

PROPOSED BYLAWS FOR  
ON THE BORDER COUNCIL  
LOCAL READING ASSOCIATION

ARTICLE I - Name and Area Served

The council shall be called the On the Border Council, serving the area of ~~Western Arkansas~~ (Sebastian County, Arkansas.) *and city of Manfield in Scott County.*

ARTICLE II - Nature and Purposes

Section 1-Nature: The On the Border Council shall be a professional organizational 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 educational 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 sponsor conferences and meetings; (10) to promote mutual understanding and cooperation among educators in elementary school, junior high, high school, special areas, college, leadership positions, parents, and community.

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 school year beginning September 15 and ending September 14.

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 August 15 and shall apply to the year beginning September 15 and ending September 14.

Section 4-Arrears: Any member who has not paid local dues by October 1 becomes

inactive. A member whose dues are delinquent shall be notified immediately, before his or her name is eliminated 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.

Section 6-IRA Dues: Membership in the International Reading Association is strongly recommended for all council members. Dues to the IRA, 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 shall be a president, vice president/president-elect, recording/corresponding secretary, and treasurer. Any member in good standing who is also a member of the IRA is eligible to be an officer of the council.

Section 2-Term of Office: The term of office of the vice president/president-elect shall be two years. The vice president shall then automatically succeed to the office of president for two years. The terms of treasurer, recording/corresponding secretary shall be for two years; however the 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 the 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 the Vice President/President-elect: The vice president shall serve as an ex officio member of the Board of Directors, as chairperson 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 the absence, incapacity, or resignation of the president. Should the office of president become

vacant, the vice president shall serve the unexpired portion of the president's term in addition to the term for which the president was elected.

Section 6-Duties of Recording/Corresponding secretary: The secretary shall (1) record events of all council meetings and all meetings of the Board of Directors; (2) keep a permanent book of the minutes of all meetings; cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office; (4) notify total membership of the date, time, and place of all general meetings at least two (2) weeks before the meeting; (5) 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; (handle correspondence and notices; (send articles and notices to IRA Headquarters and the state/provincial president and coordinator; (8) 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 On the Border Council of the International Reading Association; (3) sign checks on behalf of the council; (4) provide a bond for the amount fixed by the Board of Directors, the bond to be filed with the president; (5) cooperate fully with an annual audit, and (6) within thirty (30) days of retirement from office, turnover to the successor all funds, accounts, and books of the treasurer.

Section 8-Interim Replacement: In the event of a vacancy in the office of vice president/president elect, treasurer, or recording/corresponding secretary, 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 On the Border Council shall meet at least three (3) times per year.

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

Section 6-Amendments to the Bylaws: The assembly of On the Border 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 shall be elected prior to June 1. The IRA memberships for the officers shall be concurrent with IRA membership requirements.

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.

Section 3-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 4-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 5-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 6-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 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 three (3).

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

Section 9-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.

Section 10-Awards Committee: will plan and monitor all award programs conducted by the council.

Section 11-Budget Committee (Finance): will examine the income and expenditures of the council and draft the annual budget.

Section 12-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.

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 nomination 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. 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 naming the nominees tied for most votes 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. Space shall be provided for write-in candidates, and the date for 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. A tie shall be broken at the next council meeting.

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 IRA by the date specified on the form.

Section 5-Term of Office: Each elected officer shall assume the duties of office on or before September 15 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 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-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 at the Assembly.

Section 13-Community Projects and Programs Committee: will administer literacy awareness and literacy improvement projects in the area served by the council.

Section 14-Executive Committee: will perform the duties of the board of directors, following established policies, when the board is not in session.

Section 15-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.

Section 16-Honor Council Committee will see that all aspects of the Honor Council program are completed by the established time lines. (This charge may be given to the Awards Committee along with the Local Council Community Service Award, the Exemplary Reading Program Award, The Award of Excellence, etc., r each award may be monitored by separate committees.)

Section 17-Intellectual Freedom Committee will monitor challenges to intellectual freedom.

Section 18-International Projects/Programs Committee will administer projects and programs designed to promote literacy outside the United States and Canada.

Section 19-Legislative Committee will explore issues to be considered by the council, make recommendations, and prepare implementation plans.

Section 20-Membership Committee will plan comprehensive membership campaigns that encompass the local, state/provincial, and international levels.

Section 21-Newspaper in Education Committee will plan appropriate council activities for Newspaper in Education Week.

Section 22-Nominating Committee will recommend a slate of nominees for office according to the bylaws of the council.

Section 23-Program Committee will plan programs to be conducted during the year.

Section 24-Publication Committee will direct the publication of council materials.

Section 25-Publicity Committee (Public Relations) will publicize the activities and

programs of the council using a variety of print and non-print media.

Section 26-Studies and Research Committee will explore research issues and disseminate information about reading research.

Section 27-Young Writers' Committee will involve students in activities that further their interest in, and development of, reading and writing skills.

#### ARTICLE IX - Representation at the Annual Assemblies

Section 1-Representation Annual IRA Assembly: Representation of the 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 the current International Reading Association Bylaws, which read 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/Provincial Assembly: Representation of the 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 the 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.

*Rationale: Assets remaining will be held in escrow for a period of three years following dissolution. In the event the council is rechartered within this time IRA will return the assets to the council. 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 in the United States are included in the group exemption under the provisions of Section 501 ( c ) (3) of the Internal Revenue Code for nonprofit organizations- this is also why councils are required to obtain an employer Identification Number form the Internal Revenue Service. The Group Income Tax Exemption is important when a council applies for a special nonprofit mailing permit or bank account.*

*Group Income Tax Exemption applies to US Federal taxes only. Separate exemption must be obtained for state and local taxes.*

## 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 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 providing 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.