

# Reading on the Ridge Literacy Council Bylaws

## Article I

### **Name**

The council shall be called the Reading on the Ridge Literacy Council, serving the Greene County area.

## Article II

### **Nature and Purpose**

Section 1 - Nature. The Reading on the Ridge Literacy Council shall be a professional organization of individuals concerning with the improvement of reading.

Section 2 - Purposes. 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 reading problems at all education levels;
- (3) to stimulate and promote research in developmental, creative, corrective, and remedial reading;
- (4) to study the various factors that influence progress in reading;
- (5) to publish the results of pertinent and significant investigations and practices;
- (6) to assist in the development of improved teacher-training programs;
- (7) to act as a clearing house for information related to reading;
- (8) to disseminate knowledge helpful for solving problems related to reading;
- (9) to sponsor conferences and meetings;
- (10) to promote mutual understanding and cooperation among educators in elementary school, 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 promoting reading and literacy.

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. The Board of Directors with the approval of the assembly shall set dues for annual membership in the 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. Dues for the Reading on the Ridge Literacy Council shall be \$10.00 per year.

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 his/her name is eliminated from the membership roster on October 1.

Section 5 – IRA Membership. A council shall be in good standing and entitled to Representation at the meeting of the International Reading Association Delegates' Assembly if at least 10 members have paid dues to the Association for the current year.

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. The officers of the council are a president, vice-president, secretary, treasurer/membership director. Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the council.

Section 2 – Term of Office. The terms of office of the president and vice president shall be one year. Officers may serve up to two consecutive terms. Each office shall assume the duties of office on July 1 following the election.

Section 3 – Duties of the President. The president shall act as the executive officer of the council. The president shall president 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 4 – Duties of the Vice President. The vice president shall serve as an ex officio member of the Board of Directors, as a member of Program Committee, and as coordinator of external programs. The vice president shall assume and perform the duties of the president in the event of absence, resignation, or the inability to perform duties.

Should the office of the president become vacant, the vice president shall serve the unexpired portion of the president's term.

Section 5 – Duties of Secretary. The secretary shall :

- (1) record the events of all council meetings and all meetings of the Board of directors;
- (2) keep a permanent book of the minutes of all meetings;
- (3) notify total membership of the date, time, and place of all general meetings;
- (4) circulate proposed amendments are to be voted upon;
- (5) handle correspondence and notices;
- (6) send articles and notices to the International Reading Association Headquarters and the state president and coordinator;
- (7) cooperate fully with the successor by turning over an up-to-date record of correspondence within 30 days of retirement from office.

Section 6 – Duties of Treasurer. The treasurer shall:

- (1) maintain up-to-date records;
- (2) have custody of the funds of the council, which shall be deposited in the name of Reading on the Ridge Literacy Council;
- (3) sign checks on behalf of the council;
- (4) cooperate fully with an annual audit, and
- (5) within 30 days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 7 – Director of Membership. The membership officer will:

- (1) maintain up-to-date records of all current members;
- (2) notify IRA/ARA membership with any changes;
- (3) post information about meetings at schools and other interest areas;
- (4) order and keep a supply of membership information;
- (5) recruit new members;
- (6) cooperate fully with the successor by turning over an up-to-date record of correspondence within 30 days of retirement from office.

## **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 action to the general membership.

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 meeting of the Board of Directors shall be held in August in order that the standing committees may be appointed and the yearly calendar may be established. The board of directors shall be empowered to hold such meeting, as it shall deem necessary on the call of the president. No less than three meetings shall be held each year.

Section 4 – Quorum. A quorum is established when 60% of the Board members are present.

## **Article VII**

### **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 20% of those eligible to vote in the assembly.

Section 4-Meetings. The assembly of the Reading on the Ridge Literacy Council shall meet at least four times yearly.

Section 5- Notification of Meetings. At least two weeks prior to each meeting, the secretary shall notify all members of the date, time, and place of the meeting.

## **Article VIII Election of Officers**

Section 1-Election. All offices are annual positions. Nominations for officers shall be made to the secretary by April 1. Officers shall be elected prior to May 15 and assume their duties on July 1.

Section 2-Mode of Election. The voting shall take place at the April meeting. The President shall give an opportunity to propose nominations from the floor for each office. After voting by ballot, the results of the election shall be announced.

Section 3-Officer Replacement Policy. A special election of officers may be held as needed when officers resign their posts or fail to perform their duties. The need to hold a special election will be determined by the Board of Directors and/or members. Upon approval of the members, a special election will be held to fill the vacant position.

Section 4-Reporting. The President will be responsible for reporting the newly elected officer to IRA Headquarters via the State Coordinator, using the official forms provided by the International Reading Association.

Section 5-Term of Office. Each elected officer shall assume the duties of the office on July 1 following the election and shall continue to serve through June 30.

## **Article IX Committees**

Section 1-Standing Committees. The standing committees and the number of members on each committee shall be determined by the Board of Directors.

Section 2-Mode of Appointment and Terms. The members of the standing committees shall be appointed by the President upon the approval of the Board of Directors. The members shall serve for the term of the President unless otherwise specified.

Section 3-Chairpersons. The chairperson of each standing committee shall be appointed yearly by the President with the approval of the Board of Directors.

Section 4-Special Committees. Special committees may be formed as needed by the Board of Directors or members at a council meeting and shall serve for a specified period. The members of the special committees will be voluntary and approved by the President.

## **Article X 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 XI Amendments**

Section 1-Origin. Amendments to the bylaws of the Reading on the Ridge Literacy Council shall be proposed by (1) a quorum of the Board of Directors; (2) a majority of the voting members present at a meeting of the council. All proposed amendments will be sent to the International Reading Association for approval before presenting them to the members for adoption.

Section 2-Procedures for Amending. Amendments may be adopted by the affirmative vote of two-thirds of the members present at a meeting of the council.

Section 3-Incorporation. Amendments as adopted shall be incorporated into these bylaws. Copies of all amendments shall be sent immediately to IRA Headquarters and to the state president and coordinator.