

SOUTH EASTERN READING COUNCIL BYLAWS

ARTICLE I – Name and Area Served

The council shall be called the South Eastern Reading Council (SERC), serving the area of Clay, Crawford, Edwards, Jasper, Lawrence, Richland, Wabash, and Wayne.

ARTICLE II – Nature and Purposes

Section 1—Nature: The South Eastern Reading Council shall be a professional organization of individuals concerned with the improvement of reading.

Section 2—Purposes: The purposes of the council should be: (1) to form a partnership with the International Reading Association by promoting membership and participating in IRA sponsored council activities; (2) to encourage the study of reading problems at all education levels; (3) to study the various factors that influence progress in reading; (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 reading; (8) to disseminate knowledge helpful for solving problems related to reading; (9) to sponsor conferences and meetings; (10) to promote mutual understanding and cooperation among educators in elementary school, junior high, high school, special areas, college, and leadership positions.

ARTICLE III – Membership and Duties

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 be effective upon payment.

Section 3—Council Dues: Dues for annual membership in the council shall be set by the IRC Board of Directors. Dues are payable to Illinois Reading Council.

Section 4—Arrears: Any member who has not paid dues becomes inactive.

Section 5—IRA Membership: A council shall be in good standing if at least 10 members have paid dues to the IRA for the current year.

Section 6—IRA Dues: Membership in the International Reading Association is strongly recommended for all council members. Dues to the International Reading 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: The officers of the council shall be a president, vice president, secretary, treasurer, and director of Membership. The final three offices may be combined. 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: Term of office is one year and officers may serve consecutive terms.

Section 3—Time of Assuming Office: Each officer shall assume the duties of office on July 1, following the election. The election shall have been completed by April 1.

Section 4—Duties of President: The president shall act as the executive office of the council. The president shall preside at all meetings of the council, shall act as ex officio 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 Vice President: The vice president shall serve as an ex officio member of the Board of Directors and coordinator of special projects and programs. Should the office of president become vacant, the vice president shall serve the unexpired portion of the president's term in addition to the term to which the vice president was elected.

Section 6 – Duties of Secretary: The secretary shall (1) record the events of all council meetings and all meetings of the Board of Directors; (2) keep a permanent book of the minutes of all meetings; (3) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 7 – Duties of Director of Membership: The Director of membership shall (1) notify total membership of the date, time, and place of all general meetings at least two (2) weeks before the meeting; (2) circulate proposed amendments to each member at least thirty (3) days in advance of the meeting and notices to International Reading Association Headquarters and the state/provincial president and coordinator; (5) cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 8—Duties of Treasurer: The treasurer shall (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) maintain accurate and up-to-date records; (7) have custody of the funds of the council which shall be deposited in the name of SERC Council of the International Reading Association; (8) sign checks on behalf of the council; (9) cooperate fully with an annual audit, and (10) within thirty 30 days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 9 – Interim Replacement: In the event of a vacancy in the office of vice president, treasurer, secretary or Director of Membership, the Board of Directors shall have the power to fill the vacancy until the next regular session.

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 in the summer in order that the yearly calendar may be established. 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 two (2) meetings shall be held each year.

Section 4—Quorum: A quorum is established when 30% of the Board members are present.

ARTICLE VI – Assembly:

Section 1 – Composition: The assembly shall consist of all members of the council.

Section 2 - Function: The assembly shall be the legislative body of the 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 members present at a regular meeting.

Section 4—Meetings: The assembly of the SERC Council shall meet two (2) times each year.

Section 5 – Notification of Meetings: At least two (2) weeks in advance of each meeting, the Director of Membership or president shall notify all members of the date, time, and place of the meeting.

Section 6 – Amendments to the Bylaws: The Board of Directors of the SERC Council 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 shall be elected prior to April 1.

Section 2 – 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: 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. Voting shall be by ballot. 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 naming the nominees tied for most votes 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 the International Reading Association by the date specified on the form.

Section 5 – Term of Office: Each elected officer shall assume the duties of office on July 1 following the election and shall continue to serve for the duration of the term set in Article IV, Section 2.

ARTICLE VIII – Committees

Section 1 – Standing Committees: There shall be standing committees formed as deemed necessary by the Board of Directors.

Section 2 – Number of Standing Committees: The number of standing committees shall be increased or decreased as deemed necessary by the Board of Directors.

ARTICLE IX – Representation at the Annual Assemblies

Section 1—Representation Annual State Assembly: Representation of the council at the annual IRC is strongly recommended.

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 provisional 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 a quorum of the Board of Directors. All amendments shall be sent to the IRA State Coordinator after approval by the council members.

Section 2 – Procedures for Amending: Amendments may be adopted by the affirmative vote of a simple majority of the members present at a meeting of the council. The amendments must have been circulated to each member at least thirty days in advance of the meeting at which the voting is to take place

Section 3—Incorporation: Amendments adopted as described in Section 2 above shall be incorporated into these bylaws. Copies of all amendments shall be sent immediately to IRA State Coordinator and IRC office.