

CONSTITUTION AND BYLAWS

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ARKANSAS READING ASSOCIATION

an affiliate of the

INTERNATIONAL READING ASSOCIATION

ARTICLE I: NAME

The name of this organization shall be the Arkansas Reading Association, an affiliate of the International Reading Association.

ARTICLE II: PURPOSES

The purposes of this association shall be:

1. To encourage the study of reading instruction at all educational levels throughout all Arkansas.
2. To study the various factors that influence progress in reading.
3. To disseminate to the various local councils knowledge regarding trends, research, and new developments in the teaching of reading.
4. To stimulate and promote research in developmental, creative, corrective, and remedial reading.
5. To assist in the development of more adequate teacher training programs.
6. To promote mutual understanding and cooperative work concerning reading among educators at all levels.
7. To sponsor the organization of new councils in areas not now adequately served by the International Reading Association.
8. To sponsor an annual reading conference, supported by the various local councils, with special emphasis upon improving professional standards in the teaching of reading and related language arts.

ARTICLE III: MEMBERSHIP

SECTION 1: Eligibility

The membership of the Arkansas Reading Association shall consist of all members in good standing of local councils of the International Reading Association in Arkansas. Members who live in areas where there is no local council may join the Arkansas Reading Association.

Section 2: Dues

Each council shall contribute \$10.00 per member annually to the support of the Arkansas Reading Association.

ARTICLE IV: OFFICERS

Section 1: Officers

1. The elected officers shall be a President, President-elect, Vice President, Recording Secretary, Treasurer, Parliamentarian, and Historian.
2. Any person who is a member in good standing of the International Reading Association, is a member of the local IRA council, and has served as a local president, shall be eligible to hold the office of President, President-elect, or Vice President of the Arkansas Reading Association.
3. Any person who is a member in good standing of the international Reading Association and a member of a local IRA council, shall be eligible to hold the office of Recording Secretary, Treasurer, Parliamentarian, or Historian of the Arkansas Reading Association.

Section 2: Term of Office

1. The term of office of each officer shall be one fiscal year. The Treasurer may serve three successive terms.
2. At the expiration of the Vice President's term of office, he/she shall become the President-elect for a period of one year.
3. At the expiration of the President-elect's term of office, he/she shall become the President for a period of one year.

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4. At the expiration of the President's term of office, he/she shall become the Past President for a period of one year.

Section 3: Election and Installation of State Officers

1. A call for nominations will be made by the nominating committee. The nominating committee will then present a slate of officers. Ballots will be mailed to each member of the Delegates' Assembly no later than March 10th and returned to the nominating committee no later than March 25th for a vote count. A majority of the votes cast shall be necessary for election.
2. Each officer shall assume the duties of the office at the beginning of the new fiscal year following election.
3. The fiscal year shall begin July 1 and end June 30.
4. Installation of officers shall be the first order of business at the annual Summer Leadership Workshop. All records will be transferred to the incoming officers no later than the Summer Leadership Workshop.

Section 4: Duties of the President

The President shall act as executive officer of the Arkansas Reading Association and shall preside at meetings of the Delegates' Assembly. The President shall: (1) act ex officio as chairman of the Executive Board; (2) call and preside at all meetings of the Executive Board; (3) carry out such duties as the Executive Board shall assign; (4) as newly installed President, shall assist the State Coordinator at the annual Summer Leadership Workshop; (5) appoint vacant standing committee chairpersons; and, (6) appoint other committees and chairpersons as needed.

Section 5: Duties of the President-elect

The President-elect shall: (1) serve as conference chairman; (2) assume and perform the duties of the President in the event of absence or incapacity of the President; (3) become President immediately and serve the unexpired portion of the President's term, should the office of President become vacant; and (4) fulfill such duties as are assigned by the Executive Board.

Section 6: Duties of the Vice President

The Vice President shall: (1) assist the President-elect with the fall conference; (2) become President-elect immediately and serve the unexpired portion of the

President-elect's term, should the office of President-elect become vacant; (3) chair the Administrator in Reading Award and, (4) fulfill such duties as assigned by the Executive Board.

Section 7: Duties of the Recording Secretary

The Recording Secretary shall: (1) execute the duties essential to the recording of all business and happenings at all general meetings and all meetings of the Executive Board; (2) keep a permanent book of the minutes of all meetings; (3) furnish a copy of such minutes to all members of the Executive Board and Delegates' Assembly; and, (4) at the end of each fiscal year, copies of the minutes shall be recorded with the State Coordinator to become a part of the permanent file.

Section 8: Duties of the Treasurer

The Treasurer shall: (1) have custody of the funds of the Arkansas Reading Association; (2) deposit said funds in the bank as directed by the Executive Board in the name of the Arkansas Reading Association; (3) sign checks for the disbursement of funds in the name of the Arkansas Reading Association; (4) be responsible for fiscal matters at the Annual Conference; and (5) maintain an accurate record of the money received and money disbursed on a favorable annual audit.

Section 9: Duties of the Historian

The Historian shall keep all items concerning activities of the Arkansas Reading Association. This collection will include all publicity which would be of historical value to the Association. The Historian will be in charge of setting up a display relating to the history of the Arkansas Reading Association at the fall conference.

Section 10: Duties of the Parliamentarian

The Parliamentarian shall act as advisor to the Executive Board and to the Delegates' Assembly in matters pertaining to interpretation of the Constitution and to parliamentary usage as found in *Robert's Rules of Order*.

Section 11: Duties of the Membership Director

The Membership Director shall: (1) be chairman of the membership committee of the state association; (2) keep membership records updated; (3) maintain a current statewide mailing list; (4) actively encourage membership in the Arkansas Reading Association and the International Reading Association; (5) work in cooperation with the State Coordinator; (6) be in charge

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of the membership booth at the State Conference; and (7) serve as ex officio member of the Executive Board.

Section 12: Interim Replacement of Officers

In the event of a vacancy of an office of the Arkansas Reading Association other than that of President, that vacancy shall be filled by the Executive Board until the next regular election.

ARTICLE V: EXECUTIVE BOARD

Section 1: Membership

The membership of the Executive Board shall include the elected officers of the Arkansas Reading Association, the immediate Past President, the State Coordinator, and the Director of Membership (ex officio).

Section 2: Duties

1. The Executive Board shall exercise supervision and control over all the activities of the Arkansas Reading Association and shall take such actions as are necessary to facilitate the purposes of the Arkansas Reading Association within the powers delegated by the Constitution and Bylaws.
2. The Executive Board shall be responsible for the expenditure of funds as outlined by the annual budget.
3. The Executive Board shall approve other expenditures as deemed necessary.

Section 3: Quorum

A quorum shall consist of a majority (51 per cent) of the members of the Executive Board.

Section 4: Meetings

The President may call such meetings of the Executive Board as are necessary to carry out the duties and responsibilities of the Executive Board. The President may call an electronic meeting of the Executive Board in the event the Executive Board cannot assemble. *

Section 5: Voting

Those with voting privileges include the elected officers of the Arkansas Reading Association, the immediate Past President, and the State Coordinator.

ARTICLE VI: COMMITTEES

Section 1: Committees

The members of the Executive Committee shall be the chairpersons of the standing committees: Parents and Reading, Legislative, Publicity, Studies and Research, Literacy, Newspaper in Education, and Student Membership. A written report shall be submitted by each outgoing committee chairperson.

Section 2: Selection

The chairpersons of the standing committees shall be appointed by the President for a two-year term and committees will alternate annually. Reappointments may be made by the President if a chairperson is unable to perform his/her duties.

Section 3: Members

The number of members of each of the committees shall be determined by the Executive Board.

Section 4: Finance Committee

The Finance Committee shall be chaired by the outgoing Treasurer and consist of the President, President-elect, and incoming Treasurer.

Section 5: Membership Director

The Executive Board shall appoint on or before April 1st annually, the Membership Director. The Membership Director may be reappointed.

ARTICLE VII: DELEGATES' ASSEMBLY

Section 1: Membership

The Delegates' Assembly shall be composed of all members of the Executive Board, Presidents and Presidents-elect of the local councils or other designees, chairpersons of standing committees, State Coordinator, and the Membership Director.

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Section 2: Duties

1. The Delegates' Assembly shall elect the officers of the Arkansas Reading Association.
2. The Delegates' Assembly shall serve as the final authority in matters concerning the Constitution and Bylaws of the Arkansas Reading Association.

ARTICLE VIII: MEETINGS

Section 1: Number

1. At least one regular conference of the Arkansas Reading Association shall be held each year, the time and place to be determined by the Executive Board.
2. A meeting of the Delegates' Assembly shall be convened annually, the time and place to be determined by the Executive Board. The President shall notify in writing all members of the Delegates' Assembly of the time and place of this meeting.
3. The annual Summer Leadership Workshop will be held with the time and place to be determined by the State Coordinator.

ARTICLE IX: REPRESENTATION - ANNUAL IRA ASSEMBLY

Representation of the Arkansas Reading Association at the Delegates' Assembly of the International Reading Association shall be in accordance with that specified by the Bylaws of the International Reading Association in Article VI, Section 1, which reads in part as follows: “. . . each state, provincial, regional, special interest council, or national affiliate of the Association shall be entitled to one representative provided the representative has paid dues for the current year to the Association. One person may represent only one council at the Assembly. A council may send an alternate for each representative; an alternate may vote only when the representative is absent . . .”

ARTICLE X: AMENDMENTS

Section 1: Origin

Proposed amendments may be submitted to the Delegates' Assembly by any local council or by the Executive Board. Written copies of proposed amendments must be forwarded to the President at least 45 days prior to the meeting at which they are to be acted upon by the Delegates' Assembly. The President, in turn, shall forward copies of the proposed amendments to each member of the Delegates' Assembly to reach them at least 30 days in advance of the meeting at which they are to be acted upon.

Section 2: Voting

Amendments may be adopted by a two-thirds majority or a quorum of the Delegates' Assembly, provided that a copy of the proposed amendment has been given to each member of the Delegates' Assembly at least 30 days in advance of the meeting.

ARTICLE XI: REFERENCE

Robert's Rules of Order shall serve as reference of authority regarding questions of procedure, order, and/or organization.

ARTICLE XII: DISSOLUTION

In case of the dissolution of the Arkansas Reading Association of the International Reading Association, any assets remaining after the payment of debts, or the provision thereof, will revert to the International Reading Association.

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