

4/13/89

BYLAWS OF THE GRANT COUNTY READING COUNCIL

ARTICLE I: Name and Area Served

The council shall be called the Grant County Reading Council, serving the area of Grant County and surrounding schools.

ARTICLE II: Nature and Purposes

Section 1--Nature: The Grant County Reading Council shall be a professional organization of individuals who are concerned with the improvement of reading.

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 clearinghouse for information relating to reading; 7) to disseminate knowledge helpful in the solution of problems related to reading; 8) to sponsor conferences and meetings; 9) to promote mutual understanding and cooperation and cooperative work among educators in the elementary grades, 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.¹

Section 2--Active Members: Membership in the 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 1 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 the name is eliminated.

Section 5--International Dues: Membership in the International Reading Association shall be strongly recommended. Dues to the International Reading Association, which provide members with benefits and services dependent upon the type of membership, may be paid to the council or directly to IRA Headquarters.

ARTICLE IV: Officers

Section 1--Officers: The elected officers of the council shall be vice president, president-elect, president, a treasurer, a recording secretary, and a corresponding secretary. The final three offices may be combined. Any member in good standing who is also a member of the International Reading Association, is eligible to be an officer of the council.

¹ Exception: Membership in a special interest council should be restricted to persons interested in a particular aspect of reading or to a specific group of people that the special interest council is intended to serve.

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Rationale: All elected officers of IRA councils MUST hold current membership in the International Reading Association. Officers need to be aware of the ongoing activities of the Association so they can effectively report on IRA current events and achievements to their council members.

Section 2--Term 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. The terms of treasurer, recording secretary, and corresponding secretary shall be one year; however, these officers may serve a second term immediately following their first term of office.

Section 3--Time of Assuming Office: Each officer shall assume their duties of office on July 1, following the spring election.

Section 4--Duties of Vice President and President-Elect: 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,² as a member of the Membership Committee, and as coordinator of external programs,³ and fulfill such other 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 president become vacant, the vice president shall become president immediately and shall serve the unexpired portion of the president's term in addition to the year for which the vice president was elected.

Section 5--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 6--Duties of Treasurer: The treasurer shall: 1) maintain accurate and up-to-date records; 2) have custody of the funds of the council which shall be deposited in the name of Grant County Reading Council of the International Reading Association; 3) sign checks on behalf of the council; 4) provide a bond for an amount fixed by the Board of Directors, the bond to be filed with the president; 5) cooperate fully with an annual audit and, within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 7--Duties of Recording Secretary: The recording secretary shall: 1) record the happenings of all council meetings and all meetings of the Board of Directors; 2) keep a permanent book of the minutes of all meetings; 3) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

²Internal programs are regularly scheduled council meetings.

³External programs are special projects and activities involving facets of the community at large, such as Young Authors' Conference, parent involvement, etc.

ARTICLE VII: Nomination and Election of Officers

Section 1--Election: All officers, except president, shall be elected in the spring.

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 the International Reading Association. Advance consent from each nominee shall be secured by the Committee.

Section 3--Mode 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. 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 for the two (2) highest nominees shall then be distributed. The results of the election shall then be announced.

OR

If voting is to be by mail, the ballot and a short vita of each nominee shall be mailed to each active member of the council at least four (4) weeks prior to the date the ballots are to be counted. There shall be two (2) or more nominees for each vacant elective office, space shall be provided for write-in candidates, and the date for the return of the ballot shall be clearly stated on the ballot. On the date specified on the ballot, the votes shall be counted by the Nominating Committee and the results reported to the president in office at the time. A plurality of the votes cast shall constitute an election. In case of a tie, a ballot for the two (2) highest nominees shall be distributed by mail following the same procedure described above or shall be distributed at the next council meeting, following directions described in the first paragraph of this section. The results of the election shall be announced at the next council meeting or by newsletter or mailed announcement.

The president shall be responsible for reporting the newly elected officers to IRA Headquarters and to the state/provincial president, vice president, and coordinator before May 15, using the official forms provided by IRA.

Section 4--Term of Office: Each elected officer shall assume the duties of office on July 1 following the spring election and shall continue to serve for the duration of the term.

ARTICLE VIII: Committees

Section 1--Standing Committees: There shall be such standing committees as specified in Section 2 through 11 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 committee.

Section 2--Executive Committee: The Executive Committee shall be composed of the president (who shall serve as chairperson), the vice president, and the president-elect. Members of the Executive Committee shall serve on the Budget Committee; shall prepare the agenda for the Board of Directors and of the assembly; shall review reports of all committees prior to the meetings of the Board of Directors and of the assembly; and shall perform other responsibilities as directed by the chairperson. The committee shall meet at the call of the chairperson.

Section 3--Publicity Committee: The Publicity Committee shall publicize all council meetings and activities and work with television and radio stations and local and state newspapers. Persons representing various interests in reading--public school administrators, public school teachers, college administrators and/or teachers--shall compose the committee.

Section 4--Committee on Studies and Research: The Committee on Studies and Research shall seek to disseminate reasearch information throughout the council. They shall encourage the members to study issues that merit their efforts.

Section 5--Membership Committee: The Committee on Membership shall: 1) collect dues and turn all money over to the treasurer; 2) keep an accurate record of total membership, including latest addresses and telephone numbers; 3) provide every board member and committee chairperson with such current list; 4) notify all members when their dues are due; 5) plan ways to secure new members and retain present members. The president-elect shall serve as a member of this committee.

Section 6--Program Committee: The vice president shall be chairperson of the Program Committee. This committee shall make plans for all meetings and be responsible for a yearbook which will contain the year's programs with meeting dates, times, and places. It will also contain the names, addresses and telephone numbers of the officers, committee chairpersons, and members. The yearbook should be in the hands of all members not less than two (2) weeks before the fall meeting.

Section 7--Nominating Committee: The Nominating Committee shall function as defined in Article VII, Sections 2 and 3 of these bylaws.

Section 8--Evaluation Committee: The Evaluation Committee shall review continuously the activities of the council to be certain that all levels of interest are represented properly in publicity, programs, and research.

Section 9--Budget Committee: The Budget Committee shall examine the income and expenditures of the council and shall be responsible for preparing the annual budget. Members of the committee shall be the president, vice president, president-elect, treasurer, and three (3) or more members of the council.

Section 10--Auditing Committee: The Auditing Committee shall make an annual audit to be presented at the first meeting of the fiscal year.

Section 11--Bylaws Committee: The Bylaws Committee shall continuously study the bylaws of this council to determine if they are meeting current, as well as foreseeable, needs.

Section 12--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 13--Number of Members of Standing Committee: 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 14--Mode of Appointment and Terms of Standing Committees: 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 15--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 6.

Section 16--Special Committees: Special committees may be authorized from time to time by the Board of Directors or members at a council meeting and shall serve for a specified period.

Section 17--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 18--Mode of Appointment of Special Committee: 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.

ARTICLE IX: Representation at the Annual Assemblies

Section 1--Representation Annual IRA Assembly: Representation of Grant County Reading 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 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 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."⁴

Section 2--Representation Annual State/Provincial Assembly: Representation of the Grant County Reading 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 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 will revert to the International Reading Association.

Rationale: It is necessary for this article to be included in the bylaws of all U.S. councils in order to fulfill the requirements of the IRA Group Income Tax Exemption. All IRA councils are included in the group exemption under the provisions of Section 501 (c) (3) of the Internal Revenue Code for nonprofit organizations--this is why councils are also required to obtain an Employer Identification Number from the Internal Revenue Service. This clause in the bylaws is also important when a council applies for a nonprofit mailing permit.

⁴Exception: Excerpt for special interest councils should read; "Each...special interest council of the [International Reading] Association shall be entitled to one delegate, provided the delegate has paid dues for the current year to the [International Reading] 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.

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) by a majority of the voting members present at a meeting of the council. All proposed amendments shall be sent to the Council Coordinator at IRA 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 first at the previous meeting, and/or the proposed amendments circulated to each voting member at least thirty (30) days in advance of the meeting at which the voting of the amendments is to take place.

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 Council Coordinator at IRA Headquarters and to the state/provincial president and coordinator.