

Chartered April 1993
Revised September 27, 2008
Amended February 5, 2012
Revised July 2013
Revised March 2018

BYLAWS of the Illinois Title I Association Of the *Illinois Reading Council*

ARTICLE I – Name and Area Served

The council shall be called the Illinois Title I Association: Embracing Individuals Associated with the Promotion of Literacy serving the state of Illinois.

ARTICLE II – Nature and Purposes

Section 1 – Nature: The Illinois Title I Association (ITA) shall be a professional organization of individuals who are concerned with the promotion of literacy.

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

ARTICLE III – Membership and Dues

Section 1 – Eligibility: Membership in the council shall be open to all persons engaged in the promotion of literacy, 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 Literacy Association Membership: A council shall be in good standing if at least 10 members have paid dues to the International Literacy Association for the current year.

ARTICLE IV – Officers

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 elected officers of the council shall be a president, president-elect, vice president, treasurer, secretary, and the membership chair.

Section 2 – Term of Office: The term of office of the president shall be two (2) years. The president-elect shall then automatically succeed to the office of president for two (2) years. The term of vice president shall be two (2) years. The vice president shall then automatically succeed to the office of president-elect for two (2) years. The terms of treasurer and secretary shall be two (2) years; 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, coordinator of the ITA Strand at the IRC Conference, and as co-chairperson of the Program Committee with the Vice 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 to which the president-elect was elected. The president-elect shall oversee the completion of and submit all forms pertaining to the following awards: (a) Council of Excellence (IRC); (b) Honor Council (ILA).

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

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 when total assets exceed \$15,000.00, 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; 6) 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. 7) Two people should be on the signature card for the council account. 8) There MUST be two signatures on all vouchers for payment of bills. 9) Each council account must be audited each year. 10) An accounting of all spending and income is to be reported at every board or council meeting.

Section 8 – Duties of Secretary: The secretary shall: 1) record the happenings of council meetings and meetings of the Board of Directors; 2) keep a permanent record 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.

Section 10 – Interim Replacement: In the event of a vacancy in any office the Board of Directors shall have the power to fill the vacancy until the next regular election or until a suitable replacement can be found.

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 September 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 a majority of existing members.

ARTICLE VI – Assembly

Section 1 – Composition: 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 10% of all active members in the assembly.

Section 4 – Meetings: The assembly of the Illinois Title I Association shall meet at least one (1) time each year.

Section 5 – Notification of Meetings: At least two (2) weeks in advance of each meeting, all members shall be notified 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 Literacy 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 shall give an opportunity to propose nominations from the floor for each office after the slate from the Nominating Committee has been presented. 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 or write-in candidates. 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 ILA by April 15th, using IRC provided forms.

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 as stated in Article IV, Section 2.

Section 6 – Resignation/Removal of Officers: An officer may resign at any time upon written notice to the Board of Directors. An officer may be removed with or without cause, as specified by statute. A council officer may also be removed for neglect of duty or failure to maintain membership in IRC and ILA as required.

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, 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/ Publications/Educational Media 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 10 Family Literacy: The Family Literacy Committee shall continuously study and report on adult literacy issues and parent involvement in education.

Section 11– Newsletter Committee: The Newsletter Committee shall edit and publish the quarterly newsletter.

Section 12– Advocacy Committee: The Advocacy Committee shall continuously study and report on current education issues as they relate to literacy and Title I.

Section 13- Illinois Reads Committee:

Section 14 – International Projects Committee:

Section 15 – 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.

Section 16 – Number of Members of Standing Committees: The number of members of each standing committee shall be determined by the Board.

Section 17 – 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 18 – 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 19 – Special and Ad Hoc Committees: Special and Ad Hoc 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 20 – Number of Members of Special and Ad Hoc Committees: The number of members of each Special and Ad Hoc committee may be determined by the Board of Directors or the members at a council meeting.

Section 21 – Mode of Appointment of Special and Ad Hoc Committees: The members and chairpersons of Special and Ad Hoc 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 IRC Assembly: Representation of the Illinois Title I Association at the annual IRC assembly shall be in accordance with that specified by the bylaws of the IRC 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 shall revert to the Illinois Reading Council.

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.

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 ILA State Coordinator for IRC and the IRC office.