

# **BYLAWS OF THE LEWIS AND CLARK READING COUNCIL OF THE ILLINOIS READING COUNCIL**

APRIL 2018 Amended July 26, 2023

## **ARTICLE I Name and Area Served**

### Section I Name

The council shall be called the Lewis and Clark Reading Council affiliated with the Illinois Reading Council.

### Section II Area Served

The Lewis and Clark Reading Council shall serve the counties of Clinton, Jersey, Macoupin, Madison, Monroe, St. Clair and Washington.

## **ARTICLE II Nature and Purposes**

The purposes of the Council shall be:

1. to encourage the study of literacy issues at all educational levels
2. to stimulate and promote research in all areas of literacy.
3. to assist in the development of more adequate teacher-training programs
4. to act as a clearing house for information relating to literacy in our council area
5. to disseminate knowledge helpful in the solution of issues relating to literacy.
6. to sponsor conferences and meetings to implement the purposes of the Council.

## **ARTICLE III Membership and Dues**

Section 1 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 purposes of the Council.

Section 2 Membership in the Council shall become effective upon payment of annual dues.

Section 3 Dues are set by IRC and notices will be mailed by IRC.

Section 4 Any member whose dues remain unpaid thirty (30) days after expiration shall be considered inactive with consequent loss of all privileges. Such members may be reinstated upon payment of dues.

Section 5 The Council shall be considered in good standing if the president is a member of ILA.

Section 6 The name of the Council shall not be used by individual members for improper or unauthorized advertising.

#### **ARTICLE IV Officers**

Section 1 Any member in good standing is eligible to be an officer of the Council. The officers shall be President, Vice President, Secretary, Treasurer, Director of Membership Development, and Past-President. The President must be a member of the ILA.

##### Section 2 Term of office

President shall be for one year or until a successor is elected.

Vice President automatically succeeds to office of President.

President automatically succeeds to Past President.

Secretary and Treasurer shall serve for two years with secretary being elected in even years and treasurer in odd years. Director of Membership Development shall serve for a two year term and elected in even years.

##### Section 3 Duties of Officers

President shall act as the executive officer of the Council. He/She shall preside at all meetings of the Council, act as ex-officio chairperson of the Board of Directors, may countersign all contracts and other instruments of the Council except checks, exercise general

leadership and supervise over the affairs of the Council implementing its purposes, sign the signature card for checking account, and execute such additional duties as are defined by the Board of Directors

Vice President shall fulfill such duties as are assigned to him/her by the Board of Directors and the President. He/She will be on the program committee. He/She shall assume and perform the duties of 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. A new Vice President may be elected by the Board of Directors for the unexpired term.

Secretary shall execute the duties essential to the maintenance of records and correspondence of the Council, act as secretary of the Board of Directors and have additional duties as may be assigned by the President and Board of Directors. The secretary may be replaced for incapacity or incompetence by the majority vote of the Board.

Treasurer may be BONDED with expense contingent thereon to be borne by the Council. The treasurer shall have custody of the funds of the Council which shall be deposited in the name of the Lewis and Clark Reading Council at such bank as the Board of Directors may specify, collect monies due to the Council, sign checks and drafts on behalf of the Council for the disbursement of funds, in accordance with the budget approved annually by the Board, cooperate fully with the auditing committee at the time of the annual audit, make available

copies of the budget to be distributed to the membership in the ensuing year and have such additional duties as may be assigned by the President and Board of Directors. In addition, the treasurer shall

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 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 ~~board or council~~ meeting.

Past-President shall serve as a member of the Board of Directors.

Director of Membership Development shall be the liaison between IRC and the council, reporting current membership, contacting members who are late paying their dues, in charge of a membership display at council events, and other duties charged by the board.

All officers will serve without pay, however, the council shall pay \$100 for the president's IRC Conference expenses.

## **Article V Board of Directors**

### Section 1 Function

The Board of Directors shall exercise general supervision and control over the property of the Council, decide all questions involving cooperation with other professional organizations, supervise the execution of approved policies, and in the interval between the Assembly, take such actions as are necessary and proper to facilitate the purposes of the Association within the powers designated in the Bylaws.

### Section 2 Composition

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Director of Membership Development, and Past-President which shall be called the Executive Board plus the committee chairs as additional directors.

### Section 3 Term of Office

The committee chairs will be appointed annually by the Executive Board and all officers terms are as stated in Article IV.

### Section 4: Resignation and removal of directors

A director may resign at any time upon written notice to the Board of Directors. A director may be removed with or without cause, as specified by statute.

## **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 membership shall be the legislative body of the Council and shall have full power and authority over the affairs of the Council with the limits set by these Bylaws.

## Section 3 Quorum

A quorum for a meeting of the full Board of Directors shall consist of 20% of the Board.

## Section 4 Meetings

The Board of Directors shall determine the time and place of general meetings within the guidelines of the IRC Bylaws.

## Section 5 Notification of Meetings

The Board of Directors shall be responsible for publicizing meetings of the Assembly.

## Section 6 Amendments to Bylaws

The Board and/or the membership shall have the power to amend these Bylaws in accordance with IRC Bylaws and the following guidelines as set forth in Article XII of these Bylaws.

# **Article VII Nomination and Election of Officers**

## Section 1 Nominating Committee Members

The nominating committee shall consist of the immediate Past President, the President and any other members chosen by the President.

## 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

The nominating committee shall prepare and present to the membership a slate of officers consisting of Vice-President, Secretary, Treasurer and Director of Membership Development thirty (30) days prior to the spring meeting.

When vacancies have occurred during the preceding year, candidates shall be nominated for each unexpired term.

Space shall be provided on the ballots for write-in candidates and nominations may be made from the floor.

#### Section 4 Reporting of Election Results

The President shall report the newly elected officers to IRC using the appropriate IRA forms before the due date set by IRC.

#### Section 5 Taking Office

The term of office for newly elected officers shall begin on July 1 and follows the terms set in Article IV, Section 2.

### **Article VIII Committees**

#### Section 1 Number of Committees

The number of standing committees may be increased or decreased upon the recommendation of the Board.

#### Section 2 Standing Committees

The standing committees shall be

Family Literacy

Publicity and Publications

Advocacy

International Projects

Illinois Reads

Professional Learning

Research

Educational Media

Responsibilities for each standing committee are as designated by the Executive Board.

#### Section 3 Size of Standing Committees

The numerical size of each standing committee shall be determined by the Board of Directors.

#### Section 4 Chairs of Committees

The chairperson of each standing committee shall be appointed yearly by the President with the approval of the Board.

#### Section 5 Special/Ad Hoc Committees

Special and/or Ad Hoc committees may be authorized from time to time by the Board of Directors or the membership and shall serve for the period specified upon designation of the committee(s).

#### Section 6 Size of Special/Ad Hoc Committees

The numerical size of each special and/or Ad Hoc committee shall be determined by the Board of Directors.

#### Section 7 Mode of Appointment of Special/Ad Hoc Committees

The members of special and/or Ad Hoc committees and the chairperson shall be appointed by the President with the approval of the Board.

### **Article IX Representation at the Annual Assemblies**

Representation at the Annual Illinois Reading Council Assembly is strongly recommended.

### **Article X Parliamentary Authority**

#### Section I Rules of Order

The rules contained in the current edition of *Robert's Rule of Order* shall govern the meetings of the membership in all cases in which they are applicable and in which they are not inconsistent with the provisions of these bylaws.

### **Article XI Dissolution of the Council**

#### Section I Dissolution

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 Illinois Reading Council.

## **Article XII Amendments to the Bylaws**

### Section 1 Origin of Amendments

Amendments to the Bylaws shall be proposed by

1. five (5) members of the Board of Directors
2. petition from 10% of the active membership

Proposed amendments must be sent to IRC for approval after presenting them to the members for adoption.

### Section 2 Procedure for Amending

Proposed amendments shall be circulated to each voting member via email.

Amendments shall be adopted by the affirmative vote of two-thirds (2/3) of the members using an online survey.

### Section 3 Incorporation of Amendments

Copies of all amendments must be sent to the ILA State Coordinator for IRC and the IRC Office.