

# **WEST SUBURBAN READING COUNCIL**

## **BYLAWS**

**Revised May, 2025**

### **ARTICLE 1 – NAME AND AREA SERVED**

#### **SECTION 1 – Name**

The council shall be called **West Suburban Reading Council**, and referred to as West Sub or WSRC and shall be affiliated with the Illinois Reading Council and the International Literacy Association.

#### **SECTION 2 – Area Served**

West Suburban Reading Council shall serve the portion of DuPage County east of Route 83 and those parts of Cook County west of Austin Boulevard excluding all areas within the Chicago city limits.

### **ARTICLE 11 - NAME AND PURPOSE**

#### **SECTION 1 – Nature**

The West Suburban Reading Council is a professional organization of individuals focused on promoting and improving of all areas of literacy.

#### **SECTION 2 – Purposes**

The purposes of the council are (1) to form a partnership with the Illinois Reading Council (IRC) and the International Literacy Association (ILA) by promoting membership and participating in IRC and ILA sponsored activities, (2) to encourage the study of literacy at all educational levels, (3) to stimulate and promote research in literacy (4) to study the variables that

influence progress in literacy (5) to publish the results of pertinent and significant investigations and practices, to act as a clearinghouse for information and disseminate knowledge related to literacy, (6) to sponsor literacy events and meetings, (7) to promote mutual understanding and application of effective practices among educators in elementary school, middle school, high school, college/university, and leadership positions.

## **ARTICLE 111 – MEMBERSHIP AND DUES**

### **SECTION 1 – Eligibility**

Membership in the council is open to all persons engaged in the teaching or supervision of literacy at any school level, to parents, and to anyone interested in the purpose of the council.

### **SECTION 2 – Active Members**

Membership in the council becomes effective upon payment of council dues for the current year. All active members are encouraged to participate in all council activities.

### **SECTION 3 – Council Dues**

Dues for annual membership in the council is set by the Board of Directors of the Illinois Reading Council. Dues are payable to the Illinois Reading Council on an annual basis.

### **SECTION 4 – ILA Membership**

West Suburban Reading Council must be in good standing and entitled to representation at the meeting of the International Literacy Association Delegates Assembly if the Board President has paid current ILA dues.

## **ARTICLE 1V – Officers**

### **SECTION 1 – Officers**

Any member in good standing 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, president elect, vice president, past president, secretary, treasurer, and membership chairman.

### **SECTION 2 – Term of Office**

The office of president shall be a six-year commitment to West Suburban Reading Council. The president, having served a two year term, shall become the immediate past president. The president elect shall serve a two-year term and then succeed to the office of president. The vice president will serve a two-year term and then succeed to the office of President Elect. The terms of secretary and treasurer shall be for two years. However, these officers may serve a second term immediately following their first term, or may continue in office until a new successor is elected.

### **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 the President**

The president will act as the executive officer of the council, preside at all meetings of the council, chair meetings of the Board of

Directors, design and disseminate to all council members a calendar of essential dates, exercise general leadership and supervision over affairs of the council in implementing its purposes, and, will be an ex-officio member of all committees. The president or representative shall attend all IRC Board meetings. At the expiration of term of office, the president shall automatically become Past President, and serve as a member of the Board of Directors.

## **SECTION 5 – Duties of the Vice President**

The vice president shall serve as an ex officio member of the Board of Directors and as chairperson of the Program Committee, shall coordinate internal programs, and fulfill such duties as are assigned by the Board of Directors. The Vice President shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president. Should the office of the president become vacant, the vice president shall serve the unexpired portion of the president's term in addition to the term for which the vice president was elected. If for any reason the vice president is unable to assume the duties of president immediately, the Board shall assume the duties of the president.

## **SECTION 6 – Duties of the Secretary**

The secretary shall (1) record the events of all council meetings and all meetings of the Board of Directors; (2) keep a permanent record of the minutes of all meetings; (3) notify total membership of the date, time, and place of all general meetings at least two (2) weeks before the meeting; (4) 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; (5) handle correspondence and notices; (6) send articles and notices to IRC Office, IRC President, and ILA State Coordinator; and (7) cooperate fully with the successor by providing all West Suburban Reading Council records within thirty (30) days of retirement from office.

## **SECTION 7 – Duties of the Treasurer**

The treasurer shall (1) maintain accurate and current records; (2) have custody of the funds of the council which shall be deposited in the name of **West Suburban Reading Council**; (3) sign checks on behalf of the council; (4) cooperate fully with an annual audit; to include bank statements, receipts and any other materials deemed necessary and (5) within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

### **The Treasurer Shall Also:**

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 – Duties of the Membership Chairperson**

The membership chair shall be responsible to maintain membership roles for the council and for those sent to IRC and ILA. The chairperson shall be responsible for coordinating the membership promotional activities of the council.

## **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 to establish the yearly calendar. The Board of Directors shall be empowered to hold such meetings 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.

## **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 entire council shall be the legislative body of the organization and shall have full power and authority over the affairs of the council, within the limits set by the bylaws. The membership 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 all those council members present at a general meeting to vote in the council or responding by mail.

### **SECTION 4 – Meetings**

The council known as the **West Suburban Reading Council** shall meet a minimum of 3 times a year.

### **SECTION 5 – Notification of Meetings**

The president shall call meetings at any time deemed necessary. Meetings may also be called at the request of two (2) members of the Executive Board at least two (2) weeks in advance of the meeting. Newsletters, e-mail, telephone message, and IRC website will also be used.

### **SECTION 6 – Amendments to the Bylaws**

The council of the **West Suburban Reading Council** shall have the power to amend these bylaws as provided in Article XII.

## **ARTICLE VII – Nomination and Election of Officers**

### **SECTION 1 – Election**

Elections will be held prior to April 1.

### **SECTION 2 – Nominating Committee**

The Nominating Committee shall be composed of at least three (3) members appointed by the president and approved by the Board of Directors. The committee shall prepare a slate of nominees annually. Each nominee, excluding the president who is a member, may 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 – Method 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 after the slate from the Nominating Committee has been presented including a short vita of each nominee. Voting shall be by ballot and there shall be two (2) or more nominees for each vacant elective office if possible. 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 be distributed. The

results of the election shall be announced.

## **SECTION 4 – Reporting**

The president shall be responsible for reporting the newly elected officers to ILA headquarters via the Illinois State Coordinator, using the official forms provided by the Illinois Reading Council and the International Literacy 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 – Committee Structure**

The committees of the West Suburban Reading Council shall consist of standing committees 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.

### **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 by the West Suburban Reading Council.

## **SECTION 4 – Number of Members of Standing Committees**

The number of members of each standing committee shall be determined by the Board, provided that each committee shall not have fewer than three (3) members.

## **SECTION 5 – Mode of Appointment and Terms of Standing Committee**

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 6 – 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 17.

## **SECTION 7 – Executive Committee**

The Executive Committee shall be made up of all current officers and will perform the duties of the Board of Directors when the Board of Directors is not in session.

## **SECTION 8 – Budget Committee (Finance)**

The Budget Committee will examine the income and expenditures of the council and draft the annual budget.

## **SECTION 9 – Bylaws Committee**

The Bylaws Committee will review the bylaws and policy manual, make recommendations for revisions, and oversee the bylaws

amendment process as outlined in the council's current bylaws.

## **SECTION 10 – Community Projects Committee**

The Community Projects Committee will administer literacy awareness and literacy improvement projects in the area served by the council.

## **SECTION 11 – Membership Committee**

The Membership Committee will plan comprehensive membership campaigns that encompass the local, state/provincial, and international levels.

## **SECTION 12 – Nominating Committee**

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

## **SECTION 13 – Program Committee**

The program committee will plan programs to be conducted during the year.

## **SECTION 14 – Publicity Committee (Public Relations)**

The publicity committee will publicize the activities and programs of the council using a variety of print and non - print media.

## **Special Committees**

### **SECTION 15 – 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.

There shall be such special committees as specified in this article.

There shall be a carry-over of at least one member on each outgoing

special committee into the membership of the newly formed special committee.

## **SECTION 16 – Number of members of Special Committees**

The number of members of each special committee may be determined by the Board of Directors or the members at a council meeting. The number of members shall not be less than three (3).

## **SECTION 17 – Method of Appointment of Special Committees**

The members and chairpersons of special committees shall be appointed by the president with the approval of the Board of Directors and/or members at a council meeting.

## **SECTION 18 – Archives Committee**

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

## **SECTION 19 – Awards Committee**

The Awards Committee will plan and monitor all award programs conducted by the council.

## **SECTION 20 – Family Literacy Committee**

The Family Literacy Committee will plan programs and projects that promote family literacy, offer appropriate activities for children, and offer parents ways to help their children be more effective readers.

## **SECTION 21 – Honor Council Committee**

The Honor Council Committee will see that all aspects of the ILA Honor Council program and IRC Council of Excellence Award are

completed by the established timelines.

## **ARTICLE IX – Representation at the Annual Assemblies**

### **SECTION 1– Representation Annual State 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 the council, except in cases governed by the constitution, bylaws, and special rules adopted by the council.

## **ARTICLE XI – Dissolution**

In case of 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) a majority of the voting members present at a meeting of the council. All proposed amendments shall be sent to the Illinois Reading Council Office and

ILA State Coordinator for approval after presenting them to the members for adoption.

## **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 at the previous meeting, or 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 above shall be incorporated into these bylaws. Copies of all amendments shall be sent immediately to ILA State Coordinator for IRC, IRC Office, and Council Bylaws Chair.