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Bylaws of the JEFFERSON COUNTY READING COUNCIL

APPROVED
1/7/82

ARTICLE I - NAME

The council shall be called the Jefferson County Council, serving Jefferson County in Arkansas, and shall be a professional organization for individuals who are genuinely concerned with the improvement of reading programs and teaching procedures, both developmental and remedial, for children and adults, and with providing adequate guidance in all situations in which reading serves as a vital aid to learning.

ARTICLE II - PURPOSES

The purposes of the council shall be: (1) to encourage the study of reading problems in all educational levels; (2) to stimulate and promote research in developmental, creative, corrective, and remedial reading; (3) to study the various factors that influence progress in reading; (4) to publish the results of pertinent and significant investigations and practices; (5) to assist in the development of more adequate teacher-training programs; (6) to act as an intermediate clearing house for information relating to reading; (7) to disseminate knowledge helpful in the solution of problems related to reading; (8) to sponsor conferences and meetings planned to implement the purposes of the council and national association; (9) and to promote mutual understanding and cooperative work among educators in the elementary grades, junior high, 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 reading at any school level, to parents and to all others interested in the purposes of the council.

Section 2
Membership

Membership in the council shall become effective upon payment of council dues for the fiscal year beginning July 1 and ending June 30.

Section 3
Council
Dues

Dues for annual membership in the council shall be \$3.00. Dues are payable to the treasurer for the fiscal year on or after the preceding May 1, and shall apply to the year beginning July 1 and ending June 30.

Section 4
Arrears

Any member who has not paid local dues by October 15 becomes inactive. A member whose dues are delinquent should be notified immediately, before his/her name is eliminated.

Section 5
International
Dues

Dues in the International Reading Association, which includes voting and discount privileges and journal subscription, may be paid to the council treasurer or directly to IRA headquarters.

ARTICLE IV - OFFICERS

- tion 1
icers The elected officers of the council shall be a vice president, vice president-elect, a president, a treasurer, a secretary. Any member in good standing, who is also a member of the International Reading Association is eligible to selection as an officer of the council.
- tion 2
m of
ice The term of office of the vice president-elect shall be one year. The vice president-elect shall then automatically succeed to the office of vice president for one year, and, at the expiration of this term as vice president, shall become president for a period of one year. The term of treasurer, and secretary shall be one year; however, these officers may serve a second term immediately following their first term in office.
- tion 3
e of Assuming
ice Each officer shall assume the duties of his office on July 1 following his election at the spring meeting and shall continue to serve for the duration of his term.
- tion 4
ies of Vice
sident-Elect The vice president-elect shall serve as an ex officio member of the Board of Directors, as chairperson of the Membership Committee, and as coordinator of external programs (special projects, and activities involving facets of the community at large, such as Young Authors' Conference, parent involvement, etc.). Should the office of vice president become vacant the vice president-elect shall serve the unexpired portion of the vice president's term in addition to the term to which the vice president-elect was elected.
- In the event of a vacancy in the office of the vice president-elect, the Board of Directors shall have the power to fill this vacancy until the next regular election.
- tion 5
les of Vice
sident The vice president shall serve as an ex officio member of the Board of Directors and as chairperson of the Program Committee, shall coordinate internal programs (regularly scheduled council meetings), and fulfill such 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. 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 in addition to the year for which the vice president was elected. In the event that, for any reason, the vice president is unable to assume the duties of president immediately, the vice president-elect shall assume the duties of president.
- tion 6
es of
sident The president shall act as the executive officer of the council. He shall preside at all meetings of the council; shall act ex-officio as chairman of the Executive Board and shall exercise general leadership and supervision over the affairs of the council in implementing its purposes. At the expiration of his term of office, the president shall automatically become the past president for a period of one year. The past president shall serve as a member of the Board of Directors and parliamentarian.

Bylaws of the JEFFERSON COUNTY READING COUNCIL

- 3 -

Section 7
Duties of
Treasurer

The treasurer shall (1) execute the duties essential to 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 the Jefferson County Reading Council of the International Reading Association; (3) collect membership dues and other monies due the council; (4) remind members who need to be reminded that dues are due; (5) sign checks and drafts on behalf of the council for the disbursement of funds, in accordance with the approval of the members; (6) cooperate fully with an annual audit and, within thirty (30) days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 8
Duties of
the Secretary

The secretary shall: (1) execute the duties essential to this responsibility: (1) record the happenings of all council meetings and all meetings of the Board of Directors; (2) keep a permanent book of the minutes of all meetings; (3) keep an accurate record of total membership including latest addresses and telephone numbers; (4) notify total membership of all general meetings one week before the meeting as to date, time, and place; (5) circulate amendments to each member at least two weeks in advance of the meeting at which the amendments are to be voted upon; (6) cooperate fully with direction from general meetings and/or Executive Board regarding needed correspondence and notices.

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
Composition

The Board of Directors shall consist of all current officers and the chairpersons of the standing committees.

Section 3
Meetings

The first Board of Directors' meeting shall be held not later than September in order that the standing committees may be appointed with a greater part of their official year remaining for their specific work. Also, the yearly calendar shall be established with the Program Committee. The Board of Directors 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. Not less than three (3) meetings shall be held a year. A meeting immediately before or after a general meeting is recommended for some of the Board of Directors' meetings.

Section 4
Quorum

A quorum for a meeting of the Board of Directors shall consist of six (6) members.

ARTICLE VI - ASSEMBLY

Section 1
Composition
of the Assembly

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

Bylaws of the JEFFERSON COUNTY READING COUNCIL

- 4 -

Section 2
Function
The Assembly shall be the legislative body of the Jefferson County 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 a majority of those present and eligible to vote in the Assembly.

Section 4
Meetings
The Assembly of the Jefferson County Council shall meet three (3) times each year, one meeting in the fall, one in winter, and one in spring.

Section 5
Notification of Meetings
The Publicity Committee shall notify all members one (1) week in advance of each of the three (3) meetings as to date, time and place. *sec?*

Section 6
Amendments to the Bylaws
The assembly of the Jefferson County Council shall have the power to amend these bylaws as provided in Article XII.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 1
Election
All officers, except the president and vice president, shall be elected in the spring.

Section 2
Nominating Committee
The Nominating Committee shall be composed of at least three (3) members appointed by the president and approved by the Board of Directors. The committee shall prepare a slate of nominees annually. Each nominee must be a member of the International Reading Association. Advance consent from each nominee shall be secured by the committee.

Section 3
Mode of Election
After the slate from the nominating committee has been presented, the president shall give an opportunity to propose nominations from the floor for each office. If nominations are not given from the floor, then the recording secretary shall be directed to cast a unanimous vote. If there shall be more than one nominee for any office, voting shall be by ballot and a majority of the votes cast shall be necessary for election. In case of a tie, a ballot for the two (2) highest nominees shall then be distributed. The results of the election shall then be announced.

The president shall be responsible for reporting the newly elected officers to IRA Headquarters and to the state president, vice president, and coordinator before June 1, using the official forms provided by IRA.

Section 4
Term of Office
Each elected officer's term of office shall begin on July 1, following the spring meeting.

ARTICLE VIII - COMMITTEES

Section 1
Standing
Committees

There shall be such standing committees as specified in Sections 2 through 10 of this article. There shall be a carry-over of two (2) members on each outgoing standing committee into the membership of the newly formed standing committees.

Section 2
Executive
Committee

The Executive Committee shall be composed of the president (who shall serve as chairperson), the vice president, and the vice president-elect. Members of the Executive Committee shall serve on the Budget Committee (as specified in Article VIII, Section 9); shall prepare the agenda for the meetings of the Board of Directors and of the Assembly; shall review reports of all committees prior to the meetings of the Board of Directors and of the Assembly; and shall perform other responsibilities as directed by the chairperson. The committee shall meet at the call of the chairperson.

Section 3
Publicity
Committee

The Publicity Committee shall publicize all council meetings and activities and work with the television and radio stations and local and state newspapers. They shall also send articles to the national committee chairmen for publications and organization. This committee shall be composed of persons representing various interests in reading. Public school administrators, public school teachers, college administrators and/or teachers shall compose this committee.

Section 4
Committee
on Studies,
Research, and
Evaluation

The Committee on Studies and Research and Evaluation shall seek to disseminate research information in the council. They shall, also, encourage the members to study problems that merit their efforts. This committee shall continue to review the balance of emphasis in all activities.

Section 5
Membership
Committee

The Committee on Membership shall be (1) chaired by vice president elect; (2) shall collect dues and turn all money over to treasurer; (3) keep an accurate record of total membership, including latest addresses and telephone numbers; (4) provide every board member and committee chairperson with current list; (5) notify all members when their dues are due; (6) plan ways to secure new members and retain present members.

Section 6
Program
Committee

The Program Committee shall make plans for the meetings of the council. The vice president shall be chairperson of this committee. This committee shall be responsible for a yearbook. The yearbook will contain the year's program with meeting dates, time and places. It will also contain the names of the officers and members with their addresses and telephone numbers. This yearbook should be in the hands of all the members, not less than two (2) weeks before the fall meeting.

Section 7
Nominating
Committee

The Nominating Committee shall function as defined in Sections 1 and 2, Article VII of these bylaws.

- Section 8
Budget
Committee
- The Budget Committee shall examine the income and expenditures of the council and shall be responsible for preparing the annual budget prior to the meeting of the Assembly. Members of the budget committee shall be the president, vice president, vice president-elect, treasurer, and three or more members of the council.
- Section 9
Auditing
Committee
- The auditing committee shall make an annual audit to be presented at the first meeting of the fiscal year.
- Section 10
Rules
Committee
- The Bylaws Committee shall continuously study the bylaws of this council to determine if they are meeting the current needs as well as foreseeable needs.
- Section 11
Number of
Standing
Committees
- The number of standing committees may be increased or decreased upon recommendation of the Board of Directors and approved by a majority of the votes cast at the Assembly.
- Section 12
Mode of
Appointment
and Terms
- The members of the standing committees shall be appointed by the president with the approval of the Board of Directors.
- Section 13
Chairpersons
- The chairpersons of each standing committee shall be appointed yearly by the president with the approval of the Board of Directors except as specified in Article IV, Sections 2, 5, 6.
- Section 14
Temporary
Committees
- Temporary or special committees may be authorized from time to time by the Board of Directors or members at a council meeting and shall serve for the period specified.
- Section 15
Number of
Members
- The number of members of each temporary committee may be determined by the Board of Directors or the members at a council meeting. The number of members shall not be less than three (3).
- Section 16
Mode of
Appointment
- The members and chairpersons of temporary committees shall be appointed by the president with the approval of the Board of Directors and/or members at a council meeting.

ARTICLE IX - REPRESENTATION AT THE IRA ASSEMBLY

- Section 1
Representa-
tion at the
Annual IRA
Assembly
- Representation of the Jefferson County Reading Council at the Delegates Assembly of the International Reading Association shall be in accordance with that specified by the bylaws of IRA in Article VI, Section 1 which reads in part as follows:

"Each local council of 10-50 members who have paid current dues to IRA shall be entitled to one delegate and an additional delegate for each 50 additional members who have paid current dues to the Association.... One person may represent only one council in the Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent."

