

for approval

CENTRAL ARKANSAS READING COUNCIL

INTERNATIONAL READING ASSOCIATION

Amended February 10, 2000

*will change date
when voted on*

Bylaws

ARTICLE I NAME

The Council shall be called the Central Arkansas Reading Council, serving Pulaski County, and shall be a professional organization for individuals who are genuinely concerned with the improvement of reading programs and teaching procedures, both developmental and remedial, for children and adults, and with providing adequate guidance in all situations in which reading serves as a vital aid to learning.

ARTICLE II NATURE AND PURPOSES

Section 1 – Nature. Central Arkansas Reading council shall be a professional organization of individual and institutional members who are concerned with the improvement of reading and the development of literacy.

Section 2 – Purposes. The purposes of the council shall be: (1) to encourage the study of reading problems in all educational levels; (2) to stimulate and promote research in developmental, creative, corrective, and remedial reading; (3) to study the various factors that influence progress in reading; (4) to publish the results of pertinent and significant investigations and practices; (5) to assist in the development of more adequate teacher-training programs; (6) to act as an intermediate clearing house for information relating to reading; (7) to disseminate knowledge helpful in the solution of problems related to reading; (8) to sponsor conferences and meetings planned to implement the purposes of the council and national association; (9) and to promote mutual understanding and cooperative work among educators in the elementary grades, middle school, junior high, high school, special areas, college, and leadership positions.

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 fiscal year beginning May 1, and ending April 30.

Section 3 – Council Dues. Dues for annual membership in the council shall be \$15.00 (\$10.00 State, \$5.00 local). Dues are payable to the treasurer for the fiscal year on or after May 1, and shall apply to the year beginning May 1, and ending April 30.

Section 4 – *International Reading Association 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.

Section 5 – *International Dues.* Membership in the International Reading Association is strongly recommended for all council members. Dues to the International Reading Association, which include voting and discount privileges, and journal subscription may be paid to the Council treasurer or paid directly to the IRA Headquarters.

Section 6 – *Arrears.* Any member, who has not paid local dues by January 1, becomes inactive. A member whose dues are delinquent should be notified immediately, before their name is eliminated.

ARTICLE IV OFFICERS

Section 1 – *Officers.* The elected officers shall be a president, president-elect, vice-president, past president, secretary and treasurer. Any member in good standing, who is also a member of the International Reading Association, is eligible to election as an officer of the council.

Section 2 – *Term of Office.* The term of office of the president-elect shall be two years. The president-elect shall then automatically succeed to the office of president for two years. At the expiration of the two years in office, the president shall become past president for a period of two years. The term of the treasurer and secretary shall be two years, and shall be elected in alternating years with the president-elect and vice-president.

Section 3 – *Time of Assuming Office.* Each officer shall assume the duties of office upon installation, following election at the annual meeting in spring and shall continue to serve for the duration of the term.

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 appoint all committees; shall act ex-officio as chairman of the Executive Board and shall exercise general leadership and supervision over the affairs of the council in implementing its purpose.

Section 5 – *Expiration of the President's Term.* At the expiration of the term of office, the president shall automatically become the past president for a period of two years. The past president shall serve as a member of the Executive Board.

Section 6 – *Duties of the President-elect.* The president-elect shall serve as a member of the Executive Board, as chairperson of the Program Committee, and shall coordinate internal programs (*regularly scheduled council meetings*). The president-elect 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 president-elect shall become president immediately and shall serve the unexpired portion of the president's term in addition to the two years for which he was elected. If the president and president-elect are incapacitated or resign, the vice-president shall serve as acting president until such time as a special or next regular election can be held.

Section 7 – Duties of the Vice-president. The vice president shall serve as a member of the Executive Board, as a member of the Program Committee, and as a coordinator of external programs (*special projects and activities involving facets of the community such as Young Authors' Conference, parent involvement, etc.*). Should the office of president-elect become vacant, the vice president shall serve the unexpired portion of the president-elect's term in addition to the term to which the vice president was elected.

Section 8 – Duties of the Treasurer. The treasurer shall: (1) execute the duties essential to the maintenance of accurate and up-to-date records; (2) have custody of the funds of the council which shall be deposited in the name of Central Arkansas Reading Council of the International Reading Association; (3) collect dues and other monies due the council; (4) remind members who need to be reminded that dues are due; (5) sign checks and drafts on behalf of the council for the disbursement of funds, in accordance with the approval of the board; (6) cooperate fully with an annual audit and within thirty days of his retirement from office, shall turn over to the successor all funds, accounts, and books of the treasurer.

Section 9 – Duties of the Secretary. The secretary shall: (1) execute the duties essential to the recording at all business and happenings of all general meetings and all meetings of the Executive Board; (2) keep a permanent book of the minutes of all meetings; (3) keep an accurate record of total membership including latest addresses and telephone numbers; (4) cooperate fully with directions from general meetings and/or Executive Board regarding needed correspondence and notices.

ARTICLE V EXECUTIVE BOARD

Section 1 – Function. The Executive Board 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 general business meetings and shall report its actions at the next general meeting for approval.

Section 2 – Composition. The Executive Board shall consist of the past president, the president, the president-elect, the vice-president, the secretary, the treasurer, and the membership director.

Section 3 – Meetings. The first Executive Board meeting shall be held not later than July in order that the Standing Committees may be appointed with a greater part of their official year remaining for their specific work. Also, the yearly calendar shall be established with the Program Committee. The Executive Board shall be empowered to hold such meetings, on the call of the president, as it shall deem necessary, and at such times and places as the president may determine. Not less than three meetings shall be held a year. A meeting immediately before or after a general meeting is recommended for some of the Executive Board meetings.

Section 4 – Quorum. A quorum for a meeting of the Executive Board shall consist of four members.

ARTICLE VI ASSEMBLY

Section 1 – Composition. The assembly shall consist of the Executive Board and all other members of the council.

Section 2 – Function. The assembly shall be the legislative body of the Central Arkansas Reading 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 Executive Board and accept or reject them.

Section 3 – Quorum. A quorum shall consist of a majority of those present and eligible to vote in the assembly.

Section 4 – Meetings. The assembly of Central Arkansas Reading Council shall meet at least three (3) times a year.

Section 5 – Notification of Meeting. The director of membership shall notify all members one (1) week in advance of each meeting as to date, time, and place.

Section 6 – Amendments to the Bylaws. The assembly of the Central Arkansas Reading Council shall have the power to amend these bylaws as provided in Article XI.

ARTICLE VII ELECTIONS

Section 1 – Mode of Election. All offices on the slate, excluding the president, shall be elected at the annual meeting in spring. The president-elect and vice-president will be elected in alternating years with the secretary and the treasurer. After the slate from the nominating committee has been presented, the president shall give an opportunity to propose nominations from the floor for each office. If there should be more than one nominee for any office, voting shall be by ballot and a majority of the votes cast shall be necessary for election.

Section 2 – Nominating Committee. The Nominating Committee shall prepare a slate of nominees annually. Advance consent shall be secured by the Nominating Committee from each candidate. 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 – Term of Office. The term of office of each elected member shall begin upon installation following the annual meeting in spring and run for two years.

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.

ARTICLE VIII COMMITTEES

Section 1 – *Standing Committees.* There shall be such standing committees as specified in Sections 2 through 10 of this Article. There shall be a carry-over of two (2) members on each outgoing Standing Committee into the membership of the newly formed Standing Committees.

Section 2 – *Membership Committee.* The Membership Committee shall be responsible for plans to secure new members. This committee shall be responsible for a Yearbook/Directory. This Yearbook/Directory will contain the year's program with meeting dates, time, and places. It will also contain the names of the officers and members with their addresses and telephone numbers. The Chair shall be the Director of Membership. The Director of Membership shall serve as a member of the Executive Board. The Membership Director will notify the total membership of all general meetings at least one week before the meeting as to date, time, and place and circulate proposed amendments to each member at least two weeks in advance of the meeting at which the amendments are to be voted upon.

Section 3 – *Program Committee.* The Program Committee shall make plans for the meeting of the council, except that the president-elect shall be responsible for planning the annual meeting with program committee, the plans for which shall be approved by the Executive Board. The president-elect shall be the Chair of the Program Committee.

Section 4 – *Nominating Committee.* The Nominating Committee shall be composed of at least three (3) members appointed by the president with the approval of the Executive Board. The Nominating Committee shall prepare a slate of nominees annually. Advance consent shall be secured by the Nominating Committee from the candidate. The Chair shall be the immediate past president.

Section 5 – *Budget Committee.* The Budget Committee shall examine the income and expenditures of the council and shall be responsible for preparing the annual budget prior to the meeting of the Assembly. Members of the Budget Committee shall be the president, past president, president-elect, and three or more members of the council. An annual audit shall be conducted by the president, president-elect, the incoming and outgoing treasurer and any other appointees, as the president shall deem necessary.

Section 6 – *Rules Committee.* The Rules Committee shall continuously study the bylaws of this council to determine if they are meeting the current needs as well as foreseeable future needs. The chair shall be the immediate past president.

Section 7 – *Number of Standing Committees.* The number of standing committees may be increased or decreased upon recommendation of the Executive Board and approved by a majority of the votes cast at the assembly.

Section 8 – *Mode of Appointment and Terms.* The members of the standing committees shall be appointed by the president with the approval of the Executive Board.

Section 9 – *Chairperson.* The Chairperson of each standing committee shall be appointed yearly by the president with the approval of the Executive Board,

except as specified in Article IV, Section 6, the chairperson of the Program Committee.

Section 10 – *Temporary Committees.* Temporary or special committees may be authorized from time to time by the Executive Board of the council members at a general meeting and shall serve for the period specified.

Section 11 – *Number of Members.* The number of members of each temporary committee may be determined by the Executive Board or the council members at a general meeting provided the number is not to be fewer than three.

Section 12 – *Mode of Appointment.* The members of temporary committees and the chairmen shall be appointed by the president with the approval of the Executive Board and/or members at a general meeting.

ARTICLE IX REPRESENTATION AT THE ANNUAL ASSEMBLY

Section 1 – *Representation Annual IRA Assembly.* The representation 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 Local Council of 10-50 members who have paid current dues to the International Reading Association shall be entitled to one delegate and an additional delegate for each 50 additional members who have paid current dues to the Association . . . One person may represent only one council in the Assembly. A council may send an alternate for each delegate: an alternate may vote only when the delegate is absent. ”

Section 2 – *Representation Annual State Assembly.* The representation shall be in accordance with that specified by the bylaws of the State 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 International Reading Association.

ARTICLE XII AMENDMENTS

Section 1 – *Origin.* Amendments to the bylaws shall be proposed by (1) a quorum of the Executive Board; (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 International Reading Association Headquarters for approval before 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 IRA Headquarters and to the state/provincial president and coordinator.