

# Secondary Reading League By-Laws

Revised: November 4, 2011

next revision due 2015

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

The council shall be called the Secondary Reading League Council, serving the area within the state of Illinois.

## **ARTICLE II - Nature and Purpose**

**Section I: - Nature:** The Secondary Reading League Council shall be a statewide professional organization of individuals concerned with the instruction, improvement, and advocacy for all areas of literacy for grades six through twelve.

**Section 2: - Purpose:** The purposes of the council should be:

1. to form a partnership with the International Reading Association by promoting membership and participating in IRA sponsored council activities;
2. to encourage the study of literacy issues at the secondary level;
3. to stimulate and promote research in all areas of secondary literacy;
4. to study the various factors that influence progress in literacy;
5. to provide professional development opportunities for educators in all areas of secondary literacy;
6. to act as a clearinghouse for information relating to secondary literacy;
7. to disseminate knowledge helpful for solving problems related to secondary literacy;
8. to sponsor conferences and meetings with a focus on secondary reading;
9. to promote mutual understanding and cooperation among educators in elementary school, middle school, high school, special areas, college, and leadership positions.

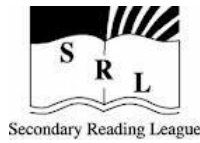
## **ARTICLE III - Membership and Dues**

**Section 1 - Eligibility:** Membership in the council shall be open to all persons engaged in the teaching or supervision of literacy at any school level, to parents, and to all others interested in the purposes of the council.

**Section 2 - Active Members:** Membership in the council shall become effective upon payment of council dues.

**Section 3 - Council Dues:** Dues for annual membership in the council shall be set by the IRC Board of Directors, with the approval of the assembly. Dues are payable to the IRC office.

**Section 4 - Arrears:** Any member who has not paid local dues ending 1 year after payment of dues becomes inactive. A member whose dues are delinquent shall be notified immediately, before his or her name is eliminated from the membership roster.



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**Section 5 - IRA Membership:** A council shall be in good standing if at least 10 members have paid current year IRA dues.

**Section 6 - IRA Dues:** Membership in the International Reading Association is strongly recommended for all council members. Dues to the International Reading Association, which entitle members to certain benefits and services, may be collected by the council and sent to Association headquarters or paid directly to Association Headquarters.

## **ARTICLE IV - Officers**

**Section 1 - Officers:** Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the council. The officers of the council (Executive Board) shall be a president, president-elect, vice-president, secretary, treasurer, membership chairperson, newsletter editor, Day of Reading chairperson, and past-president.

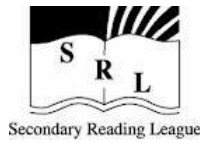
**Section 2 - Term of Office:** The term of office of the vice president shall be 1 year. The vice president shall then automatically succeed to the office of president-elect for 1 year, and at the expiration of this term as president-elect, shall become president for a period of one year. The terms of the treasurer, secretary, membership chairperson, and Day of Reading chairperson shall be a minimum of two years. The past-president shall serve 1 year immediately following his/her term as president.

**Section 3 - Time of Assuming Office:** Each officer shall assume the duties of office on July 1, following the election. The election shall have been completed by April 1.

**Section 4 - Duties of the President:** The president shall act as the executive officer of the council. The president shall preside at all meetings of the council, shall act ex officio as chairperson of the Board of Directors and the Executive Committee, and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes.

**Section 5 - Duties of the President-Elect:** The president-elect shall assist the president in all his/her duties and shall preside in the absence of the president. He/she shall be in charge of planning programs for the meetings.

**Section 6 - Duties of the Vice-President:** The vice-president shall assist the president-elect in all his/her duties and shall preside in the absence of the president-elect. He/she shall assist in the planning of programs for the meetings.



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**Section 7 - Duties of the Secretary:** The secretary shall take the minutes of all board meetings and provide the members of the executive board with the minutes. He/she shall keep a file of the minutes of past meetings, copies of the constitution and any other documents the membership deems necessary. He/she shall handle correspondence and notices, and shall cooperate fully with the successor by turning over up-to-date records within thirty days of retirement from the office.

**Section 8 - Duties of the Treasurer:** The treasurer shall maintain accurate and up-to-date records, have custody of the funds of the council which shall be deposited in the name of the Secondary Reading League. He/she shall sign checks on behalf of the council, provide a bond for an amount fixed with the president, cooperate fully with an annual audit and within thirty days of retirement from office, turn over to the successor all funds, accounts and books of the treasurer. In addition,

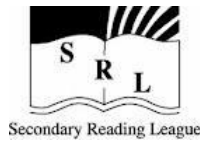
1. All income must be in council accounts approved by the Board and council body. No money can be in a separate account for a subgroup or committee of the council.
2. Two people should be on the signature card for; the council account.
3. There **MUST** be two signatures on all vouchers for payment of 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 9 - Duties of the Membership Chairperson:** The membership chairperson shall keep records of the Secondary Reading League's membership and provide the executive board with membership updates. He/she shall create and submit the annual membership recruitment plan to the Illinois Reading Council. He/She shall prepare and distribute the Secondary Reading League's Membership Directory.

**Section 10 - Duties of the Newsletter Editor:** The newsletter editor shall create, publish and distribute the newsletter of the Secondary Reading League.

**Section 11 - Duties of the Day of Reading Chairperson:** The Day of Reading chairperson shall establish and lead a steering committee to perform all duties necessary to execute the Day of Reading conference and to report the results to the Board of Directors.

**Section 12 - Past President:** The past president shall act as a consultant to the president and Board of Directors in the year immediately following his/her term as president. He/she will head the Honor Council/Council of Excellence Committee.



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**Section 13 - Interim Replacement:** In the event of a vacancy in the office of president, president-elect, vice president, treasurer, secretary, membership chairperson, newsletter editor or the Day of Reading chairperson, the Board of Directors shall have the power to fill the vacancy until the next regular election.

## **ARTICLE V - Board of Directors**

**Section 1 - Function:** The Board of Directors shall exercise general supervision over the property and affairs of the council. It shall have the general power to administer the affairs of the council between council meetings and shall report its actions to the membership for approval.

**Section 2 - Compositions:** The Board of Directors shall consist of all current officers, the past president, and the chairpersons of the standing committees.

**Section 3 - Meetings:** The first meeting of the Board of Directors shall be held in the summer in order that the standing committees may be appointed with the greater part of the year remaining for their specific work, and in order that the yearly calendar may be established. The Board of Directors shall be empowered to hold such meetings as it shall deem necessary on the call of the president, at such times and places as the president may determine. No less than 3 meetings shall be held each year.

**Section 4 - Quorum:** A quorum is established when 60% of the Board is present.

## **ARTICLE VI - Assembly**

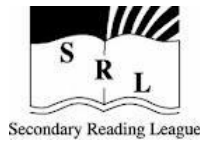
**Section 1 - Composition:** The assembly shall consist of the Board of Directors and all other members of the council.

**Section 2 - Function:** The assembly shall be the legislative body of the council and shall have full power to review decisions made by the Board of Directors and to accept or reject them.

**Section 3 - Quorum:** A quorum shall consist of 20% of all eligible to vote in the assembly.

**Section 4 - Meetings:** The assembly of the Secondary Reading League Council shall meet 3 times each year.

**Section 5 - Notification of Meetings:** At least 2 weeks in advance of each meeting, the corresponding secretary shall notify all members of the date, time and place of the meeting.



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**Section 6 - Amendments to the By-laws:** The assembly of the Secondary Reading League Council shall have the power to amend these by-laws as provided in Article XII.

## **ARTICLE VII - Nomination and Election of Officers**

**Section 1 - Election:** All officers except the president and president-elect shall be elected prior to July 1<sup>st</sup>.

**Section 2 - Nominating Committee:** Each nominee must be a member in good standing of the International Reading Association, Illinois Reading Council, and Secondary Reading League. Advance consent to serve if elected from each nominee shall be secured.

**Section 3 - Mode of Election:** If the voting is to take place at a meeting of the council, the president shall give an opportunity to propose nominations from the floor for each office after the slate from of nominations has been presented including a short vita of each nominee. Voting shall be by paper or electronic ballot for each vacant elective office. Space shall be provided on the ballot form for the names of candidates nominated from the floor. A plurality of the votes cast shall constitute an election. In case of a tie, a ballot naming the nominees tied for most votes shall then be distributed. The results of the election shall then be announced.

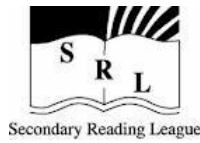
**Section 4 - Reporting:** The president shall be responsible for reporting the newly elected officers to IRA headquarters via the state coordinator, using the official forms provided by the Illinois Reading Council by April 15.

**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 - Committee Structure:** The committees of the Association shall consist of standing committees as specified hereinafter and special committees. All committees shall transmit their recommendations to the Board of Directors unless otherwise specified.

**Section 2 - Number of Standing Committees:** The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors and approval shown by a majority votes cast at the Assembly.



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**Section 3 - Budget Committee** : The finance committee will examine the income and expenditures of the council and draft the annual budget.

**Section 4 -By-laws Committee**: The By-Laws Committee will review the by-laws and policy manual, make recommendations for revision, and oversee the by-laws amendment process as outlined in the council's current by-laws.

**Section 5 - Membership Committee**: The membership committee will plan comprehensive membership campaigns that encompass the local, state and international levels.

**Section 6 - Nominating Committee**: The nominating committee will recommend a slate of nominees for office according to the by-laws of the council.

**Section 7 - Program Committee**: The program committee will plan programs to be conducted during the year.

**Section 8 - Publicity Committee**: The public relations committee will publicize the activities and programs of the council using a variety of print and non-print media.

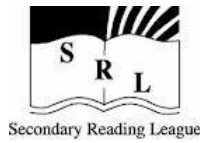
**Section 9 - Special Committees**: Special committees may be authorized by the Board of Directors or members at a council meeting and shall serve for a specified period. There shall be special committees as specified in Sections 11 through 14 of this article. There shall be a carry-over of at least one member on each outgoing special committee into the membership of the newly formed special committee.

**Section 10 - Mode of Appointment of Special Committees**: The members and chair persons of special committees shall be appointed by the president with the approval of the Board of Directors and/or members in a council meeting.

**Section 11 - Awards Committee**: The awards committee will plan and monitor all award programs conducted by the council.

**Section 12 - Honor Council/Council of Excellence Committee**: The Honor Council/Council of Excellence committee, headed by the immediate past president, will see that all aspects of the Honor Council program are completed by the established timelines.

**Section 13 - Publications Committee**: The publications committee, headed by the newsletter editor, will direct the publication of council materials.



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**Section 14 - Studies and Research Committee:** The studies and research committee will explore research issues and disseminate information about literacy research.

## **ARTICLE IX - Representation at the Annual Assemblies**

**Section 1 -Representation Annual State Assembly:** Representation of the council at the annual state assembly shall be in accordance with that specified by the by-laws of the state council.

**ARTICLE X - Parliamentary Authority:** The rules contained in Robert's Rules of Order shall govern the proceedings of this council, except in cases governed by the constitution, by-laws and special rules adopted by this 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 International Reading Association.

## **ARTICLE XII - Amendments**

**Section 1-Origin:** Amendments to the bylaws shall be proposed by

1. A quorum of the Executive Board of Directors;
2. the Bylaws committee; or
3. a majority of the voting members present at a regular meetings of the council

**Section 2 - Procedures for Amending:** Amendments to the by-laws may be adopted by a majority of the voting members present at a meeting of the council. All proposed amendments must be submitted in writing to the members at least one week before being voted upon.

**Section 3 - Incorporation:** Amendments adopted as described in Section 2 shall be incorporated into these bylaws pending IRC approval. Copies of all amendments adopted shall immediately be sent to the IRA State Coordinator for IRC, the IRC Office, and the IRC Bylaws Committee Chair.