

Bylaws for the Mountain Home Area Reading Council

- Article I**
Name
- The council shall be called the Mountain Home Area Reading Council, serving the Baxter County Area, hereinafter, sometimes referred to as the “Mtn. Home ARC” or the “Council.”
- Article II**
Nature & Purpose
- Section 1 – Nature.** The Mtn. Home ARC shall be a professional organization of individuals concerned with the improvement of reading.
- Section 2 – Purposes.** The purposes of the council should be: (1) to form a partnership with the International Reading Association by promoting membership and participating in IRA sponsored council activities; (2) to encourage the study of reading problems at all education levels; (3) to stimulate and promote research in developmental, creative, corrective, and remedial reading; (4) to study the various factors that influence progress in reading; (5) to publish the results of pertinent and significant investigations and practices; (6) to assist in the development of improved teacher-training programs; (7) to act as a clearinghouse for information relating to reading; (8) to disseminate knowledge helpful for solving problems related to reading; (9) to sponsor conferences and meetings; (10) to promote mutual understanding and cooperation among educators in elementary school, junior high, high school, special areas, college, and leadership positions.
- Article III**
Membership & Dues
- Section 1 – Eligibility.** Membership in the Council shall be open to all persons engaged in promoting reading and literacy.
- 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 are set at \$10.00. 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 his or her name is eliminated from the membership roster on October 1.
- 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.
- Section 6 – IRA Dues.** Membership in the International Reading Association is strongly recommended for all Council members. Dues to the International Reading Association, which entitle members to certain benefits and services, 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 are President, Vice-President, Secretary, Treasurer, Director of Membership, and Director of Student 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 terms of office of the President and Vice-President shall be one year. Officers may serve up to two consecutive terms.
- Section 3 – Time of Assuming Office.** Each officer shall assume the duties of office on July 1, following the election.
- 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 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 Vice President. The Vice-President shall serve as an ex officio member of the Board of Directors, as a member of the Program Committee, and as coordinator of external programs. The Vice-President shall assume and perform the duties of the President in the event of absence, resignation, or the inability to perform duties. Should the office of the president become vacant, the Vice-President shall serve the un-expired portion of the President's term.

Section 6 – Duties of 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 (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 the International Reading Association Headquarters and the state/provincial president and coordinator; (7) cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 7 – 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 Mountain Home Area Reading Council; (3) sign checks on behalf of the council; (4) cooperate fully with an annual audit, 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) maintain up-to-date records of all current members; (2) notify IRA/ARA membership with any changes; (3) post information about meetings at schools and other interest areas; (4) order and keep a supply of membership information; (5) distribute membership information at community events; (6) recruit new members; and (7) cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 9- Director of Student membership. The Director of Student Membership shall (1) work in conjunction with the Director of Membership; (2) recruit student members; (3) post announcements of meetings and council happenings on campuses; and (3) cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 10 – Interim Replacement. In the event of a vacancy in the office of Vice-President, Treasurer, Secretary, Director of Membership, or Director of Student Membership, the Board of Directors shall have the power to fill the vacancy until the next regular election.

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, at such times and places as the President may determine. No less than three (3) meetings shall be held each year.

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 Mtn. Home ARC shall meet at least four times yearly.

Section 5 – Notification of Meetings. At least two (2) weeks in advance of each meeting, the Secretary shall notify all members of the date, time, and place of the meeting.

Section 6 – Amendments to the Bylaws. The assembly of the Mtn. HomeARC shall exercise the power to amend these bylaws as provided in Article XII.

Article VII
Nominations
& elections
of officers

Section 1 – Election. All offices are yearly positions. Nominations for officers shall be made to the Secretary by April 1. Officers shall be elected prior to May 15 and take over duties by July 1.

Section 2 – Nominating Committee. The Nominating Committee shall be composed of at least three (3) members of the council. The committee shall prepare a slate of nominees annually.

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 – 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. Voting shall be by ballot. Space shall be provided on the ballot form for the names of candidates nominated from the floor. In case of a tie, a ballot naming the nominees tied for the most votes shall then be distributed. The results of the election shall be announced.

Section 4-Officer Replacement policy. If an officer resigns his/her post or fails to perform his/her duties, the Board of Directors will fill vacancies.

Section 5 – 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.

Section 6 – Term of Office. Each elected officer shall assume the duties of office on July 1 following the election and shall continue to serve through June 30.

Article VIII
Committees

Section 1 – Standing Committees. There shall be such standing committees as specified in Section 2 through 11 of this article.

- A. *Number of Standing Committees.* The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors.
- B. *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.
- C. *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.
- D. *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.

Section 2-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

- A. *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).
- B. *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 of the Council meeting.
- C. *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.
- D. *Awards Committee* will plan and monitor all award programs conducted by the council.
- E. *Budget Committee (finance)* will examine the income and expenditures of the council and draft the annual budget.
- F. *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.
- G. *Community Projects and Programs Committee* will administer literacy awareness and literacy improvement projects in the area served by the council.
- H. *Executive Committee* will perform the duties of the Board of Directors, following established policies, when the board is not in session.
- I. *Family Literacy Committee (Parents and Reading)* 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.
- J. *Membership Committee* will plan comprehensive membership campaigns that encompass the local, state/provincial, and international levels.
- K. *Program Committee* will plan programs to be conducted during the year.
- L. *Publicity Committee (Public Relations)* will publicize the activities and programs of the Council using a variety of print and non-print media.

Article IX
Representation
At annual
assemblies

Section 1 – Representation Annual IRA Assembly. Representation of the Mtn. Home ARC at the Delegates Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association as specified in the current International Reading Association Bylaws, which reads 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.”

Exception: “Each...special interest council of the Association shall be entitled to one delegate, provided the delegate has paid dues for the current year 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/Provincial Assembly. Representation of the Council at the annual state/provincial assembly shall be in accordance with the bylaws of the state/provincial council.

Article X
Parliamentary
Authority

The rules contained in *Robert's Rule 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 Board of Directors; (2) the Bylaws Committee; (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-third of the members present at a meeting of the council. 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.