

By-Laws Checklist for IRC Local and Special Interest Councils

The following list delineates the elements Illinois Reading Council identifies as necessary or mandatory for inclusion in Local and Special Interest Council by-laws. NOTE: Updated bylaws are a requirement for IRC's Council of Excellence.

Council Name _____ Submission Date _____

Item	Meets	Not Meet
Article I: Name and Area Served Name of council and wording to note as affiliated with Illinois Reading Council		
Geographic area served by county, city, or town boundaries		
Article II: Nature and Purposes Statement of purpose		
Article III: Membership and dues (Wording must be verbatim; except special interest councils) 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 purpose of the council.		
Section 3 – Council Dues		
Section 5 – ILA: Council in good standing if Presidents are ILA members		
Article IV: Officers (Includes List of offices) Section 1 – Officers: Note that the President must be a member of ILA.		
Section 2 – ? (number depends on number of officers) Term of Office: Terms, time of assuming office, duties of officers must be outlined; wording, length of terms are discretionary, except in the case of the treasurer. In addition to listing the regular duties of the treasurer, include the following which must read verbatim: 1. All income must be in council accounts approved by the Board and council body. No money can be in a separate account for a subgroup or committee of council. 2. Two people MUST be on the signature card for the council account. 3. There MUST be two signatures on all vouchers for payment of bills. 4. Each council account MUST be audited each year. 5. An accounting of all spending and income is to be reported at every meeting.		
Article V: Board of Directors Section 1 – Function: (Not mandatory but strongly recommended)		
Section 2 – Composition		
Article VI: Assembly Section 1 – Composition		
Section 2 – Function		
Section 3 – Quorum		
Section 4 – Meetings		
Section 5 – Notification of meetings		
Section 6 – Amendments to bylaws		

Article VII: Nomination and Election of Officers (This wording must be verbatim) Section 2 – Nominating Committee: Each nominee must be a member of the Illinois Reading Council. Nominees for President must be a member of the International Literacy Association. Advance consent to serve if elected from each nominee shall be secured by the committee.		
Section 3 – Mode of Election: Election procedure must be described and provision made for write-in or floor nominations.		
Section 4 – Reporting: Newly elected officers reported to IRC using the provided forms by April 15th		
Section 5 – Term of office begins July 1; follows terms set in Article IV, Section 2.		
Article VIII: Committees - Number of committees is optional		
List of Standing Committees must be included		
List of Special or Ad Hoc committees must be included		
Article IX: Representation at the Annual IRC Assembly Section 1 - Representation at the Annual IRC Membership meeting is strongly recommended		
Article X: Parliamentary Authority: Strongly recommended		
Article XI: Dissolution (This wording must be verbatim) In case of dissolution of this council, any assets remaining after the payment of debts or provision, therefore, will revert to the Illinois Reading Council.		
Article XII: Amendments; must include: Origin (i.e. how proposed)		
Procedure for amending		
Incorporation (copies of amendments sent to IRA State Coordinator for IRC and the IRC Office)		
Formatting Include page numbers on every page		

For By-Laws Committee only:

Date Received	Date Reviewed	Action	Date Revision Reviewed	Date of Final Approval
		Approved Returned for Revision		