

TRI-LAKES READING COUNCIL BYLAWS

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Article I - Name and Area Served

The council shall be called the Tri-Lakes Reading Council, serving Garland County, Magnet Cove and Bismarck.

Article II- Nature and Purposes

Section 1- Nature: The Tri-Lakes Reading Council 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 the provision of adequate guidance in all situations in which reading serves as a vital aid in learning.

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 cooperative work among educators in the elementary grades, junior high, high school, special areas, college, and in leadership positions.

Article III - Membership and Dues

Section 1- Eligibility: Membership in the council shall be open to all persons engaged in the teaching of reading or the 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 be open and 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 membership chairperson 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 should be notified immediately, before the name is eliminated.

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 shall be strongly recommended. Dues in the International Reading Association, which provides members with voting and discount privileges and a journal subscription, may be paid to the council membership chairperson or directly to IRA Headquarters.

Article IV - Officers

Section 1 - Officers: The elected officers of the council shall be a president, a vice president, a treasurer, a membership chairperson, and a secretary. 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 vice president shall automatically succeed to the office of president for one year. The term of the treasurer and secretary shall be one year; however, these officers may serve a second term immediately following their first term in office.

Section 3 - Time of Assuming Office: Each 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.

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 set ex officio as chairperson of the Board of Directors, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes. Past President will remain on executive board for one year.

Section 5 - Duties of Vice President: The Vice president shall serve as an ex officio member of the Board of Directors and as chairperson of the Program Committee, shall coordinate all programs and fulfill such other duties as 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. In the event that for any reason, the vice president is unable to assume the duties of the president immediately, a special election shall be held to elect a person to fill the office for the remaining period of the time.

Section 6 - Duties of Secretary: The secretary shall execute the duties essential to this responsibility; (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) notify total membership of the date , time, and place of all general meetings at least two weeks before the meetings ; (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) cooperate fully with directions from council meetings and / or meetings of the Board of Directors regarding needed correspondence and notices; (6) send articles and notices to IRA Headquarters and the state president and coordinator; (7) cooperate fully with the successor by turning over an up-to-date record of correspondence.

Section 7 - Duties of Treasurer: The treasurer shall execute the duties essential to this responsibility: (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 Tri-Lakes Reading Council of the International Reading Association; (3) sign check 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.

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 chairperson of the standing committees.

Section 3 - Meetings: The first meeting of the Board of Directors shall be held no later than July in order that the standing committees may be appointed with greater part of the official year remaining for their specific work, and the yearly calendar may be specifically established with the Program Committee. The Board of Directors 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. No less than three (3) meetings shall be held each year.

Section 4 -Quorum: A quorum is established when 60 % of 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 Tri-Lakes 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 the authority to review decisions made by the Board of Directors and to accept or reject them.

Section 3 - Quorum: A quorum shall consist of twenty percent of those eligible to vote in the assembly.

Section 4 - Meetings: The assembly of the Tri-Lakes Reading Council shall meet four (4) times a year.

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 the place of the meetings.

Section 6 - Amendments to the Bylaws: The assembly of the Tri-Lakes Reading Council shall have the power to amend these bylaws as provide in Article XII.

Article VII Nomination and Election of Officers

Section 1 - Election: All officers, except the 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: After the slate from the Nominating Committee has been presented including a short vita of each nominee, the president shall give an opportunity to propose nominations from the floor for each office. If nominations are not forthcoming from the floor, the secretary shall be directed to cast an unanimous vote. If there is more than one nominee for any office, voting shall be by ballot. 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.

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 provide by the IRA by the date specified on the form.

Section 5 - Term of Office: Each elected officer's term shall begin on July 1, following the spring election.

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 (2) members on each outgoing standing committee into 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 majority of votes cast at the Assembly.

Section 3 - Number of Members of Standing Committee: The number of members of each standing 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 4 - Mode of Appointments 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.

Section 5 - Mode of Appointment of Temporary Committees: The members and chairpersons of temporary committees shall be appointed by the president with the approval of the Board of Directors and / or members at a council meeting.

Section 6 - Chairperson: The chairpersons of each standing committee shall be appointed by the president with the approval of the Board of Directors.

Section 7 - Executive Committee: The Executive Committee shall be composed of the president (as chairperson), the vice president, and the secretary. Members of the Executive Committee shall (1) serve on the Budget Committee; (2) shall prepare the agenda for the meetings of the Board of Directors and of the assembly; (3) shall review reports of all committees prior to the meetings of the Board of Directors and of the assembly; and (4) shall perform other responsibilities as directed by the chairperson. The committee shall meet at the call of the chairperson.

Section 8 - Publicity Committee: The Publicity committee shall publicize all council meetings and activities to the extent possible.

Section 9 - Membership and Organization Committee: The Committee on Membership and Organization shall (1) collect dues and turn all money over to the treasurer; (2) keep an accurate record of total membership, including latest address 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 vice president shall serve as a member of this committee.

Section 10 - Nominating Committee: The Nominating Committee shall function as defined in Section 1 and 2, Article VII of these bylaws.

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 - Temporary Committees: Temporary committees or special committees may be authorized from time to time by president with the approval of the Board of Directors or by the Board of Directors. This type of committee may also be appointed by the assembly. These committees will function within the time limit set by the appointing branch.

Article IX - Representation at the Annual Assemblies

Section 1 - Representation Annual IRA Assembly: Representation of Tri-Lakes Reading Council at the Delegates Assembly of the International Reading Association 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 council of 10 - 50 members who have paid current dues to the IRA shall be entitled to one delegated and to an additional delegate for each additional 50 members who 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 delegate is absent."

Section 2 - Representation Annual State Assembly: Representation of the Tri-Lakes Reading Council at the annual Arkansas State Reading Council Assembly shall be in accordance with the States Bylaws in connection with such representation as specified in the State Bylaws.

Article X - Parliamentary Authority

The rules contained in Robert's Rule 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 cases of the dissolution of this council, any assets remaining after payment of debts or provision therefore will be reverted to the International Reading Association.

Article XII - Amendments

Section 1 - Origins: 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 members for approval.

Section 2 - Procedure for Amending: Amendments may be adopted by the affirmative two-thirds of the members present at a meeting of the council provided a quorum has been declared. The amendments must have first been presented at the previous meeting, and /or the proposed amendments circulated to each voting member at least thirty days in advance of the meeting at which the voting on the amendment 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 President and Coordinator.

Tri- Lakes Reading Council
Adopted September 1978
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