

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

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

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**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 are paid directly to IRA headquarters.

#### Section 5 – IRA Membership

A council shall be in good standing 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 Membership Chair.

#### 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 Membership Chair 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. Immediately after assuming office, the incoming President shall announce the appointment of standing committee chairpersons for Educational Media, Family Literacy, International Projects, Illinois Reads, Legislative, Membership, and Publicity. 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

- 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.
- 6) Must execute the duties essential to the maintenance of accurate and up-to-date records;
- 7) Will have custody of the funds of the Council which shall be deposited in the name of the East Central-EIU Reading Council
- 8) Present a budget proposal for adoption by the Board of Directors at its first meeting of the fiscal year;
- 9) 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;

#### 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 Membership Chair

The Membership Chair shall:

- 1) keep a record of the Council membership reports
- 2) submit all membership checks to the Council Treasurer
- 3) recruit and maintain current members.
- 4) devise and carry out membership recruitment activities to increase their council's membership

#### 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.

### Section 4 – 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 a simple majority of members present.

### Section 4 – Meetings

The Assembly of the East Central-EIU Reading Council shall meet at least 3 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 – Elections

The Vice-President, Secretary, Treasurer, and Membership Chair 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 the IRA State Coordinator before April 15, using the official forms provided by IRC.

### 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). 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.

Standing Committees are as follows:

- Educational Media Committee
- Family Literacy Committee
- International Projects Committee
- Illinois Reads Committee
- Legislative Committee
- Membership Committee
- Publicity Committee

### 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.

**ARTICLE IX – REPRESENTATION AT THE IRC ASSEMBLY**

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

**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 a simple majority of the members present. The amendment must have first been presented at the meeting prior to the voting.

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 and the IRC office.