-State Reading Council at the IRC Annual Meeting shall be in accordance with that specified in the bylaws of IRC.

Section 2 - Representatives The president of the Council shall be the representative to the Illinois Reading Council Board of Directors. In the event the president cannot attend, he/she shall appoint a representative.

Section 3 - Financial Support for Attendance at Meetings The Executive **Board** shall be encouraged to approve funds to supplement the finances involved for attendance of the representative at the International Reading Association **convention** and the Executive Board meetings of the Illinois Reading Council.

Article X- Parliamentary Authority

The rules contained in Robert's Rule of Order, (Newly Revised), shall govern the proceeding of this council, except in cases governed by the constitution, bylaws or special rules adopted by the council.

Article XI- Dissolution

In case of the dissolution of this council, any assets remaining after the payment for debts or provision therefore will revert to the International Reading Association.

Article XII Amendments

Section 1- Origin - Amendments or revision of the bylaws shall be proposed by 1) a quorum of the Executive Board, 2) the By-laws 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 voting members of the Council present at a regularly scheduled meeting of the Council, after presentation at the previous meeting, and/or provided that the proposed amendment has been circulated to each voting member at least thirty days in advance of the meeting of the council.

Section 3- Incorporation - Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments adopted shall immediately be sent to the **International Reading Association State Corrdinator for IRC, council by-laws committee chair**, and to the Illinois Reading Council Office.