

# BYLAWS OF THE NORTHEAST ARKANSAS READING COUNCIL

Revised September 13, 2005  
Adopted October 15, 2005

## ARTICLE I

### **Name**

The council shall be called the Northeast Arkansas Reading Council, serving the Mississippi County and Crittenden County areas, hereafter, sometimes referred to as the NEARC.

## ARTICLE II

### **Nature and Purpose**

Section 1 – *Nature*. The NEARC shall be a professional organization of individuals concerning 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.

Section 2 – *Purposes*. The purposes of the council should 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 improved teacher-training programs; (6) to act as an intermediate clearinghouse for information 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 cooperation among educators in 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 students enrolled in teacher education programs, 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 for the fiscal year beginning July 1 and ending June 30.

Section 3 – *Council Dues*. The Executive Board 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 April 1 and shall apply to the year beginning July 1 and ending June 30. Dues for the NEARC shall be \$5 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/president-elect, secretary, and treasurer/membership chair. 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 vice-president/president-elect shall be two years. He/she shall then automatically succeed to the office of president for two years. The term of the treasurer/membership director and secretary shall be two years. Each office shall assume the duties of office on July 1 following the election.

Section 3 – *Duties of President*. The president shall act as the executive officer of the council. The president shall notify total membership of all general meetings two weeks before the meeting as to date, time, and place; preside at all meetings of the council; act ex-officio as chairperson of the Executive Board and the Executive Committee; and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes.

Section 4 – *Duties of Vice-President/President-Elect*. The vice-president/president-elect shall serve as an ex-officio member of the Executive Board and as a member of the Program Committee. The vice-president/president-elect 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/president-elect shall serve the un-expired portion of the president's term.

Section 5 – *Duties of the Secretary*. The secretary shall: (1) record the events of all council meetings and all meetings of the Executive Board; (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 at least two (2) weeks before the meeting; (4) circulate proposed amendments to each member at least 30 days in advance of the meeting at which the 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) circulate proposed amendments to each member at least two weeks in advance of the meeting at which the amendments are to be voted upon; (8) cooperate fully with directions from general meetings and/or the Executive Board regarding needed correspondence and notices; (9) and 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/Membership Director*. The treasurer/membership director shall: (1) maintain accurate and up-to-date financial and membership records; (2) have custody of the funds of the council, which shall be deposited in the name of the Northeast Arkansas Reading Council; (3) sign checks on behalf of the council; (4) cooperate fully with an annual audit; (5) notify IRA/ARA membership with any changes, (6) notify all members whose dues are due; (7) order and keep a supply of membership information; (8) distribute membership information at community events; (9) recruit new members; (10) within 30 days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer; (11) and cooperate fully with the successor by turning over an up-to-date record of correspondence within thirty (30) days of retirement from office.

## **ARTICLE V**

### **Executive Board**

Section 1 – *Function*. The Executive Board 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 Executive Board shall consist of all current officers, the immediate past-president and the chairpersons of the standing committees.

Section 3 – *Meetings*. The first meeting of the Executive Board 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 with the Program Committee. The Executive Board 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 three (3) meetings shall be held each year.

Section 4 – *Quorum*. A quorum for a meeting of the Executive Board shall consist of 3 Board members present.

## ARTICLE VI

### **Assembly**

Section 1 – *Composition*. The assembly shall consist of the Executive Board 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 Executive Board and to accept or reject them.

Section 3 – *Quorum*. A quorum shall consist of a majority of those eligible to vote in the assembly.

Section 4 – *Meetings*. The assembly of the Northeast Arkansas Reading Council shall meet at least three (3) times yearly.

Section 5 – *Notification of Meetings*. At least two (2) weeks in advance of each meeting, the President shall notify all members of the date, time, and place of the meeting.

Section 6 – *Amendments to the Bylaws*. The assembly of the Northeast Arkansas Reading Council shall exercise the power to amend these bylaws as provided in Article XII.

## ARTICLE VII

**Section 1 – Election.** All offices are two-year positions. Nominations for officers shall be made to the secretary by April 1. Officers shall be elected prior to May 15 and take over duties July 1.

Section 2 – *Nominating Committee*. The Nominating Committee shall be composed of at least three (3) members of the council. The committee shall prepare a slate of nominees annually. **Each**

**nominee must be a member of the International Reading Association.** Advance consent to serve if elected from each nominee shall be secured by the committee.

Section 3 – *Mode of Election.* Voting will take place at the final meeting of the year for the council; 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.

Section 4- *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 Executive Board and/or members. If a need is determined, it shall be brought to the members for approval. Upon approval by the members, a special election shall be held to fill vacant position or positions that are not properly filled.

Section 5 – *Reporting.* The President will be responsible for reporting the newly elected officers to IRA Headquarters via the state coordinator, using the official forms provided by the International Reading Association by the date specified on the form.

Section 6 – *Term of Office.* Each elected officer shall assume the duties of office on July 1 following the election and shall continue to serve through June 30.

## **ARTICLE VIII**

**Section 1 – Standing Committees.** There shall be such standing committees as specified in Section 2-B of this article.

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

B. *Number of Members of Standing Committees.* The number of members of each standing committee shall be determined by the Board.

C. *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 Executive Board and shall serve for the term of the president unless otherwise specified in the charge to the committee.

D. *Chairpersons of the Standing Committees.* The chairperson of each standing committee shall be appointed yearly by the president with the approval of the Executive Board.

Section 2 – *Special Committees.* Special committees may be authorized from time to time by the Executive Board or members at a council meeting and shall serve for a specified period.

A. Number of members of each special committee may be determined by the Executive Board or the members at a council meeting.

B. Sample committees may be Awards Committee, Budget Committee, Bylaws Committee, Community Project Committee, Family Literacy Committee, Program Committee, etc.

## **ARTICLE IX**

### **Representation at Annual Assemblies**

Section 1 – *Representation Annual IRA Assembly.* Representation of the Northeast 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 the current IRA Bylaws, which reads as follows:

“Each local council of 10-50 members who have paid current dues to the International Reading Association 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 delegate; an alternate may vote only when the delegate is absent.”

Section 2 – *Representation Annual State Assembly.* Representation of the council at the annual Arkansas Reading Association assembly shall be in accordance with the bylaws of the state association.

## **ARTICLE X**

### **Parliamentary Authority**

The rules contained in *Robert's Rules of Order* (Newly Revised) shall govern the proceedings of this council, except in cases governed by the constitution, bylaws, and special rules adopted by the council.

## **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**

Section 1 – *Origin*. Amendments to the bylaws shall be proposed by (1) a quorum of the Executive Board; (2) the Bylaws Committee; (3) a majority of the voting members present at a meeting of the council. All proposed amendments shall 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. The amendments must have been presented at the previous meeting or circulated to each voting member at least 30 days in advance of the meeting at which the voting on the amendments is to take place.

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.