

**BYLAWS OF THE SOUTHERN ILLINOIS READING COUNCIL  
REVISED 2013, approved, next revision due 2018**

**ARTICLE I – NAME AND AREA SERVED**

The council shall be called the Southern Illinois Reading Council, serving the area of Alexander, Franklin, Gallatin, Hardin, Jackson, Jefferson, Johnson, Massac, Perry, Pope, Pulaski, Randolph, Saline, Union, and Williamson counties.

**ARTICLE II – MISSION AND BELIEFS**

Section 1: Nature: The Southern Illinois Reading Council shall be a professional organization of individuals who provide support and leadership to educators and others who promote lifelong literacy.

Section 2 – Purposes: The purpose of the council is to (1) promote meaningful opportunities for both members and non-members for networking and hearing knowledgeable speakers; (2) to provide literacy materials and activities to the area's youth; (3) to support the activities of the International Reading Association and the Illinois Reading Council.

**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 payment of council dues for the term of one year.

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

Section 4 – 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 paid directly to Association Headquarters.

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

**ARTICLE IV – OFFICERS**

Section 1 – Officers: The elected officers of the council shall be a president, past president, vice president, secretary, and treasurer. This group shall be

known as the executive committee. 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 – Terms of Office: The term of office of the vice president shall be one year. The vice president shall then automatically succeed to the office of president for one year, and at the expiration of this term as president, shall become past president for a period of one year. The terms of secretary and treasurer shall be two years. Officers and board members may serve more than one term of office.

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

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 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 as chairperson of the Program Committee and shall 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 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 record the happenings of all council meetings and all meetings of the Board of Directors; keep a permanent book of the minutes of all meetings; cooperate fully with directions from council meetings and/or meetings of the Board of Directors regarding needed correspondence and notices; and cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 7 – Duties of Treasurer: The treasurer shall maintain accurate and up-to-date records; have custody of the funds of the council which shall be deposited in the name of Southern Illinois Reading Council of the International Reading Association, sign checks on behalf of the council; prepare an end of year report, and, within thirty (30) days of retirement from office, turn over to 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.

Section 8 – Interim Replacement: In the event of a vacancy in the office of vice president, secretary, or treasurer, the Board of Directors shall have the power to fill the vacancy 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 business of the council between council meetings and shall report its actions to the membership.

Section 2 – Composition: The Board of Directors shall consist of all the current officers, chairpersons of the standing committees, and other at-large board members appointed by the council.

Section 3 – Meetings: The first meeting of the Board of Directors shall be held no later than early July in order that the standing committees may be appointed with the 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 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 of the Board of Directors shall be held each year.

Section 4 – Quorum: A quorum for a meeting of the Board of Directors shall consist of 25% of the membership of the board. *(This means that no business can be acted upon unless there are 4-5 people present, whatever 1/4 of our board is.)*

#### **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 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 5% of all those eligible to vote in the assembly.

Section 4 – Meetings: The assembly of the Southern Illinois Reading Council shall hold meetings at least three (3) times per year, in order to carry out the purposes as stated above.

Section 5 – Notification of Meetings: The members shall be notified of all meetings at least two weeks in advance of the meeting. Meetings shall also be publicized in the image brochure and the local media.

Section 6 – Amendments to the Bylaws: The power to make, alter, amend, or repeal the bylaws or adopt new bylaws shall be as outlined in Article XII of these bylaws.

## **ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS**

Section 1 – Election: Except for the president, all officers and Board Members shall be elected in the spring, in order for the president to file the list of new officers with the Illinois Reading Council office by **April 15**. I think this is now April 15 YES.

Section 2 – Nominating Committee: The Nominating Committee shall be composed of at least two (2) members appointed by the president and approved by the Board of Directors. The chair of the nominating committee shall be the Past President. The Committee shall prepare a slate of officer 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: Voting shall be by ballot by mail, email, or at a general meeting. Space shall be provided on the ballot form for write-in candidates or floor nominations. A plurality of the votes cast shall constitute an election. 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 IRA headquarters via the state/provincial coordinator, using the official forms provided by the IRC 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 such standing committees as specified in this article.

Section 2 – Mode of Appointment and Terms of Committees: The members of the standing and special committees shall be appointed by the president and shall serve for the term of the president unless otherwise specified in the charge to the committee.

Section 3 – Chairpersons of Standing and Special Committees: The chairperson of each standing committee shall be appointed yearly by the president and may serve more than one time.

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Section 4 – Executive Committee: This committee, made up of the President, Vice President, Past President, Secretary, Treasurer, and Membership Chair will perform the duties of the board of directors, following established policies, when the board is not in session.

Section 5 – Membership Committee: The chairperson of the Membership Committee shall keep an accurate record of total membership, including latest addresses and telephone numbers; provide the President and board members with such current lists; and plan ways to secure new members and retain present members.

Section 6 – Honor Council Committee: This committee will see that all aspects of the Honor Council program are completed by the established timelines. The chairperson of this committee shall be the Past President.

Section 7 – Nominating Committee: This committee will recommend a slate of nominees for office according to the bylaws of the council. The chairperson of this committee shall be the Past President.

Section 8 – Bylaws Committee: The Bylaws Committee shall study the bylaws of this council to determine if they are meeting current, as well as foreseeable, needs.

Section 9 – Program Committee: The president shall be the chairperson of the Program Committee. This committee shall finalize plans for all meetings. They shall be responsible for a calendar, which will contain the year's programs with meeting dates, times, and places. The calendar of events should be in the hands of all members not less than two (2) weeks before the fall meeting. The president shall be responsible for establishing a program agenda for the following year.

Section 10 – Publicity Committee: The Publicity Committee shall publicize all council meetings and activities and work with television and radio stations and local and state newspapers.

Section 11 – Awards Committee: This committee will coordinate the awards of this council, including but not limited to the Celebrate Literacy Award and the Ellen Drake Award.

Section 12 – Archives Committee: This committee will keep historical records of council activities with sample programs and photographs and will prepare and display a council exhibit at council meetings.

Section 13 – Governmental Relations Committee: The Governmental Relations Committee shall be responsible for sharing information with the council on state and national governmental issues related to the field of reading.

Section 14 – Newspaper in Education Committee: The Newspaper in Education Committee shall inform local council members concerning learning activities using newspapers and the dates of Newspaper in Education Week. The Illinois Reading Council Newspaper in Education material may be distributed at a general membership meeting.

Section 15 – Parents and Reading Committee: The Parents and Reading Committee shall be responsible for providing information to the local council on publications, workshops, and additional materials developed by the State Parents in Reading Committee.

Section 16 – Family Literacy Committee (Parents and Reading): This committee shall inform local council members of information given through IRC’s family literacy committee.

Section 17 – Number of Standing Committees: The number of standing committees and the number of members on each may be determined by the President and the Board of Directors.

Section 18 – Special Committees: Special committees may be authorized from time to time by the president and Board of Directors and shall serve for a specified period. Special committees may include, but are not limited to Short Story Contest, Book Fair, and Mini-Conference. The chairman and members of each committee shall be appointed by the president as needed.

#### **ARTICLE IX – REPRESENTATION AT THE ANNUAL ASSEMBLIES**

Section 1 – Representation at Annual Illinois Reading Council Meetings: Representation of the Southern Illinois Reading council at the IRC Board Meetings shall be in accordance with the bylaws of the Illinois Reading 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 the liabilities of the council shall revert to the International Reading Council.

#### **ARTICLE XII – AMENDMENTS**

Section 1 – Origin: Amendments to the bylaws shall be proposed by the Board of Directors through the Bylaws Committee. All proposed amendments shall be sent to the IRA State Coordinator at IRC.

Section 2 – Procedures for Amending: Amendments may be adopted by the affirmative vote of the [majority of](#) members present at a meeting.

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 IRA State Coordinator, and IRC office.