

SOUTH ARKANSAS READING COUNCIL BYLAWS
INTERNATIONAL READING ASSOCIATION #04580

ADOPTED MARCH, 1990
REVISED MARCH, 1991
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REVISED AUGUST 16, 1993
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ARTICLE I - Name and Area Served

The council shall be called South Arkansas Reading Council, serving teachers and others in Ouachita and Calhoun counties as well as part of Union County.

ARTICLE II - Nature and Purposes

Section 1 -- Nature: The South Arkansas Reading Council shall be a professional organization of individuals who are concerned with the improvement of reading.

Section 2 --Purpose: 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 teaching-training programs; 6) to act as an intermediate clearinghouse for information relating to reading; 7) to disseminate knowledge helpful in the solution of problems related to reading; 8) to sponsor conferences and meetings; 9) to promote mutual understanding and cooperation and cooperative work among educators in the elementary grades, junior high, high school, special areas, college, leadership positions, and in community programs.

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. (Exception: Membership in a special interest council should be restricted to persons interested in a particular aspect of reading or to a specific group of people that the special interest council is intended to serve.)

Section 2 -- Active Members: 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 set by the Board of Directors with the approval of the assembly. Dues for annual membership in the council shall be \$10.00. Student membership shall be waived to encourage participation in the reading council. Dues are payable to the council 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 July 1 becomes inactive. A member whose dues are delinquent shall be notified immediately, before the name is eliminated.

Section 5 -- International Dues: Membership in the International Reading Association shall be strongly recommended. Dues to the International Reading Association, which provide members with benefits and services, dependent upon the type of membership, may be paid or directly to IRA Headquarters.

ARTICLE IV - Officers

*called Theresa to change
June 26*

Section 1 -- Officers: The elected officers of the council shall be a president, a vice president, a vice president-elect, a parliamentarian, a corresponding secretary, a recording secretary, and a treasurer. The final three offices may be combined. The parliamentarian shall be the immediate past president. Any member in good standing, who is also a member of the International Reading Association, is eligible to be an officer of the council.

Rationale: All elected officers of IRA councils **MUST** hold current membership in the International Reading Association. Officers need to be aware of the ongoing activities of the Association so they can effectively report on IRA current events and achievements to their council members.

Section 2 -- Term of Office: The term of office of the president shall be two years. The vice president at the end of the president's term shall automatically succeed to the office of president for two years, and the vice president-elect will automatically succeed to the office of vice president for two years. The terms of the corresponding secretary, recording secretary, and treasurer shall be two years without succession.

Section 3 -- Time of Assuming Office: 1) Nominations of new officers will be held at the winter meeting. 2) Installation of new officers will be held at the spring meeting. 3) Each officer shall assume the duties of office on July 1, of each biennium.

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 Vice President: 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, (internal programs are 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 the president immediately and shall serve the unexpired portion of the president's term in addition to the two years for which the vice president was elected. In the event that, for any reason the vice president is unable to assume the duties of the president immediately, the vice president-elect shall assume the duties of president. The vice president shall be in charge of organizing Image Brochure for the council.

Section 6 -- Duties of the Vice President-Elect: The vice president-elect shall serve as an ex officio member of the Board of Directors, as chairman of the Membership Committee, and as coordinator of external programs. (External programs are special projects and activities involving facets of the community at large, such as Young Author's 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.

Section 7 -- Duties of the Recording Secretary: The recording secretary shall: 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) cooperate with the publicity and newsletter committees as stated in job descriptions; 4) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Section 8 -- Duties of the Corresponding Secretary: The corresponding secretary shall: 1) notify total membership of the date, time, and place of all general meetings at least two (2) weeks before the meeting; 2) circulate proposed amendments to each member at least (30) days in advance of the meeting at which the amendments are to be voted upon; 3) cooperate fully with directions from council meetings and/or meetings of the Board of Directors regarding needed correspondence and notices; 4) send articles and notices to IRA Headquarters and the state/provincial president and coordinator; 5) cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

Section 9 -- Duties of the Treasurer: The treasurer shall: 1) maintain accurate and up-to-date records(including receipts for all expenditures); 2) have custody of the funds of the council which shall be deposited in the name of South Arkansas Reading Council of the International Reading Association; 3) sign checks on behalf of the council; 4) 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 10 -- Interim Replacement: In the event of a vacancy in the office of vice president-elect, recording secretary, corresponding secretary, or treasurer, the Board of Directors shall have the power to fill the vacancy until the next regular election.

ARTICLE V - Board of Directors

Section 1 -- Functions: 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 chairpersons of the standing committees.

Section 3 -- Meetings: The first meeting of the Board of Directors shall be held not later than July in order that the standing committees may be appointed with the greater part of the official year remaining for their specific work, and in order that the yearly calendar may be established with the Program Committee. The Board of Directors shall be empowered to hold such meetings as it shall deem necessary on the call of the president, at such time and places as the president may determine. No less than three (3) meetings shall be held each year.

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: 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 South Arkansas Reading Council and shall have full power and authority 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 those eligible to vote in the assembly.

Section 4 -- Meetings: The assembly of the South Arkansas Reading Council shall meet at least three (3) times each year.

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

Section 6 -- Amendments to the Bylaws: The assembly of the South Arkansas Reading 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 shall be elected in the winter of each biennium.

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 biannually. 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: The president shall give an opportunity to propose nominations from the floor for each office after the slate from the Nominating Committee has been presented including a short vita of each nominee. Voting shall be by ballot sent by mail and there shall be two (2) or more nominees for each vacant office if possible. 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 the case of a tie, a ballot for the two (2) highest nominees shall then be distributed. Voting may be by acclamation.

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

Section 4 -- Term of Office: Each elected officer shall assume the duties of office on July 1 following the spring election and shall continue to serve for the duration of the term.

ARTICLE VIII - Committees-Job Descriptions

Section 1 -- Standing Committees: There shall be such standing committees as specified in

Sections 2 through 11 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. Job descriptions for standing committees will be updated periodically.

Section 2 -- Executive Committee: The Executive Committee shall be composed of the president (who shall serve as chairperson), the vice president, the vice president-elect, the recording secretary and the treasurer. Members of the Executive Committee shall serve on the Budget Committee; shall prepare the agenda for the Board of Directors and of the assembly; shall review reports of all committees prior to 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 television and radio stations and local and state newspapers. The committee shall, also send articles to the national committee chairmen for publications and organization. Persons representing various interests in reading -- public school administrators, public school teachers, college administrators and/or teachers -- shall compose the committee.

Section 4 -- Committee on Studies and Research: The Committee on Studies and Research shall seek to disseminate research information throughout the council. They shall encourage the members to study issues that merit their efforts.

Section 5 -- Membership Committee: The Committee on Membership shall: 1) collect dues and turn all money over to the treasurer; 2) keep an accurate record of total membership, including latest addresses and telephone numbers; 3) provide every board member and committee chairperson with such current list; 4) notify all members when their dues are due; 5) plan ways to secure new members and retain present members. The vice president-elect shall serve as chairperson of this committee. Members will be encouraged to pay their dues by the first fall meeting.

Section 6 -- Program Committee: The Vice President shall be chairperson of the Program Committee. This committee shall make plans for all meetings and be responsible for a yearbook which will contain the year's programs with meeting dates, times, and places. It will also contain the names, addresses, and telephone numbers of the officers, committee chairpersons, and members. The yearbook should be in the hands of all members not less than two (2) weeks before the fall meeting.

Section 7 -- Nominating Committee: The Nominating Committee shall function as defined in Article VII, Sections 2 and 3 of these bylaws.

Section 8 -- Evaluation Committee: The Evaluation Committee shall review continuously the activities of the council to be certain that all levels of interest are represented properly in publicity, programs, and research.

Section 9 -- Budget Committee: The Budget Committee shall examine the income and expenditures of the council and shall be responsible for preparing the annual budget. Members of the committee shall be the president, vice president, vice president-elect, treasurer, and three (3) or more members of the council.

Section 10 -- Auditing Committee: The Auditing Committee shall make a biannual audit to be presented at the first meeting of each biennium.

Section 11-- Bylaws Committee: The Bylaws Committee shall continuously study the bylaws of the council to determine if they are meeting current, as well as foreseeable, needs.

Section 12 -- Scholarship Committee: The Scholarship Committee shall be the members of the Executive Committee - the officers of SARC. The Scholarship Committee shall review the applicants annually and announce the recipient of the \$100 scholarship at the spring meeting of the SARC.

Section 13 -- Newsletter Committee: The Newsletter Committee shall be responsible for soliciting material, writing, typing, printing, and distributing the newsletter. The newsletter shall be printed three (3) times per year. The Secretary shall send the newsletter to state president and coordinator as scheduled on the state calendar.

Section 14 -- 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 of votes cast at the Assembly.

Section 15 -- Numbers of Member of Standing Committees: The number of members of each standing committee shall be determined by the Board, provided that each committee shall not have fewer than three (3) members. Each member of the SARC shall be a member of one of the standing committees except student members.

Section 16 -- Mode of Appointment and Terms of Standing Committees: The members of the standing committees shall be appointed by the president with the approval of the Board of Directors and shall serve for the term of the president unless otherwise specified in the charge to the committee.

Section 17 -- Chairpersons of Standing Committees: The chairperson of each standing committee shall be appointed by the president for each biennium with the approval of the Board of Directors, except as specified in Article VIII, Section 2 and 6.

Section 18 -- Special Committees: Special committees may be authorized from time to time by the Board of Directors or members at a council meeting and shall serve for a specified period.

Section 19 -- Number of Members of Special Committees: The number of members of each special 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 20 -- Mode of Appointment of Special Committee: The members of special committees shall be appointed by the president with the approval of the Board of Directors and/or members at a council meeting.

Section 21 -- Social Arrangements Committee: The Social Arrangement Committee shall be responsible for making a schedule for refreshments for the scheduled meetings for the biennium. This schedule shall be given to the newsletter committee and the vice president.

ARTICLE IX - Representation at the Annual Assemblies

Section 1 -- Representation Annual IRA Assembly: Representation of South Arkansas Reading Council at the Delegates Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association as specified in Article VI, Section 1, which reads in part as follows:

"Each local council of 10-50 member who have paid current dues to the [International Reading] Association shall be entitled to one delegate and an additional delegate for each 50 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; and alternate may vote only when the delegate is absent." (Exception: Except for special interest councils should read: "Each ...special interest council of the [International Reading] Association shall be entitled to one delegate, provided the delegate has paid dues or the current year to the [International Reading] Association ... One person may represent only when the delegate is absent.)

Section 2 -- Representation Annual State/Provincial Assembly: Representation of the South Arkansas Reading Council at the annual state/provincial assembly shall be in accordance with that specified by the bylaws of the state/provincial council.