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Next Revision due 2015

**BY-LAWS
OF THE
WILL COUNTY READING COUNCIL OF THE INTERNATIONAL READING
ASSOCIATION**
(here after referred to as the Council)

ARTICLE I NAME & AREA SERVED

The name of this organization shall be Will County Reading Council of the International Reading Association, and it will serve the area of Will County.

ARTICLE II NATURE & PURPOSES

The nature and purposes of the council shall be:

1. To promote the International Reading Association and the Illinois Reading Council by encouraging membership and participating in IRA/IRC sponsored activities.
2. To encourage the development of lifelong reading habits at all educational levels.
3. To provide opportunities for professional growth in promoting literacy.
4. To disseminate knowledge helpful in the solution of problems related to literacy.
5. To promote mutual understanding and cooperation among area educators at all educational levels.

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 to all others interested in the purpose of the council.

Section 2 - Active Members: Membership shall become effective for one year upon payment of council dues.

Section 3- Annual Dues: Annual dues, effective July 1, 1998, will be aligned with the Illinois Reading Council uniform dues, in conjunction with the state coordinated membership. The IRC will send out annual reminders when the date of renewal comes up.

Section 4- Arrears: Reminders will be sent to those not renewing membership for the year.

<p><u>Section 5 –</u> IRA Membership: Council in good standing if at least 10 members have paid current year IRA dues.</p>

ARTICLE IV OFFICERS

Section 1- Officers: The elected officers of the Council shall be a President, President-Elect, Vice President, Secretary, Treasurer, Membership Chairperson and Historian. Any member in good standing who is also a member of the International Reading Association is eligible for election as an officer of the Council.

Section 2-Election and Term of Office: All officers shall be elected by secret ballot at the annual spring meeting and shall continue in office two years or until the next biennial election. A majority of all votes cast shall be necessary to constitute an election. (A simple majority of those present at the meeting will constitute a quorum.)

Section 3- Time of Assuming Office: Each officer shall assume the duties of office on July 1, following the election, and shall continue to serve for the duration of the term. Previous officers should serve in an advisory capacity to help the new officers.

Section 4-Duties of President: The President shall act as the executive officer of the Council. S/he shall preside at all meetings of the Council, act ex-officio as chairperson of the Executive Board, countersign all contracts and other instruments of the Council except checks, exercise general leadership and supervision over the affairs of the association in implementing its purposes, shall appoint all standing committees, shall appoint individuals to fill any term vacancies and execute such additional duties as are defined by the Executive Board. The President shall be a co-signer on the access card for the Council bank account.

Section 5-Duties of the President-Elect: The President-Elect shall serve as a member of the Executive Board and as chairperson of the Program Committee, and shall fulfill such other duties as are assigned by the Executive Board. S/he shall assume and perform the duties of the President in the event of the absence, incapacity, or resignation of the President. In the event that, for any reason, the President-Elect is unable to assume the duties of President, the Vice President shall assume the duties of the President.

Section 6-Duties of the Vice-President: The Vice President shall serve as an assistant to the President-Elect for all assigned duties, which will include publishing and distributing a Council newsletter periodically throughout the year, as well as serving with the Program Committee. S/he will serve as a member of the Executive Board and shall assume and perform the duties of the President-Elect in the event of a vacancy in that office. The Executive Board shall by a majority vote select a Vice President pro-tem for a vacancy.

Section 7-Duties of the Past President: At the expiration of the term of office, the President shall automatically become the Past President for a period of two years. The Past President shall serve as a member of the Executive Board.

Section 8- Duties of the Secretary: The Secretary shall keep an accurate record of all proceedings, keep the Constitution and By-Laws and all other papers belonging to the organization, send out all notices required by the organization, and maintain the roster of members.

Section 9-Duties of the Treasurer: The Treasurer shall have custody of the funds of the Council which shall be deposited in the name of the **Will County Reading Council** at such bank as the President shall specify. The treasurer shall collect monies due to the Council for the disbursement of funds, in accordance with the budget approved annually by the Council. In the event that the Treasurer is unable for any reason to perform this duty, the president shall appoint an acting treasurer until such time as an election could be held.

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 10- Duties of the Membership Chairperson: The Membership Chairperson shall serve as a member of the Executive Board and assume duties to include: keeping and distributing an accurate membership list, providing membership information to the President-Elect, securing and distributing membership cards, promoting membership at international and local levels and other duties designated by the Executive Board.

Section 11-Duties of the Historian: The Historian shall serve as a member of the Executive Board. Duties shall include keeping an accurate record of news releases and all information pertaining to the Council, in scrapbook form, as well as other duties designated by the Executive Board.

ARTICLE V EXECUTIVE BOARD/BOARD OF DIRECTORS

Section 1-Executive Board: The Executive Board shall exercise general supervision and control 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. In the interval between meetings of the Membership, the Executive Board shall have authority over property and affairs of the Council and shall take such actions as are necessary and proper to facilitate the purposes of the Council, within the By-Laws.

Section 2-Members:The Executive Board shall consist of the Past-President, President, President-Elect, Vice President, Secretary, Treasurer, Membership Chairperson and Historian. The President shall serve as Chairman of the Board.

Section 3- Meetings: The Executive Board shall be empowered to hold such meetings, on the call of the President, as it shall deem necessary, and at such times and places as the President may determine; however, it shall hold not less than two meetings per year. There will be a general membership meeting, a program or dinner meeting in the spring and also Board meetings preceding these meetings. Five members constitute a quorum.

ARTICLE VI ASSEMBLY

Section 1-Composition: Membership consists of all persons engaged in teaching or supervision of reading at any school level, to parents, and other interested parties who have paid yearly dues and are members in good standing

Section 2-Functions:The purposes and nature of the assemblies are found in Article II.

Section 3-Quorum: If matters of majority policy are voted upon, the membership will be informed with advance notice given. A simple majority of those present at the meeting will constitute a quorum.

Section 4-Meetings:Seasonal meetings will be held as well as other meetings authorized by the Executive Board.

Section 5-Notification of meetings: Notifications of meetings will be sent to the membership.

Section 6-Amendments to bylaws: Refer to Article XII

ARTICLE VII: Nomination and Election of Officers

Section 1-Nomination -The nominating committee will present a slate of officers at the spring meeting.

Section 2-Nominating Committee: Each nominee must be a member of the International Reading Association. Advance consent to serve if elected from each nominee should be secured by the committee.

Section 3-Mode of Election: Elections are held at the spring meeting by a secret ballot which also includes a place for write-ins.

Section 4- Reporting: Newly elected officers reported to IRA using IRC provided forms by April 15th.

Section 5-Term of office of those elected begins July 1. (See Article IV, Section 3)

ARTICLE VIII COMMITTEES

Section 1- Standing Committees: There shall be four standing committees as specified in Sections V through VIII of this Article.

Section 2-Number of Committees: The number of standing committees may be increased or decreased upon recommendation of the Executive Board and approval by a majority of the votes cast at the business meeting.

Section 3-Number of Members: The number of members of each standing committee shall be determined by the Executive Board, provided the number of each committee shall not be less than three.

Section 4- Committee Chairman: The Chairman of each standing committee shall be appointed yearly by The President with the approval of the Executive Board.

Section 5-Program Committee: The Program Committee shall make plans for the seasonal meetings of the Council and such other meetings as may be authorized by the Executive Board. The Chairman of the Program Committee will be the President-Elect.

Section 6-Public Relations Committee: The Public Relations Committee shall publicize the meetings, communicate with schools, put notices in the paper and perform any other duty which will help the Council fulfill its objectives. All notices shall be cleared with the Chairman.

Section 7-Membership Committee: The Membership Committee will contact prospective members, enroll new members, and prepare a list of the officers, the committees, and the members of the Council.

Section 8-Nominating Committee: The Nominating Committee will present a slate of nominees for the election at the spring meeting.

Section 9- Make-up of Temporary Committees: The number of members of each temporary committee may be determined by the Executive Board, provided the number shall not be less than three.

Section 10- Appointment of Temporary Committees: The members of temporary committees and the chairmen shall be appointed by the president with the approval of the Executive Board. This includes the anniversary committee for the purpose of organizing chapter special anniversary events.

ARTICLE IX REPRESENTATION AT ANNUAL IRC ASSEMBLY

The president and one other officer of the Will County Reading Council will each be subsidized \$100 to cover costs of attending the annual IRC Conference. The board will determine which officer, beside the President, will be reimbursed.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of order shall govern the meetings of the Council in all cases in which they are applicable and in which they are not inconsistent with the provisions of these By-Laws.

ARTICLE XI 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 International Reading Association.

ARTICLE XII AMENDMENTS TO THE BY-LAWS

The power to make, alter, amend, or repeal by-laws or adopt new by-laws shall be vested in the Council taking place at a regular or special council meeting. All proposed amendments need to be in accord with IRA bylaws. Amendments need 2/3 council vote of those present using a secret ballot. All proposed amendments must be submitted in writing to the members at least one week before being voted upon. Copies of passed amendments are to be sent to IRA State Coordinator for IRA, Council By-Laws Chair and IRC Office.

