Central Illinois Reading Council

BYLAWS

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(Adopted Spring, 1976)

Article I: Name and Area Served

Section 1- Name: The council shall be called Illinois Reading Council DBA Central Illinois Reading Council, hereafter in this document referred to ‘CIRC’ or ‘the council.’

Section 2 - Area Served: Central Illinois Reading Council shall serve counties in Central Illinois, including Cass, Christian, Logan, Menard, Montgomery, Morgan, and Sangamon counties.

Article II: Nature and Purposes

Section 1- Nature: CIRC shall be a professional organization of individuals involved with the development and promotion of lifelong literacy.

Section 2 – Purposes: The purposes of CIRC are as follows:

A) To encourage and promote lifelong literacy;

B) To stimulate and promote research and best practices in literacy;

C) To promote and support preservice teacher development;

D) To sponsor events to implement the purposes of CIRC and IRC;

E) To promote mutual understanding and cooperative work among educators in pre-k, elementary, middle and junior high school, high school, special area, adult learners, college, and leadership positions;

F) To provide practical resources for educators, parents, and community members involved in literacy education;

G) Assist in continuing professional development for educators.

Article III: Membership and Dues

Section 1- Eligibility: Membership in the council is 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: One year membership in the council shall become effective upon payment of dues and shall be effective for 12 months from that date.

Section 3 - Council Dues: Annual dues for the membership shall be set by the Illinois Reading Council (IRC). Dues are payable to the IRC.

Section 4 – ILA Membership: Membership in the ILA is strongly recommended to the general membership because of the added benefits and services provided.

Section 5 – ILA Dues: Dues to be paid to the International Literacy Association shall be paid directly to ILA. CIRC Board members can apply to council treasury for reimbursement for ILA dues.

Article IV: Officers

Section 1 – The elected officers of the council shall be president, vice-president, treasurer, recording secretary, and membership chairperson.

Section 2 – The term of the elected officers shall be one year; officers may be elected to serve consecutive terms. The President remains an officer as Immediate Past President.

Section 3 – Each officer shall assume the duties of the office on July 1 following election at the annual 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, presiding at all meetings of the CIRC Board of Directors, serving as a voting member of the IRC Board of Directors, and exercising general leadership and supervision over the affairs of the council in implementing its purpose.

Section 5 – Duties of Past President: The past president shall serve as a voting member of the CIRC Board of Directors and as Chair of the Nominating Committee.

Section 6 – Duties of Vice-President: The vice president shall serve as a voting member of the CIRC Board of Directors and shall assume the duties of the president in the event of absence, incapacity, resignation, or removal 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.

Section 7 – Duties of Treasurer: The treasurer shall serve as chair of the CIRC Budget Committee and serve as a voting member of the CIRC Board of Directors; execute the duties essential to the maintenance of accurate and up-to-date financial records; provide treasurer reports to the CIRC Board of Directors at each meeting; have custody of the funds of the council which shall be deposited in the name of Illinois Reading Council DBA Central Illinois Reading Council; collect monies other than dues; sign checks and drafts on behalf of the council for disbursement of funds, in accordance with the approval of the assembly; cooperate fully with the annual audit and within thirty days of retirement/removal from office, shall turn over to the successor all funds, accounts, and books of the treasury.

In addition, the treasurer must uphold the following directions:

A) All income must be in council accounts approved by the CIRC Board of Directors and council body. No money can be in a separate account for a subgroup or committee of the council.

B) Three people must be on the bank signature card for the council account.

C) There must be two signatures on all vouchers for payment of bills.

D) The council account must be audited each year and reported to IRC.

E) An accounting of all spending and income is to be reported at every meeting.

Section 8 – Duties of the Secretary: The secretary shall serve as a voting member of the CIRC Board of Directors; execute the duties essential to the recording of all meetings of the council and the CIRC Board of Directors; keep a permanent record of all minutes; circulate amendments to each member at least two weeks in advance of the meeting at which amendments are to be voted upon; distribute minutes from previous meeting to the CIRC Board of Directors for approval at least one week prior to the next meeting; cooperate fully with direction from general meetings and/or CIRC Board of Directors regarding needed correspondence and notices; and cooperate fully with their successor by turning over an up-to-date record of correspondence within thirty days of retirement/removal from office. If the president and vice-president are incapacitated, resign, or are removed, the secretary shall serve as acting president until such time as a special election or the next regular election can be held.

Section 9 – Membership Chairperson: The membership chairperson shall serve as a voting member of the CIRC Board of Directors; keep an accurate record of total membership including latest contact information; actively support recruitment requirement of new members, including writing membership grants and coordinating a Hall of Councils project at the IRC Conference; and coordinate a contact person list for dissemination of information.

Article V: CIRC Board of Directors

Section 1 – Function: The CIRC 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 general business meetings and shall report its actions to the membership.

Section 2 – Composition: The Board of Directors shall consist of the Immediate Past President, the President, the Vice President, the Treasurer, the Secretary, and the Membership Chairperson. It is recommended when possible that the Board shall be composed of representatives from the total membership area. The president may appoint Members-at-Large to serve as voting members of the Board of Directors.

Section 3 – Meetings: The first CIRC Board of Directors meeting shall be held no later than September 30th. The Board of Directors shall be empowered to hold such meetings, on the call of the president, when deemed necessary, and at such times and places as the president may determine. No fewer than three meetings shall be held a year.

Section 4 – Quorum/Voting: Items to be voted on by the Board of Directors should be approved by a quorum of the Board of Directors. Each member of the Board of Directors shall be empowered to one vote regardless of the number of positions held.

Article VI: Assembly

Section 1 – Composition: The assembly shall consist of the CIRC Board of Directors and all other members of the council.

Section 2 – Function: The assembly shall be the legislative body of CIRC 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 CIRC Board of Directors and accept or reject them.

Section 3 – Quorum: A quorum shall consist of a majority of those in attendance and eligible to vote.

Section 4 – Meetings: The assembly of CIRC shall meet at least three times each year as determined by the CIRC Board of Directors.

Section 5 – Notification of Meetings: Members shall be notified of the date, time, and place of meetings via social media and email at minimum.

Section 6 – Amendments to Bylaws: The assembly of CIRC shall have the power to amend these bylaws as provided by Article XII.

Article VII: Nomination and Election of Officers

Section 1 – All officers shall be elected at the annual spring meeting and assume duties July 1 of the same calendar year.

Section 2 – Nominating Committee: Each nominee must be a member of the Illinois Reading Council. Nominees for President are encouraged to become members 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: In addition to recommendations from the nominating committee, the president shall solicit nominations from the membership for each office. If there is more than

one nominee for any office, voting shall be by ballot, with write-in votes accepted; a majority of the votes cast shall be necessary for the election.

Section 4 – Reporting: Newly elected officers shall be reported to IRC using the provided forms by April 15th.

Section 5 – Term of Office: Terms of office begin July 1st following the annual meeting in spring.

Article VIII: Committees

Section 1 – Committee Structure: The committees of CIRC shall consist of standing committees and special/ad hoc committees. All committees shall transmit their recommendations to the CIRC Board of Directors unless otherwise specified.

Section 2 – Standing Committees: Standing committees generally function in roles that encompass the governance of CIRC or focus on topics that cover all areas of literacy. Standing committees shall remain from year to year. The members of the committees shall be approved by the CIRC Board of Directors.

Section 3 – Special/ad hoc committees: Special or ad hoc committees may be formed to focus on specific topics or areas of literacy as needed and may be created or dissolved by the CIRC Board of Directors.

Section 4 – The number of standing or special/ad hoc committees may be increased or decreased upon recommendation of the CIRC Board of Directors and shall serve for the period specified.

Article IX: Representation at the Annual Assembly

Section 1 – Representation at the Annual Membership meeting at the IRC Conference is strongly recommended.

Article X: Parliamentary Authority

Section 1 – The rules contained in Roberts's Rules of Order, Revised, newest edition, shall govern the proceedings of this council, except in such cases as are governed by the constitution and bylaws and Special Rules adopted by this council.

Article XI: Dissolution

Section 1 – 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

Section 1 – Origin: Amendments to the bylaws shall be proposed by a quorum of the CIRC Board of Directors, the Bylaws Committee, or a majority of the voting members present at a regular meeting of the council.

Section 2 – Procedure: Amendments may be adopted by the affirmative vote of two-thirds of the voting members of the council present at a regular meeting of the council, after having been presented at the previous meeting, or circulated to each voting member at least two weeks in advance of the meeting.

Section 3 – Incorporation: Amendments adopted as described in Section 2 shall be incorporated into these bylaws and sent immediately to the ILA State Coordinator for IRC and the IRC Office.