Bylaws of the

Jesse Stuart Literacy Council

International Reading Association

(Adopted July 27, 1966)

(Amended August 21, 2015)

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| **Article I – Name** | |
| Section1-  Nature | The council shall be called the Jesse Stuart Literacy Council, serving the area of Richmond and Madison, and the following counties bordering this area: Clark, Garrard, Estill, Rockcastle, Lincoln, and Jackson as well as the developing region of Powell, Lee, Owsley, Wolfe, Breathitt, Perry, Magoffin, Knott, Letcher, Johnson, Floyd, Martin and Pike. The Council 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** | |
| Section 1-  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. 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 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 40% of any Kentucky Reading Association dues. Dues are payable to the Kentucky Reading Association 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  International Dues | Dues in the International Reading Association which include voting and discount privileges, and journal subscription may be paid to the Council treasurer or directly to the IRA Headquarters |
| Section 5  Arrears | Any member who has not paid state and local dues by July 1, becomes inactive. A member whose dues are delinquent should be notified immediately, before his name is eliminated. |
| **Article IV – Officers** | |
| Section 1  Officers | The elected officers of the council shall be a president-elect, a president, a past president, a vice president, a treasurer, a secretary, membership chair, and library/media resource chair. Any member in good standing, who is also a member of the International Reading Association, is eligible to election as an officer of the council. |
| Section 2  Term of Office | The term of the president-elect shall be one year. He shall then automatically succeed to the office of president for one year. At the expiration of his year in office, the president shall become the past president for a period of one year. The term of vice president, treasurer, secretary, membership chair, and library/media resource chair shall be one year; however, they may serve a second term immediately following their first term in office. |
| Section 3  Time of Assuming Office | Each officer shall assume the duties of his office on July 1st following his election at the annual meeting in May and shall continue to serve for the duration of his term. |
| Section 4  Duties of President | The president shall act as the executive officer of the council. He shall preside at all meetings of the council; shall act as 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. |
| Section 5  Expiration President’s Term | At the expiration of his term of office, the president shall automatically become past president for a period of one year. The past president shall serve as a member of the executive board. |
| Section 6  Duties of President-Elect | The president-elect shall serve as a member of the Executive Board and chairman of the Program Committee. He 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 president-elect shall become president immediately and shall serve the unexpired portion of the president’s term in addition to the year for which he was elected. If the president and the president-elect are incapacitated or resign, the vice president shall serve as acting president until such a time as a special or next regular election can be held. |
| Section 7  Duties of Vice President | The duties of the Vice-President include:   1. Fill in for the president or president-elect in the event that they cannot complete their duties 2. Compile or update council handbook in the fall. 3. Attend all executive board meetings 4. Attend all Assembly meetings 5. Monitor special projects as assigned. 6. Develop promotional materials for upcoming projects in conjunction with the executive board 7. Monitor the honor council program. 8. Help with the membership campaign. 9. Assist President and President-Elect as needed. 10. Chair of the Program Committee |
| Section 8  Duties of Treasurer | The treasurer shall:   1. Execute the duties essential to the 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 Jesse Stuart Council; 3. Collect dues and other monies due the council; 4. Report to the membership chair the names of the members who need to be reminded that dues are due; 5. Sign checks and drafts on behalf of the council for disbursement of funds, in accordance with approval from the assembly (members); 6. Provide a bond for an amount fixed by the Executive Board, the bond to be filed with the president; 7. Cooperate fully with an annual audit and within thirty days of his retirement from office, shall turn over to the successor all funds, accounts, and books of the treasurer. |
| Section 9  Duties of Secretary | The recording secretary shall:   1. Execute the duties essential to the recording at all business and happenings at all general meetings and all meetings of the Executive Board; 2. Keep a permanent book of the minutes of all meetings; 3. Keep an accurate record of total membership including latest addresses and phone numbers; 4. Cooperate fully with his successor by turning over up-to-date records within thirty days of his retirement from office. 5. Execute the duties essential to this responsibility; 6. Notify total membership of all general meetings one week before the meeting as to date, time, and place; 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 Executive Board regarding needed correspondence and notices; 9. Cooperate fully with his successor by turning over and up-to-date record of correspondence |
| Section 10  Duties of Membership Chair | The membership chair shall:   1. Review membership dates and membership processing procedures to determine membership growth, retention rate success of the membership campaign, and the efficiency of membership processing. 2. Design a membership campaign 3. Prepare a membership promotion table or booth for local council meetings 4. Ensure that dues are being sent to the correct processing facility (state or national). 5. Periodically review membership figures and activities in orders to make adjustment in the campaign 6. Chair of the membership committee |
| Section 11  Duties of Library/Media Resources | The Library/Media Resources Chair shall:   1. Work in conjunction with the executive board on various projects. 2. Develop PD to present at Assembly meetings 3. Locate resources for literacy development to present to the executive board 4. Work on honor council with the vice president 5. Sit as chair for the library media resources committee |
| **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 general business meetings and shall report its actions to the next general meeting. Its action shall have the approval of the members at a general business meeting. |
| Section 2 Composition | The Executive Board shall consist of the Past President, the President, the President-elect, the Treasurer, the Secretary, the Membership Chair, and the Library/Media Resources Chair. It is recommended when possible that the directors shall be composed of the chairmen of the standing committees. |
| Section 3  Meetings | The first Executive Board meeting shall be held no 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 Executive Board shall be empowered to hold such meetings on the call of the president, as it shall deem necessary, and at such time and places as the president may determine. Not less than three meetings shall be held a year. A meeting immediately before or after a general meeting is recommended for some of the Executive Board meetings. |
| Section 4  Quorum | A quorum for a meeting of the Executive Board shall consist of half of the executive directors. |
| **Article VI - Assembly** | |
| Section 1  Composition of the Assembly | 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 Jesse Stuart Council and shall have full power and authority over the affairs of the council with-in the limits set by these laws. It shall have authority to review decisions made by the Executive Board and 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 Jesse Stuart Council shall meet four (4) times each year. One meeting in August, One meeting in October, one meeting in February, and the annual meeting in May. |
| Section 5  Notification of Meetings | The corresponding secretary shall notify all members one (1) week in advance of each of the four meetings as to date, time, and place. |
| Section 6  Amendments to the Bylaws | The Assembly of the Jesse Stuart Council shall have the power to amend these bylaws as provided in Article XI. |
| **Article VII – Elections** | |
| Section 1  Mode of Elections | All officers of the directors shall be elected in May. After the slate from the nominating committee has been presented, the president shall give an opportunity to propose nomination 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 necessary for election. |
| Section 2  Nomination Committee | The Nomination Committee shall prepare a slate of nominees annually. Advance consent shall be secured by the Nominating Committee from each candidate. |
| Section 3  Term of Office | The term of office of each elected member shall begin on July 1, following the annual meeting of May. |
| **Article VIII – Committees** | |
| Section 1  Standing Committees | There shall be such standing committees as specified in this Article. There shall be a carry-over to two (2) members on each outgoing Standing Committee into the membership of the newly formed Standing Committees. |
| Section 2  Committee on Membership | The Membership Committee shall publicize all meeting and work in the television and radio stations and in the local and state newspapers. They shall also send articles to the national committee chairmen for publications and organization. The 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. Responsible for plans to secure new members. |
| Section 3  Committee on Library/Media Resources | The Committee on Library/Media Resources seeks to disseminate research information in the council. They shall, also, encourage the members to study problems that merit their efforts. They also look for a way to engage with local libraries, both school and public, in hopes to help the facilities develop more. The Library/Media Resources committee shall continuously review the balance in emphasis of the activities of the council to be certain that all levels of interest in reading are properly represented in publicity, programs for meeting, and research. |
| Section 4  Program  Committee | The Program Committee shall make plans for the meeting of the council, except that the president shall be responsible for planning the annual meeting with program committee, the plans for which shall be approved by the Executive Board. The Vice-President shall be the chairman of this committee. This 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 meeting held in October. The Program Committee shall continuously study the bylaws of this council to determine if they are meeting the current needs as well as foreseeable future needs. |
| Section 5  Nominating Committee | The Nominating Committee shall be composed of at least three (3) members appointed by the president with the approval of the Executive Board. The Nominating Committee shall prepare a slate of nominees annually. Advance consent shall be secured by the Nominating Committee from the candidate. |
| Section 6  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 if the Budget Committee shall be the president, past president, president-elect, and three or more members of the council. The Budget Committee shall make an annual audit and report at the first meeting of the next fiscal year. The Treasurer shall head this committee |
| Section 7  Number of Standing Committees | The number of standing committees may be increased or decreased upon recommendation of the Executive Board and approved by a majority of the votes cast at the Assembly. |
| Section 8  Mode of Appointment and terms | The members of the standing committees shall be appointed yearly by the president with the approval of the Executive Board. |
| Section 9  Chairmen | The chairmen of each standing committee shall be appointed yearly by the president with the approval of the Executive Board, except as specified in Article IV, Section 6, the chairman of the Program Committee. |
| Section 10  Temporary Committees | Temporary or special committees may be authorized from time to time by the Executive Board or the council members at a general meeting and should serve for the period specified. |
| Section 11  Number of Members | The number of members if each temporary committee may be determined by the Executive Board or the council members at a general meeting provided the number is not to be less than three. |
| Section 12  Number of Members | The members of the temporary committee and the chairmen shall be appointed by the president with the approval of the Executive Board and/or members at a general meeting. |
| **Article IX – Representation of the Jesse Stuart Council at the Assembly of the International Reading Association** | |
| Section 1  Representation Annual National Assembly | The representation shall be in accordance with the specified by the bylaws of the International Reading Association in Article VI, Section 1 which reads in part as follows:  “… Each Local Council of 10-50 members of the Association shall be entitled to one representative and an additional representative for each 50 members… A Council may send an alternate for each representative; an alternate may vote only when his representative is absent…” |
| Section 2  Representation Annual State Assembly | The representative shall be in accordance with that specified by the bylaws of the Intermediate (State) Council. |
| **Article X – Parliamentary Authority** | |
|  | The rules contained in Robert’s Rules of Order, Revised, shall govern the proceedings of this council, except in such cases as are governed by the constitution and by the bylaws and Special Rules adopted by this Council. |
| **Article XI - Amendments** | |
| Section 1  Origin | Amendments to the bylaws shall be proposed by: 1) a quorum of the Executive Board; 2) the Program Committee; or 3) by a majority of the voting members present at a regular business meeting of the council. |
| Section 2  Procedure for Amending | Amendments may be adopted by the affirmative vote of two-thirds of the voting members of the council at a regular meeting of the council, after the presentation at the previous meeting, and/or, provided that the proposed amendment has been circulated to each voting member at least thirty days in advance of the meeting council. |
| Section 3  Incorporation | Amendments adopted as described in Section 2 shall be incorporated into these bylaws. |
| **Article XII - Dissolution** | |
| Section 1 | In case of the dissolution of this Council, any assets remaining after the payment of debts or provision therefore will revert to the Kentucky Reading Association. |