

Illinois Language and Literacy Council
By-laws
2011

Approved by ILLC Sept. 2011

Article I. Name and Area Served

1. The name of this organization shall be Illinois Language and Literacy Council, hereafter referred to as ILLC. The organization was originally known as LEASIC and was formerly known as LE/WLSIC, but also did business as ILE/WLSIC and IWL (Illinois Whole Language). It shall be affiliated with the Illinois Reading Council.
2. The organization shall serve the state of Illinois.

Article II. Nature and Purpose

1. The purpose of this council shall be to encourage and support the study and use of holistic meaning-based, learner-centered instruction at all levels. To serve this purpose, the council shall:
 - Provide current relevant information through workshops, speakers, and publications.
 - Provide a forum for the exchange of ideas.
 - Provide opportunities for individual growth and development of collegiality.
 - Promote authorship by celebrating the writing efforts of Illinois students and teachers.

Article III. Membership and Dues

1. Membership in the council shall be open to all persons engaged in the teaching or supervision reading at any school level, to parents, and to all others interested in the purpose of the council.
2. There shall be two classes of membership: regular and student. All members shall have voting privileges.
3. The amount of dues for the council and the time of payment shall be determined by the Illinois Reading Council.
4. IRA Membership: The council is in good standing if at least 10 members have paid current IRA dues.

Article IV. Officers

1. Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the council.
2. The elected officers of the council shall be President, Vice-President, Secretary, Treasurer, and Membership Registrar.
3. The President shall (1) act as the executive officer; (2) lead and supervise the proceedings of the council; (3) preside at all meetings of the council; (4) act ex-officio as chair of the Executive Board; and (5) provide all Executive Board meeting agendas and a draft copy of the minutes to the IRC Regional Director within twenty-one (21) days of the meeting. The President can appoint ad-hoc committees. At the expiration of his/her term of office, the President shall automatically become Past President for a period of one (1) year. The Past President shall serve as an ex-officio member of the Executive Board.

4. The Vice-President shall (1) serve as a member of the Executive Board; (2) plan workshops. In the event of the President's absence, incapacity, or resignation, the Vice President shall assume and perform those duties. 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.
5. The Secretary shall (1) record the proceedings of all general meetings of the Executive Board; (2) present minutes of all meetings to each member of the Executive Board within fourteen (14) days of the meeting; (3) keep a permanent record of the minutes of all meetings; (4) assist with all mailings; and (5) cooperate fully with his/her successor by providing current records within thirty (30) days of retirement from the office.
6. The Treasurer shall (1) have custody of the funds of the council; (2) deposit such funds in the bank, in the name of the council, as directed by the Executive Board; (3) sign checks in the name of the council for the disbursement of funds; (4) maintain accurate records of the money received and disbursed by the council; and (5) present an annual proposed budget to the Executive Board for its approval prior to September 1. The Treasurer's books shall be audited at the end of each fiscal year by two (2) persons appointed by the President. In addition, the Treasurer will manage the funds of the council according to the following:
 - All income must be in council accounts approved by the Executive Board and council body. No money can be in a separate account for a subgroup or committee of the council.
 - Two people should be on the signature card for the council account.
 - There MUST be two signatures on all vouchers for payment of bills.
 - Each council account must be audited each year.
 - An accounting of all spending and income is to be reported at every board or council meeting.
 - Vouchers for disbursement of funds must be approved with a signature by the Treasurer and the President. If the President is unable to provide the signature within the necessary timeframe, the Vice President may approve the voucher.
7. The Membership Registrar shall (1) maintain an accurate membership roster at all times, and (2) communicate with IRC regarding membership.
8. The President and Vice-President shall serve for one (1) two (2) year term. The President and Vice President shall be elected biennially on even-numbered years with the Vice President automatically succeeding to President. The Treasurer and Membership Registrar shall be elected on odd-numbered years for one (1) two (2) year term. The Secretary shall be elected for one (1) two (2) year term during even-numbered years.
9. New officers' terms of office shall begin on July 1st
10. Council officers are expected to attend IRC Board of Directors Meetings.
11. All council officers are strongly encouraged expected to attend IRC Leadership Retreats.

Article V. Executive Board

1. Function: The Executive Board shall supervise the property and affairs of the council. It shall administer all business of the council.
2. Composition: The Executive Board shall consist of the immediate Past President, the President, the Vice President, the Treasurer, the Membership Registrar, and the Chairs of all standing committees.

3. The Executive Board shall meet at least once a year.
4. Quorum: A quorum for a meeting of the Executive Board shall consist of a majority of Executive Board members.

Article VI. Assembly

1. Composition: The assembly shall consist of the Executive Board members and any current members.
2. Function: The assembly shall present and share information with other members and the Executive Board.
3. Meetings: With the approval of the President, the Executive Board shall hold general meetings for the membership as it deems necessary, and at such times and places the President may determine.
4. Notification of Meetings: The Secretary, under the direction of the President, shall notify the membership about upcoming meetings, activities, events, and/or programs.

Article VII. Nomination and Election of Officers

1. Write in and floor nominations are permitted given that the nominee is present and willing to be placed on the ballot. **Nominees must be members of IRA.**
2. Mode of Election: All officers shall be elected by ballot. A majority of votes cast shall be necessary for election
3. Reporting: Newly elected officers must be reported to IRA using IRC provided forms by April 15th
4. Term of office begins July 1st; follows terms set in Article IV.
5. **ILLC will reimburse elected officers for their IRA basic membership (not magazines) dues, if requested in a timely fashion, to cover their term of office.**

Article VIII. Committees

1. Ad Hoc Positions: Ad Hoc Positions shall be appointed by the President.
2. Standing Positions: Standing Positions shall be Author Coordinator and Literature Consultant, Fundraising Chair, Newsletter, Historian, Political Action, Young Authors Conference Registrar, and Young Authors Conference Coordinator. All Standing Positions shall work under the direction of the Executive Board and report on their activities at Executive Board meetings and as requested by the President.
 - a. Author Coordinator and Literature Consultant: Contacts and schedules adult authors for the Young Authors Conference. Negotiates fees and contracts, and provides lodging information to authors.
 - b. Fundraising Chair: Coordinates all fundraising activities.
 - c. Newsletter: Prepares newsletters, brochures, TV/Radio and press releases, and distributes newsletters.
 - d. Historian: Collects and maintains records of the organization and its activities.
 - e. Political Action: Represents and communicates the educational political position of the Executive Board and Members at large.
 - f. Young Authors Conference Registrar: Manages participant registration for the Young Authors Conference. The registrar will receive an annual stipend to be determined by the Executive Board.

- g. Young Authors Conference Coordinator: Responsible for planning and implementing the Young Authors Conference, including coordinating with cooperating agencies and organizations, such as, but not limited to, venues and facilities and funding agencies. This coordinator will receive an annual stipend to be determined by the Executive Board.
- h. Young Authors Consultant: Coordinates in the planning of the Young Authors Conference.

Article IX. Representation at the Annual Assemblies

- 1. Representation at the Annual IRC Assembly is strongly recommended.

Article X. Parliamentary Authority

- 1. Executive Board meetings will be conducted using Robert's Rules of Order.

Article XI. Dissolution

- 1. In case of 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

- 1. Origin: An amendment may be proposed by an Executive Board Member. Members at large may submit requested amendments with supporting rationale to a council officer for consideration by the Executive Board.
- 2. Procedure for amending: Proposed amendments and the rationale must be presented to the general membership prior to the vote. Amendments will be voted on at Executive Board meetings. General members must be invited to attend any Executive Board meeting at which an amendment will be voted on. After discussion, a motion to approve is made, and a vote is taken. Approval is by majority of those members voting.
- 3. Incorporation: Copies of amendments are sent to the IRA State Coordinator for IRC, the IRC office, and to the IRC By-laws Committee Chair.