

APR 12/2/99  
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**El Dorado Reading Council  
By-laws  
Revised 1999**

**Article I- Name and Area Served:**

The Council shall be called The El Dorado Reading Council, herein after sometimes referred to as "Reading Council". The El Dorado Reading Council will serve El Dorado School District # 15 within Union County.

**Article II- Nature and Purpose**

Section 1-Nature: The El Dorado Reading Council shall be a professional organization of individuals concerned with the promotion and improvement of reading.

Section 2- Purposes: The purposes of the Reading Council are (1) to form a partnership with the International Reading Association by the promotion of membership and participation in IRA sponsored council activities; (2) to encourage and develop an appreciation of the value of reading; (3) to encourage research and methods which enhance developmental and creative reading practices; (4) to assist in the development of improved teacher-training programs; (5) to act as a clearinghouse for information relating to reading; (6) to sponsor cooperation among educators and parents in elementary, middle and high school, 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 instruction or supervision of reading at any level, to parents and to all other persons interested in the purposes of the Reading Council.

Section 2- Active Members: Membership in the Reading Council shall become effective upon payment of council dues for the fiscal year beginning July 1 and ending June 30.

Section 3- Council Dues: Dues for annual membership in the council shall be set by the Board of Directors with the approval of the assembly. Dues are payable to the council for the fiscal year on or after the preceding May and shall apply to the year beginning July 1 and ending June 30.

Section 4- Arrears: Any member who has not paid local dues by July 1 becomes inactive. A member whose dues are delinquent shall be notified immediately before his or her name is removed from the membership roster.

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. IRA membership entitles members to certain benefits and services.

Section 6- IRA Dues: Membership in the International Reading Association is strongly recommended for all council members. Dues to the International Reading Association 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, a president-elect, secretary, treasurer, historian, and Director of Membership. 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: The term of office of president-elect shall be for one year. The president-elect shall automatically succeed to the office of president for a period of one year. The terms of secretary, treasurer, historian and director of membership shall be for one year; however, these officers may serve a second term immediately following their first.

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 officer 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 President-elect: The president-elect shall serve as an ex officio member of the Board of Directors and as chairperson of the Program Committee. In the event of the president's absence, incapacity, or resignation, the president-elect shall become president immediately and shall serve the remaining portion of the president's term. The president-elect shall also serve the full year for which she was elected. If the president and president-elect are incapacitated or resign, the secretary shall serve as acting president until such time that a regular or special election can be held.

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 book of the minutes of all meetings,(3)notify total membership of the date, time, and place of all general meetings at least two weeks before the meeting, (4) circulate proposed amendments to each member at least thirty 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 International Reading Association Headquarters and the state president and coordinator, and (7) cooperate fully with the successor by turning over up-to-date records within thirty days of retirement from office.

Section 7-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 the El Dorado

Reading Council of the International Reading Association; (3) collect dues and money due to the council; (4) sign checks on behalf of the council for the disbursement of funds and (5) within thirty (30) days of retirement from office, turn over to the successor all funds, accounts and books of the treasurer.

Section 8- Director of Membership: The director of membership shall (1) keep an accurate record of total members in the El Dorado Reading Council, including addresses and telephone numbers; (2) keep a record of all members of the International Reading Association and their expiration dates; (3) plan and carry out programs designed to recruit new members and to encourage current members to renew their membership; provide a current membership roster to the officers of the council, as well as to other IRA personnel who may request such information; and (4) within thirty (30) days of retirement from office, turn over to the successor all up-to-date records.

#### **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 standing committees may be appointed with the greater part of the 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 such meetings as it shall deem necessary on the call of the president.

Section 4- Quorum: A quorum is established when 60% of the board members are present.

#### **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 20% of all those eligible to vote in the assembly.

Section 4- Meetings: The assembly of the El Dorado Reading Council shall meet no less than three (3) times per year. Notice shall be given to each member of the time, place, and date of the meeting at least one week before the meeting.

Section 5- Amendments to the Bylaws: The assembly of the El Dorado 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: All officers, except the president, shall be elected 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 must be a member of International Reading Association. Advance consent to serve if elected from each nominee shall be secured by the committee.

Section 3 - Mode of Election: At the meeting when the election of officers will take place (usually the April Meeting), 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 office. Space shall be provided on the ballot forms 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 the IRA headquarters via the state coordinator, using the official forms provided by the International Reading Association by the date on the form.

Section 5 - Term of Office: Each elected officer shall assume the duties of office on July 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 Sections 2 through 12 of this article. There shall be a carry-over of two members on each outgoing standing committee into the membership of the newly formed committees

Section 2 - 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 at the assembly.

Section 3 - 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 members.

Section 4 - Mode of Appointment and terms of Standing Committees: The members of the standing committees shall be appointed by the president and with the approval of the Board of Directors and shall serve for the term of the president and otherwise specified in the charge to the committee.

Section 5 - Chairpersons and Standing Committees: The chairpersons 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 6.

Section 6 - Special Committees: Special committees may be authorized from time to time by the Board of Directors at a council meeting and shall serve for a specified time.

Section 7 - 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 3.

Section 8 - Mode of Appointment of Special Committees: The members and chairpersons of special committees shall be appointed by the president and with the approval of the Board of Directors/ and or members at a council meeting..

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- Executive Committee: The Executive will perform the duties of the Board of directors, following established policies, when the board is not in session.

Section 11 - Membership Committee: The Membership Committee will plan comprehensive membership campaigns that encompass the local, state, and international levels.

Section 12- Nominating Committee: The nominating Committee will recommend a slate of officers 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: The Publicity Committee will publicize the activities and programs of the council using a variety of print and non-print media.

#### **Article IX- Representation at the Annual Assemblies:**

Section 1- Representation at Annual IRA Assembly: Representation of El Dorado 1 Council at the Delegates Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association as specified in Article VII, 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 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 at Annual State Assembly: Representation of the council of the state assembly shall be in accordance with the state bylaws .

#### **Article X- Parliamentary Authority:**

The rules contained in Robert's Rules of Order 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 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 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 thirty (30) days in advance of the meeting at which the voting on the amendments is to take place.

Section #-*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 president and coordinator.