

NORTHWESTERN ILLINOIS READING COUNCIL
Illinois Reading Council
International Literacy Association

BYLAWS
(2023)

ARTICLE I: Name and Area Served

The name of this council is Northwestern Illinois Reading Council serving members who reside in Carroll, JoDaviess, and Stephenson Counties. The Northwestern Illinois Reading Council will be affiliated with the International Literacy Association under the policies established by the International Literacy Association.

ARTICLE II: Nature and Purposes

The Northwestern Illinois Reading Council shall be an organization for all people in Carroll, JoDaviess, and Stephenson Counties who are interested in reading and the teaching of reading at all levels. The purpose of the Northwestern Illinois Reading Council shall be 1) to encourage the study of reading problems at all educational levels; 2) to stimulate and promote research on reading; 3) to study the various factors that influence progress in reading; 4) to assist in the development of teacher training programs; 5) to act as a clearinghouse for information relating to reading; 6) to disseminate knowledge helpful in the solution of problems related to reading.

ARTICLE III: Membership and Dues

Section 1 – Eligibility: Membership in the Northwestern Illinois Reading 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 shall become effective upon payment of annual dues to the council.

Section 3 – Council Dues: Dues for annual membership in the council shall be set by the Board of Directors of IRC with the approval of the assembly. Dues are payable to the IRC upon joining or renewing membership.

Section 4 – International Dues: Membership in the International Literacy Association shall be strongly recommended. The President of the Council must be a member of ILA. Dues to the International Literacy Association, which provides members with benefits and services dependent upon the type of membership should be paid directly to ILA Headquarters.

ARTICLE IV: Officers

Section 1 – Officers: The elected officers of the Northwestern Illinois Reading Council shall be president, vice president, secretary, treasurer, and membership chair. Any member in good standing who is also a member of the International Literacy Association is eligible to be an officer of the council.

Section 2 – Term of office: The term of each office shall be one year, but may serve multiple terms upon reelection. Each officer will assume the duties of office on July 1 following the election.

Duties of President: The president shall act as the executive officer of the council. The president shall preside at all meetings; act as chairperson of the Board of Directors and the Executive Committee; and exercise general leadership and supervision over the affairs of the council to implement its purposes.

Duties of Vice President: The vice president shall serve as an ex officio member of the Board of Directors, shall coordinate internal programs, and fulfill other duties as are assigned by the Board of Directors. The vice president shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president.

Duties of Secretary: The secretary shall record the events of all council meetings and meetings of the Board of Directors; keep a permanent record of the minutes of all meetings; and handle correspondence and notices.

Duties of Treasurer: The treasurer shall maintain accurate and up-to-date financial records; supervise the management of the funds of the council; obtain legal insurance related to financial authority; cooperate fully with an annual audit per fiscal year; and forward all funds, accounts, and books to the council at the end of term.

Additionally,

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.

Duties of Membership Chair: The membership chair shall promote active membership in the council.

ARTICLE V: Board of Directors

Section 1 – Function: The Board of Directors shall exercise general supervision over the property and affairs of the council, shall decide all questions involving cooperation with other professional organizations, and shall supervise the execution of approved policies within the powers delegated by the bylaws.

Section 2 – Composition: The Board of Directors shall consist of the president, vice-president, secretary, treasurer, and membership chair as members. The president shall serve as chairperson of the Board of Directors.

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 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 Board of Directors and to accept or reject them.

Section 3 – Quorum: A quorum shall consist of 10% of all those eligible to vote in the assembly.

Section 4 – Meetings: The assembly of the Northwestern Illinois Reading Council shall meet a minimum of three times a year.

Section 5 – Notification of Meetings: The council shall institute suitable mechanisms to facilitate communications with and between its members regarding council activities, affairs, issues, and other matters. The council will notify all members of the date, time, and place at least two weeks prior to the meeting.

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

ARTICLE VII: Nominations and Elections

Section 1 - The Board of Directors shall serve as a Nominating Committee for the annual election to be completed prior to the date when officers are to be reported to the International Literacy Association.

Section 2 – Nominating Committee: Each nominee 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 present the slate of officers at the Annual Meeting in the Spring. If there are any contested offices, ballot voting will be employed. Nominations may be made from the floor or include the opportunity for write-in nominations.

Section 4 – Reporting: The president shall be responsible for reporting the newly elected officers to ILA headquarters via the state/provincial coordinator, using the official forms provided by the International Literacy Association by the date specified on the form.

Section 5 – Term of Office: Each elected officer shall assume the duties of office on July 1 following the election and shall continue to serve for the duration of the term set in Article IV, Section 2.

ARTICLE VIII: Committees

Section 1 - The Northwestern Illinois Reading Council shall establish standing or special committees, which shall be responsible to the Board of Directors. The President or Board of Directors shall appoint committee chairs, determine committee charges, and authorize funds for committee expenses. All committees shall transmit their recommendations to

the Board of Directors unless otherwise specified.

Section 2 - Standing Committees

Advocacy shall work with the Executive Board of NWIRC to notify members of proposed legislation that will directly or indirectly influence or effect reading/language instruction or teacher certification.

Publicity shall help publicize NWIRC events and coordinate the Council of Excellence Award data collection.

Family Literacy shall have information about encouraging members to provide literacy programs and information to families about the impact of illiteracy on society.

Section 3 – Special Committees

Bylaws Committee shall review the bylaws, make recommendations for revisions, and oversee the bylaws amendment process as outlined in the council’s current bylaws.

ARTICLE IX: Representation at the Annual Assemblies

Section 1 – Representation Annual State/Provincial Assembly: Representation of the council at the annual state/provincial assembly shall be in accordance with that specified by the bylaws of the state/provincial council.

ARTICLE X: Parliamentary Authority

The rules contained in Robert’s Rules of Order (latest edition) 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

The council may petition the Illinois Reading Council for dissolution, by vote of its membership in accordance with council policy. 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 Board of Directors. *All proposed amendments shall be sent to the IRC Council Bylaws committee for approval before presenting them to the members for adoption.*

Section 2 – Procedure for Amending: Amendments may be adopted by the affirmative vote of two-thirds of the members present at a meeting of the council provided a quorum has been declared (see Article VI, Section 3). The amendments must have been presented at the previous meeting, or circulated to each voting member at least thirty (30) days in advance of the meeting at which the voting on the amendments is to take place.

Section 3 – Incorporation: Amendments adopted as described in Section 2 above shall be incorporated into these bylaws. Copies of all amendments shall be sent immediately to the ILA State Coordinator. *eed to change IRA to ILA.*

This Governing Document was:

Approved by the Bylaws Committee
_____, Chair _____
(Signed) (Date)

Approved by the council membership
_____, President _____
(Signed) (Date)

A copy of this document has been forwarded to the *International Literacy Association State Coordinator* on _____ by _____.