

BYLAWS OF THE LANCASTER-LEBANON READING COUNCIL

Revised and Approved April 17, 2012

ARTICLE I - NAME

The council shall be called the Lancaster-Lebanon Reading Council, hereafter referred to as LLRC, shall serve the area of Lancaster and Lebanon Counties, 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 the provision of adequate guidance in all situations in which reading serves as a vital aid to learning. LLRC is an affiliate of the Keystone State Reading Association and the International Reading Association.

ARTICLE II - PURPOSES

The purpose of the council shall be

Promote Literacy

- to provide information about motivational literacy activities to educators and families
- to recognize contributions and achievements of individuals and groups who promote literacy in the Lancaster-Lebanon area

Provide Instructional Leadership

- to promote research for effective reading instruction
- to encourage the study of reading difficulties and interventions at all levels
- to recognize local persons who have provided exemplary instructional leadership in reading

Support Professional Development

- to sponsor and support conferences and meetings providing professional development in literacy
- to publish information to enhance reading instruction
- to promote mutual understanding and cooperative work among educators at all levels and in all educational areas
- to encourage involvement of pre-service and in-service educators in professional development activities and organizations

Advocate Literacy Issues

- to develop collaborative relationships with other professional organizations to enhance reading/literacy instruction
- to be proactive in advocating policies at the local, state, and national levels to insure effective reading/literacy instruction

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, and to all others interested in the purposes of the council.

Section 2 - Active Members

Membership in LLRC shall become effective upon payment of membership fee to the Administrative Secretary of the Keystone State Reading Association and shall be for the period of one calendar year.

Section 3 - Council Membership Fees

The membership fee shall be determined by the Board of Directors of the Keystone State Reading Association.

Section 4 - International Reading Association Membership

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, should be paid directly to IRA headquarters.

A council shall be in good standing and entitled to representation at the meeting of the International Reading Associations Delegates Assembly if at least 10 members have paid dues to the Association for the current year.

Section 5 – Arrears

Any member who has not renewed membership with the Keystone State Reading Association becomes inactive. A member whose dues are delinquent should be notified before the member's name is eliminated from the Lancaster-Lebanon Reading Council membership roster.

ARTICLE IV - OFFICERS

Section 1 - Officers

The elected officers of the council shall be a president, a president-elect, a vice president, the immediate past president, a secretary, and a treasurer. 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 - Terms of Office

The term of the vice president shall be one year and shall then automatically succeed to the office of president-elect for one year. At the expiration of that year in office, the president-elect shall become the president for a period of one year. The term of treasurer and secretary shall be two years. They may be reelected to successive terms. At the expiration of the president's year in office, the president shall become the immediate past president for a period of one year.

Section 3 - Time of Assuming Office

Each officer shall assume the duties of the office by May 1 following the spring election and shall continue to serve for the duration of the term.

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 as chairperson of the Board of Directors and shall exercise general leadership and supervision over the affairs of the council, implementing its purposes. The president shall assume the responsibilities of the Chairperson of the Awards Committee to coordinate the application of awards from KSRA and IRA.

Section 5 - Duties of President-Elect

The president-elect shall serve as a member of the Board of Directors and chairperson of the Program Committee, and shall fulfill such other duties as are assigned by the Board of Directors. The president-elect 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 elected. In the event, for any reason, the president-elect is unable to assume the duties of the president immediately, the vice president shall assume the duties of the president.

Section 6 - Duties of Vice President

The vice president shall serve as a member of the Board of Directors. Should the office of president-elect become vacant, the vice president shall serve the unexpired portion of the president-elect's term in addition to the term to which elected.

Section 7 – Duties of Past President

The immediate past president shall serve as a member of the Board of Directors, the Executive Committee, the Budget Committee, and as the chair of the Nomination and Election Committee. The immediate past president shall also serve as the chair of the Long Range Planning Committee .

Section 8 - Duties of Treasurer

The treasurer shall (1) execute the duties essential to the maintenance of accurate and up-to-date fiscal records; (2) have custody of the funds of the council which shall be deposited in the name of Lancaster-Lebanon Reading Council of the International Reading Association; (3) sign checks on behalf of the council; (4) provide a bond for an amount fixed by the Board of Directors, the bond to be filed with the president; (5) cooperate fully with an annual audit and within thirty days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

Section 9 - Duties of Secretary

The secretary shall make an official record of all business at the meetings of the Board of Directors and general membership. In addition, the secretary shall (1) keep a permanent record of the minutes of all meetings; (2) notify the total membership of the date, time, and place of all general meetings at least two weeks before the meetings; (3) circulate proposed amendments to each member at least thirty days in advance of the meeting at which the amendments are to be voted upon; (4) cooperate fully with directions from general meetings and/or Board of Directors regarding needed correspondence and notices; (5) send articles and notices to IRA Headquarters, the state coordinator, and the state Board of Directors; (6) cooperate fully with a successor by turning over up-to-date records within thirty days of retirement from office.

Section 10 - Interim Replacement

In the event of a vacancy in the office of vice president, treasurer, or secretary, the Board of Directors shall have the power to fill the vacancy until the next regular election.

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 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 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 no later than July in order that the standing committees may be appointed with a greater part of the official year remaining for their specific work. Also, the yearly calendar will 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, at such times and places as the president may determine. No less than three meetings shall be held each year.

Section 4 - Quorum

A quorum for a meeting of the Board of Directors shall consist of five (5) 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 Lancaster-Lebanon Reading Council and shall have full power and authority over the affairs of the reading 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 members eligible to vote in the assembly.

Section 4 – Meetings

The assembly of the Lancaster-Lebanon Reading Council shall meet a minimum of three (3) times each year.

Section 5 - Notification of Meetings

At least two (2) weeks in advance of each meeting, the secretary shall notify all members of the date, time, and place of the meetings.

Section 6 - Amendments to the Bylaws

The assembly of the Lancaster-Lebanon Reading Council shall have the power to amend these bylaws as provided in Article XII.

ARTICLE VII - ELECTIONS

Section 1 - Mode of Election

All officers, except the president, president-elect, and the directors, shall be elected and installed at the spring meeting. After the slate from the Nomination and Election Committee has been presented at the spring meeting, the president shall give an opportunity to propose nominations from the floor for each office. If nominations are not given from the floor, the 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. A majority of the votes cast shall be necessary for election.

Section 2 - Nomination and Election Committee

The Nomination and Election Committee shall prepare a slate of nominees and conduct elections annually. Each nominee must be a member of the International Reading Association. The committee shall secure advance consent from each candidate. The immediate Past President shall serve as chair of this committee, with no fewer than two other members of the committee.

Section 3 - Term of Office

Each elected officer shall assume the duties of office on May 1 following the election and shall continue to serve for the duration of the term set in Article IV.

Section 4 - Reporting

The president shall 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.

ARTICLE VIII - COMMITTEES

Section 1 - Standing Committees

There shall be such standing committees as specified in Sections two (2) through eight (8) of this article. There shall be carry-over of at least two (2) members on each outgoing standing committee into the membership of the newly formed standing committee.

Section 2 - Executive Committee

The Executive Committee shall be composed of the president (who shall serve as chairperson), the immediate past president, the president-elect, and the vice president, secretary, treasurer, director of membership, and by-laws chair. Members of the Executive Committee shall serve on the Budget Committee (as specified in Article VIII, Section 9); shall review reports of all committees prior to 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 - Membership and Organization Committee

The director of membership shall be appointed by the Board of Directors for a three-year term and may be reappointed. The committee shall: (1) organize a campaign to promote membership; (2) keep an accurate record of total membership, including latest addresses, telephone numbers, and e-mail addresses of members; (3) provide committee chairpersons with current lists, when requested; (4) print mailing labels, when requested.

Section 4 - Program Committee

The president-elect shall be chairperson of the Program Committee. This committee shall make plans for all meetings and be responsible for communicating information about the meetings to the members.

Section 5 - Nomination and Election Committee

The Nomination and Election Committee shall be composed of at least three (3) members with the immediate past president serving as chair. The committee shall prepare a slate of nominees annually. All nominees must be or become members of the International Reading Association. The committee shall secure advance consent from each 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. Members of the committee shall be the president, immediate past president, president-elect, vice president, and treasurer. The treasurer shall serve as the chair of the Budget Committee.

Section 7 - Audit Committee

The Audit Committee shall make an annual audit to be presented at the first meeting of the next fiscal year.

Section 8 - Bylaws Committee

The Bylaws Committee shall continuously study the bylaws of this council to determine if the council is meeting current, as well as foreseeable, needs.

Section 9 - Number of Standing Committees

The number of standing committees may be increased or decreased upon the recommendation of the president and the approval of the Board of Directors.

Section 10 - Mode of Appointment and Terms

The members of the standing committees shall be appointed yearly by the president with the approval of the Board of Directors.

Section 11 - Chairpersons

The chairpersons of each standing and ad hoc committee shall be appointed by the president with the approval of the Board of Directors, except as specified in Article VIII, Sections 2, 3, 4, 5, and 6.

Section 12 - Ad Hoc Committees

Ad hoc or special committees may be authorized from time to time by the Board of Directors or the council members at a general meeting and shall serve for the period specified.

Section 13 - Number of Members

The number of members of each ad hoc committee may be determined by the Board of Directors or the council members. The number of members shall not be fewer than three.

Section 14- Mode of Appointment

The chairpersons of ad hoc committees shall be appointed by the president with the approval of the Board of Directors.

ARTICLE IX - REPRESENTATION AT THE IRA and KSRA ASSEMBLIES

Section 1 - Representation at IRA Annual Meeting

Representation of the Lancaster-Lebanon Reading Council at the IRA annual meeting shall be in accordance with that specified by the bylaws and policies of IRA.

Section 2 - Representation at KSRA Annual Meeting

Representation of the Lancaster-Lebanon Reading Council at the annual KSRA meeting shall be in accordance with that specified by the bylaws and policies of KSRA.

ARTICLE X - PARLIAMENTARY AUTHORITY

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

ARTICLE XI - DISSOLUTION

In case of the dissolution of this council, any assets remaining after the payment of debts or provision therefore will revert to the Keystone State Reading Association.

ARTICLE XII

Section 1 - Origin

Amendments to the bylaws shall be proposed by (1) a quorum of the Board of Directors, (2) the Bylaws Committee, or (3) by a majority of the voting members present at a regular meeting of the council.

Section 2 - Procedure for Amending

Amendments may be adopted by the affirmative vote or the majority of voting members present at a regular meeting of the council, after 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 of the council.

Section 3 - Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments shall be immediately sent to Headquarters and to the state coordinator and state president.

