

BYLAWS OF THE FOX VALLEY READING COUNCIL

(Adopted October 27, 1970)
(Amended September, 2008)
(Amended August 28, 2014)
(Amended April 15, 2018)
(Amended February 20, 2021)

ARTICLE I- Name and Area Served

Section 1. The council shall be named the Fox Valley Reading Council, serving the area of Kane County and adjacent areas not covered by other Local ILA Councils.

ARTICLE II - Nature and Purposes

Section 1. Nature: The Fox Valley Reading Council shall be a professional organization of individuals concerned with the improvement of literacy.

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 IRA sponsored council activities; (2) to encourage the study of literacy issues at all education 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 the development of improved teacher-training programs; (7) to act as a clearinghouse for information relating to literacy;(8) to disseminate knowledge helpful for solving literacy related problems (9) to sponsor conferences and meetings; (10) to promote mutual understanding and cooperation among educators in elementary, middle, and high school, special areas, college, and 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 literacy 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 dues and effective for 1 year or 12 months.

Section 3. Council Dues: Dues for annual membership in the council shall be set by the IRC Board of Directors.

Section 4. Any member who has not paid local dues becomes inactive. A member whose dues are delinquent shall be notified immediately, before his or her name is eliminated from the membership roster.

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

Section 6. ILA Dues: Membership in the International Literacy Association is strongly recommended for all council members. Dues to the International Literacy Association, which entitle members to certain benefits and services, may be collected by the council and sent to Association Headquarters or paid directly to Association Headquarters.

ARTICLE IV - Officers

Section 1. Officers: Any member in good standing, an active, paid member of the council, who is also a member of the International Literacy Association is eligible to be an officer of the council. The officers of the council shall be president, past president, president-elect, vice president, secretary, and treasurer.

Section 2. Term of Office: The term of office of the president, past president, president-elect and vice president shall be one year, unless the Board and the officers mutually agree to continue with their current roles. The vice president may automatically succeed to the office of president-elect for one year, and, at the expiration of this term as president-elect, may become president for a period of one year and then past president for one year as well. The terms of treasurer and secretary may have indefinite terms.

Section 3. Time of Assuming Office: Each officer shall assume the duties of office on July

1, following the elections. The election shall have been completed by June 1.

Section 4. Duties of President: The president shall (1) act as the executive officer of the council. The president shall (2) preside at all meetings of the council, shall (3) act as chairperson of the Board of Directors, and shall (4) exercise general leadership and supervision over the affairs of the council, implementing its purposes.

Section 5. Duties of President-Elect: The president-elect shall (1) Serve as a member of the Board of Directors, (2) Shall coordinate internal programs, and fulfill such other duties as are assigned by the Board of Directors. The president-elect shall (3) assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president. 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 for which the president-elect was elected. If for any reason the president-elect is unable to assume the duties of president immediately, the vice president shall assume the duties of the president.

Section 6. Duties of Vice President: The vice president (1) shall serve as a member of the Board of Directors, (2) chairperson of the community projects committee and (3) shall coordinate community projects. Should the office of president-elect become vacant, the vice president shall serve the unexpired portion of the president-elect's term in addition to the term to which the vice president was elected.

Section 7: Duties of the Past President: The past president (1) shall serve as a member of the Board of Directors, (2) shall serve in an advisory position.

Section 8: Duties of the Secretary: The secretary shall (1) serve as a member of the Board of Directors, (2) record the events of all council meetings and all meetings of the Board of Directors; (3) keep a permanent book of the minutes of all meetings; (4) notify total membership of the date, time, and place of all general meetings at least two (2), weeks before the meeting; (5) circulate proposed amendments to each member at least thirty (30) days in advance of the meeting at which the amendments are to be voted upon; (6) handle correspondence and notices; (7) send articles and notices to International Literacy Association headquarters and the state/provincial president and coordinator; and (8) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 9: Duties of Treasurer: The treasurer shall (1) serve as a member of the Board of Directors, (2) maintain accurate and up-to-date records; (3) have custody of the funds of the council which shall be deposited in the name of Fox Valley Reading Council; (4) sign checks on

behalf of the council; (5) cooperate fully with an annual audit; and (6) within thirty (30) days of retirement from office, turn over all funds, accounts, and books of the treasurer.

In addition to the aforementioned duties, (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 (2) people should be on the signature card for the council account, (3) There MUST be two (2) signatures on all vouchers for payment of bills, (4) each account must be audited each year, and (5), an accounting of all spending and income is to be reported at every board or council meeting.

Section 10: A council officer may resign at any time upon written notice to the elected officers of the council. A council officer may be removed for neglect of duty or failure to maintain membership in IRC and ILA as required.

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 with an interim replacement 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. The annual ILA dues for each Elected Official on the Board of Directors will be covered by the Fox Valley Reading Council.

Section 3. Meetings: The first meeting of the Board of Directors shall be held in the summer in order that the standing committees may be appointed with the greater part of the 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 items and places as the president may determine. No less than three (3) meetings shall be held each year.

Section 4. Quorum: A quorum is established when 60% of the Board members are present.

ARTICLE VI- Assembly

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

Section 2. Function: The assembly shall be the legislative body of the Fox Valley 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 Board of Directors and to accept or reject them.

Section 3. Quorum: A quorum shall consist of a majority of those present and eligible to vote in the assembly.

Section 4. Meetings: The assembly of the Fox Valley Reading Council shall hold regular meetings as determined by the council or deemed necessary by the Board of Directors.

Section 5. Notification of meetings: At least two weeks in advance of all assembly meetings notification will be sent via council newsletter to all members of Fox Valley Reading Council.

Section 6. Amendments to the bylaws: The assembly of the Fox Valley Reading Council shall have the power to amend these bylaws as provided in article 12 (twelve).

ARTICLE VII- Nomination and Election of Officers

Section 1. Term of Office: Each elected officer shall assume the duties of office on July 1 following the election and continue to serve the duration of the term set in Article IV, Section 2.

Section 2. Nominating Committee: The nominating committee shall prepare a slate of nominees annually. Each nominee for President must be a member of the International Literacy Association. Advance consent to serve if elected from each nominee shall be secured by the committee.

Section 3. Mode of Election: All officers shall be elected at the spring meeting. After the slate from the Nominating Committee has been presented, the president shall give an opportunity to propose nomination from the floor for each office. If nominations are not given from the floor then the secretary shall be directed to cast a unanimous vote. If there is more than one nominee for any office, voting is by ballot and 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 IRC headquarters via the state/provincial coordinator, using the official IRC forms by April 15.

ARTICLE VIII- Committees

Section 1: Committee Structure: The committees of the Association shall consist of standing committees as specified hereinafter and special committees. All committees shall transmit their recommendations to the Board of Directors unless otherwise specified.

Section 2: Standing Committees: There shall be such standing committees as specified in this article. There shall be a carry over of at least one member on each outgoing standing committee into the membership of the newly formed standing committee.

Section 3: 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 4: Mode of Appointment and terms of Standing Committees: 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 5: 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.

Section 6: Membership Chairperson: will plan comprehensive membership campaigns that encompass the local, state/provincial, and international levels.

Section 7: Nominating Committee: will recommend a slate of nominees for office according to the bylaws of the council.

Section 8: Publicity Committee (social media & newsletter): will publicize the activities and programs of the council using a variety of media. Publications/Newsletter Chairperson will direct the publication of council materials.

Section 9: Family Literacy Representative: will plan programs and projects that promote family literacy and IL READS, offer appropriate activities for children, and offer parents ways to help their children be more effective readers.

Section 10: International Projects Representative will administer projects and programs designed to promote literacy outside the United States and Canada.

Special Committees

Section 11: Special Committees: Special Committees may be authorized by the Board of Directors or members at a council meeting and shall serve for a specified period.

Section 12: Community Projects Chairperson: will administer literacy awareness and literacy improvement projects in the area served by the council.

Section 13: Archives Committee: will keep historical records of council activities with sample programs and photographs and will prepare and display a council exhibit at selected meetings.

ARTICLE IX- Representation at the Annual Assemblies

Section 1: Representation Annual ILA Assembly: Representation of the council at the Delegates Assembly of the International Literacy Association shall be in accordance with the bylaws of the International Literacy Association as specified in the current International Literacy Association Bylaws, which reads as follows:

“Each local council in good standing of 10-50 members who have paid current dues to the (International Literacy Association) shall be entitled to one delegate and 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 to vote only when the delegate is absent.”

Section 2: Representation Annual State/Provincial Assembly: Representation of the council 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 dissolution of this Council, any assets remaining after paying or making provisions for the payment of all liabilities of the council shall revert to the Illinois Reading Council (IRC).

ARTICLE XII - Amendments

Section 1: Origin: The power to make, alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the Board of Directors.

Section 2: Procedure: Such Action may be taken at a regular or special meeting for Fox Valley Reading Council members for which written notice of the purpose shall be given. Proposed amendments shall be distributed to the Board of Directors at least 14 days prior to said meeting. The bylaws may contain any provision for the regulation or management of the affairs of the Council. A simple majority vote of members present will be taken.

Section 3: Incorporation: All proposed amendments to the bylaws need to be approved by Illinois Reading Council. Upon final approval a copy shall be sent to the ILA state coordinator and IRC.