

BYLAWS OF THE BLACK HAWK READING COUNCIL*

ADOPTED 11/19/73

REVISED 10/22/85, 10/23/90, 4/30/11

ARTICLE I – NAME

The name of the council shall be called Black Hawk Reading Council serving all of Rock Island County, parts of Mercer County, Henry County, and Whiteside County. This council shall hereinafter be referred to as “the Council”.

ARTICLE II – NATURE AND PURPOSES

The purposes of the Council shall be: 1) to encourage the study of reading at all educational levels; 2) to study and discuss the results of research in developmental, creative, corrective, and remedial reading; 3) to disseminate information about pertinent and significant investigations and practices related to reading; 4) to support the development of more adequate teacher –training programs; 5) to sponsor and promote conferences and meetings planned to implement the purposes of the local council, IRC, and IRA; and 6) to promote mutual understanding and cooperative work among educators at all levels and in the community at large.

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 purpose of the Council.

Section 2 Active Members - Membership in the Council and in the Illinois Reading Council shall become effective upon payment of council dues.

Section 3 Council Dues - Dues for annual membership in the Council shall be set by the Illinois Reading Council Board of Directors. Dues are payable to the Illinois Reading Council.

Section 4 International Dues – Dues in the International Reading Association, which include voting and discount privileges, and journal subscription shall be paid directly to IRA.

Section 5 IRA Membership - The council is in good standing if at least 10 members have paid current year IRA dues.

- The constitution and bylaws are herein combined. The *Robert’s Rules of Order, Revised*, “when combined they are called bylaws” (p. 264).

ARTICLE IV – OFFICERS

Section 1 Officers - The elected officers of the Council shall be a president, president-elect, past president, secretary, and treasurer. Hereinafter referred to as the president, president-elect, past president, a treasurer, and a secretary. 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 term of the President shall be one year. The president-elect shall then automatically succeed to the office of president for one year. At the expiration of the year in office, the president shall become past president for a period of one year. The terms of treasurer and secretary shall be one year; however, these officers may serve additional terms.

Section 3 Time of Assuming Office - Officers shall assume the duties of their office on July 1, following the spring election, and shall continue to serve for the duration of the term.

Section 4 Duties of the President - The president shall: 1) act as the executive officer of the Council; 2) preside at all meetings of the council; 3) notify total membership of the date, time, and place of all general meetings at least two weeks before the meeting; 4) act as chairperson of the executive board; and 5) exercise general leadership and supervision over the affairs of the Council, implementing its purposes.

Section 5 Duties of the President-Elect - The president-elect shall: 1) serve as a member of the Executive Board and chairperson of the Program Committee. In the event of the president's absence, incapacity, or resignation, the president-elect shall assume and perform the president's duties. Should the office of the president become vacant, the president-elect shall become president immediately and shall serve the unexpired portion of the president's term in addition to the year for which the president-elect was elected. If the president and president-elect are incapacitated or resign, the secretary shall serve as the acting president until such time as a special or next regular election can be held.

Section 6 Duties of the Treasurer - The treasurer shall: 1) execute the duties essential to the maintenance of current records; 2) have custody of the funds of the Council which shall be deposited in the name of Black Hawk Reading Council of the International Reading Association; 3) collect dues and other monies due the Council; 4) keep an accurate record of total membership including latest addresses and telephone numbers; 5) report to the membership chairperson the names of members who need to be reminded to pay their dues; 6) sign checks and drafts on behalf of the Council for the disbursement of funds in accordance with the approval of the assembly; and 7) cooperate fully with an annual audit and within thirty days of her/his retirement from office, turn over to the successor all funds, accounts, and books of the treasurer. In addition to the above duties: 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 the council; 2) Two people should 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 board or council meeting.

Section 7 Duties of the Secretary - The Secretary shall: 1) execute the duties essential to the recording of the happenings of all general meetings and the Executive Board; 2) keep a permanent book of the minutes of all meetings; 3) cooperate fully with directions from general meetings and/or Executive Board regarding needed correspondence and notices; and 4) cooperate fully with her/his successor by turning over up-to-date records within thirty days of the secretary's retirement from office.

Section 8 Duties of Past President - The Past President shall: 1) serve as chair of the Nominating Committee; 2) be responsible for completion of IRC Council of Excellence form; and 3) perform other duties as assigned by the President or Executive Board.

ARTICLE V – EXECUTIVE BOARD

Section 1 Function - The Executive Board 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 general business meetings and shall report its actions to the next general meeting. Its actions shall have the approval of the members at a general business meeting.

Section 2 Composition - The Executive Board shall consist of the past president, all current officers, and all the chairs of the standing committees.

Section 3 Meetings - The Executive Board shall be empowered to hold meetings as deemed necessary on the call of the president, at such times and places as the president may determine.

ARTICLE VI – ASSEMBLY

Section 1 Composition of the Assembly - The assembly shall consist of the Executive Board and all the 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 Executive Board and to accept or reject them.

Section 3 Quorum - A quorum shall consist of a majority of those present and eligible to vote in the assembly.

Section 4 Meetings - The assembly of the Council shall meet a minimum of three times each year.

Section 5 Notification of Meetings - The assembly of the Council shall be notified by a variety of means including newsletter, website, and other forms of communication as needed.

Section 6 Amendments to the Bylaws - The assembly of the Council shall have the power to amend these bylaws as provided in Article XII.

ARTICLE VII – Nomination and Election of Officers

Section 1 Election – The officers of the Council shall be president, president-elect, immediate past president, secretary, treasurer, and membership. Any member in good standing who is also a member of the IRA is eligible to be an officer of the Council. The secretary and treasurer offices may be combined.

Section 2 Nominating Committee - The Nominating Committee shall be composed of at least three members appointed by the president and approved by the Executive Board. The past president shall chair this committee. The Nominating 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. The committee shall be responsible for conducting the election if there is more than one nominee for any office.

Section 3 Mode of Election - All officers, except the president and the standing committee chairs, shall be elected at the spring meeting.

After the slate from the nominating committee has been presented, the president shall give an opportunity to propose nominations from the floor for each office. If nominations are not given from the floor, the secretary shall be directed to cast a unanimous vote. If there shall be more than one nominee for any office, voting shall be by ballot, prepared and counted by the nominating committee. A majority of the votes cast shall be necessary for election.

Section 4 Reporting - Newly elected officers must be reported to IRC and IRA using the appropriate forms.

Section 5 Term of Office - Each elected officer and appointed chair shall begin their term of office on July 1, following the spring elections.

ARTICLE VIII – COMMITTEES

Section 1 Standing Committees - There shall be such standing committees as specified in this article. There shall be a carry-over of at least one member on each outgoing standing committee into the membership of the newly formed standing committee.

Section 2 Publicity Committee - The Publicity Committee shall publicize all meetings, events, and projects with television, radio, and newspapers. It shall be the responsibility of the committee to compile a record of Council newsletters and other publicity related to the Council.

Section 3 Membership Committee - The Membership Committee shall be responsible for plans to secure new members, keep an accurate record of membership including latest addresses and telephone numbers, and contact members who are delinquent in paying dues.

Section 4 Program Committee - The program Committee shall make plans and implement programs for the meetings. The President-Elect shall be chairperson of this committee.

Section 5 Nominating Committee - The Nominating Committee shall be composed of at least three members appointed by the president and approved by the Executive Board. The past president shall chair this committee. The Nominating Committee shall prepare a slate of nominees annually. All nominees must be members of the International Reading Association. Advance consent to serve if elected from each nominee shall be secured by the committee. The committee shall be responsible for conducting the election if there is more than one nominee for any office.

Section 6 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 Budget Committee shall be the president, past president, president-elect, treasurer, and one or more members of the Council at large. The committee shall be responsible for seeing that an audit is conducted and a report given at the first general meeting of the next fiscal year.

Section 7 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 8 Newspaper in Education Committee - The Newspaper in Education (NIE) Committee shall work with local newspapers and the State NIE Committee to promote activities using newspapers in the classroom at the local level.

Section 9 Parents and Reading Committee - The Parents and Reading Committee shall collect and disseminate information dealing with parent involvement and concerns with instruction in reading. The committee shall serve as liaison with the Parents and Reading Committee at the state level.

Section 10 Legislative Committee - The Legislative Committee shall be responsible for gathering and disseminating information and for organizing a network of influence for legislation pertaining to matters of education, particularly in the field of reading instruction. The Committee shall serve as liaison with the Legislative Committee at the state level.

Section 11 Number of Standing Committees - The number of standing committees may be increased or decreased upon the recommendation of the Executive Board and approval shown by a majority of votes cast at the assembly.

Section 12 Mode of Appointment and Terms - The chairs of standing committees shall be appointed yearly by the president with the approval of the Executive Board, with the exception of the Program and Nominating committees. Each committee chair will secure her/his committee members.

Section 13 Temporary or Special Committees - Temporary or Special Committees may be authorized from time to time by the Executive Board and shall serve for the period specified. The chair of temporary committees shall be appointed by the president with the approval of the Executive Board and/or members at a general meeting.

ARTICLE IX – REPRESENTATION AT THE IRC ASSEMBLY

Section 1 Representation at the Annual State Assembly - Representation of the Black Hawk Reading Council at the annual IRC assembly shall be in accordance with that specified by the bylaws of the state council.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in *Robert's Rules of Order, 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 Executive Board, 2) the Bylaws Committee, or 3) by a majority of the voting members present at a regular meeting of the assembly.

Section 2 Procedure for Amending - Amendments may be adopted by the affirmative vote of two-thirds of the voting members of the assembly at a regular meeting of the assembly, after presentation at the previous meeting, and/or provided that the proposed amendment has been circulated to each voting member at least thirty days in advance of the meeting of the assembly.

Section 3 Incorporation - Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments adopted shall immediately be sent to the IRA State Coordinator for IRC, the IRC office, and the Bylaws Committee chair.