

**Bylaws of the Macon County Reading Council**  
**Adopted April 2018 and continued July 2023**  
**(Approved April 2018) next revision due 2028**

**ARTICLE I**--- Name

The name of this council shall be the Macon County Reading Council, serving Macon County.

**ARTICLE II**--- Purposes The purposes of the Council shall be:

1. To support the teaching of literacy (listening, speaking, reading, writing, viewing, and visually representing) at all levels;
2. To encourage action research in the teaching of literacy;
3. To sponsor conferences and meetings planned to implement the purpose of the local council, state council, and national association;
4. To promote mutual understanding and cooperative work among educators in early childhood, elementary grades, junior high, high school, special areas, college, and in leadership positions.

**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 all others interested in the purposes of the council.

Section 2--- Active Members

Membership in the council shall become effective for one year upon payment of council dues. Dues include membership in the Illinois Reading Council.

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---Arrears

Non--payment of dues by the individual's renewal date makes a member inactive and suspends his/her privileges of voting, holding office, and receiving publications from the Macon County Reading Council and the Illinois Reading Council.

Section 5 – Membership

A council shall be in good standing and entitled to representation at the meeting of the Illinois Reading Council Delegates Assembly if at least 10 members have paid dues to the Association for the current year.

**Article IV**--- Officers and Advisors

Section 1--- Officers

Any member in good standing who is also a member of the Illinois Reading Council is eligible to be an officer of the council. The officers shall be president, vice president, past president, secretary, treasurer, and membership chair. The vice-president shall succeed the president.

Section 2--- Terms of Office

Elected officers shall assume office on July 1 of each year and serve for a term of one year.

Section 3--- Duties of the President

The president serves as the Chair of the Executive Board and shall preside at all meetings of the Council. He/she shall appoint the Chair for all committees necessary for Council business. The president shall exercise general leadership and supervision over the affairs of the Council.

Section 4--- Duties of Vice President

If the office of the president becomes vacant; the vice president shall immediately assume the office of president for the remainder of the term, and for the following term. A special election shall be called to elect a new vice president. The vice

president shall serve as Chair of the Program Committee. He/She shall preside at council meetings in the absence of the president.

**Section 5**--- Duties of Secretary The secretary shall:

1. Execute the necessary routine recording duties essential to the maintenance of records and correspondence of the council;
2. Keep a permanent book of the minutes of all the meetings;
3. Cooperate fully with his/her successor by turning over all records and files.

**Section 6**--- Duties of Treasurer The treasurer shall:

1. Execute the duties essential to the maintenance of accurate and up---to---date records;
2. Have custody of the funds of the Council which shall be deposited in the name of Macon County Reading Council;
3. Promptly deposit monies generated from council activities in a bank named by the Executive Committee;
4. Sign checks and drafts on behalf of the council for the disbursement of funds, in accordance with the approval of an auditing committee to be appointed by the president.
5. An audit report is to be given at the last general meeting of the year;
6. Cooperate fully with the annual audit and within thirty days of retirement from office, turn over the successor all funds, accounts, and books of the treasurer.

In addition:

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 Membership Chair The membership chair shall:

1. Send out all flyer and email correspondences to members.

**Article V** - Executive Board

**Section 1**--- Function

The Executive Board shall be the administrative body of the Council and shall exercise general supervision and control over the property and affairs of the council. In the interval between meetings of the Council, the Executive Board shall have authority over the property and affairs of the Council and shall take such actions as are necessary and proper to safeguard the interests of the Council.

**Section 2**--- Composition

The Executive Board shall consist of the president, vice president, past president, secretary, treasurer, membership chair, and chairs of Standing Committees. A majority of the Executive Board shall constitute a quorum.

**Section 3**--- Special Decisions

Should important decisions of the Executive Board have to be made between meetings, the president is authorized to consult the Executive Board by mail, telephone, or electronically.

**Section 4**--- Meetings

The Executive Board shall hold all meetings as deemed necessary by the president, at such time and place as he/she determines.

**Article VI** - Assembly

Section 1--- Composition of the Assembly

The assembly shall consist of the Executive Board and all other members of the council.

Section 2--- Function

The assembly shall be the legislative body of the Macon County Reading 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 20% of all those eligible to vote in the assembly.

Section 4--- Meetings

The assembly of the Macon County Reading Council shall meet at least one time each year as determined by the Executive Board.

Section 5 - Notification of Meetings

Members shall be notified of the date, time, and place of meetings at least 2 weeks in advance.

Section 6

Amendments to the Bylaws: The assembly of the Macon County Reading Council shall have the power to amend these bylaws as provided in Article XII.

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

Section 1--- Elections

All officers, except the past--president and the president, shall be elected in the spring.

Section 2--- Nominating Committee

The nomination committee shall be composed of at least three (3) members appointed by the president and approved by the Executive Board. The Committee shall prepare a slate of nominees annually. Each nominee must be a member of the Illinois Reading Council. Advance consent from each nominee shall be secured by the Committee.

Section 3 --- Mode of Election

An Election shall take place before the IRC deadline. Additional nominations from the floor are in order if the nominees have consented to serve. Term of office begins July 1. The election may take place at a regular meeting prior to the IRC deadline or may be completed electronically prior to IRC deadline date.

Section 4 – Reporting

Newly elected officers are reported to IRC with the provided form by April 15<sup>th</sup>.

Section 5 – Term of Office begins July 1

Follows terms set in Article IV, Section 2.

**Article VIII**--- Committees

Section 1--- Standing Committees

- 1) Membership; 2) Newspaper in Education; 3) Parents & Reading; 4) Publicity; 5) Technology; 6) Adult & Family Literacy; 7) International Projects; and 8) Legislative. Chairs of standing committees shall be appointed by the president and approved by the Executive Board and shall serve on the Executive Board. A standing committee shall serve for the term of the president. The chair shall select members if his/her committee and shall provide a list of committee members to the Executive Board for approval.

Section 2--- Ad Hoc Committee

Ad Hoc Committees may be authorized by the Executive Board upon recognition of the President and shall serve for the period specified by the president.

**Article IX**--- Representation at Annual Meeting of the Illinois Reading Council Section 1– Representation at the IRC Annual Meeting

Representation of the Macon County Reading Council at the IRC Annual Meeting shall be in accordance with that specified in the bylaws of IRC.

Section 2 --- Representatives

The president of the Council shall be the representative to the Illinois Reading Council Board of Directors. In the event the president cannot attend, he/she shall appoint a representative.

Section 3 --- Financial Support for Attendance at Meetings

The Executive Board shall be encouraged to approve funds to supplement the finances involved for attendance of the representative at the Illinois Reading Council convention and the Executive Board meetings of the Illinois Reading Council.

**Article X**--- Parliamentary Authority

The rules contained in Robert's Rule of Order, (Newly Revised), shall govern the proceeding of this council, except in cases governed by the constitution, bylaws or special rules adopted by the 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 Illinois Reading Council.

**Article XII** Amendments

Section 1--- Origin

Amendments or revision of the bylaws shall be proposed by:

1. A quorum of the Executive Board;
2. The By---laws Committee;
3. By a majority of the voting members present at a regular meeting of the Council.

Section 2--- Procedure for Amending

Amendments may be adopted by the affirmative vote of two---thirds of the voting members of the Council present at a regularly scheduled meeting of the Council, 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 council.

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 Illinois Reading Council State Coordinator for IRC, council by---laws committee chair, and to the Illinois Reading Council Office.