



CONSTITUTION AND BY-LAWS
of the
ANNE ARUNDEL COUNTY CHAPTER OF THE
INTERNATIONAL Literacy ASSOCIATION

September, 2015

Article 1 - Name and Area Served

The council shall be called the Anne Arundel County Reading Council, serving the area of Anne Arundel County, Maryland.

Article II - Nature and Purpose

Section 1 - Nature: The Anne Arundel County Reading Council shall be a professional organization of individuals concerned with the improvement of reading.

Section 2 - Purposes: The purposes of the council should be: (1) to form a partnership with the International Literacy Association by promoting membership and participating in ILA sponsored activities; (2) to stimulate and promote the better teaching of reading at all educational levels; (3) to encourage the study of problems in developmental, corrective and remedial programs; (4) to examine the various factors that influence progress in reading; (5) to disseminate the published results of pertinent and significant investigations and practices; (6) to assist in the development of research and study projects in the local county; (7) to act as a clearinghouse for information related to reading; (8) to share knowledge helpful in the solution of problems related to reading; (9) to sponsor conferences and meetings planned to implement the purposes of the Association; and (10) to promote mutual understanding and cooperative work among educators in the elementary grades, middle school, high school, special areas, college and leadership positions.

Article III - Membership and Dues

Section 1 - Eligibility: Membership in the Anne Arundel County Reading 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.

Section 2 - Active Members: Membership in the council shall become effective upon completion of a membership form and payment of council dues. Membership is valid for one year from the date of registration.

Section 3 - Council Dues: Dues for annual membership in the council shall be set by the Board of Directors of the council. Dues are payable to the council treasurer at the time of registration.

Section 4 - ILA Membership: A council shall be in good standing if it has a least 20 members, of which 10 have paid dues to the International Literacy Association for the current year.

Section 5 - ILA Dues: Dues to the International Literacy Association, which entitle members to certain benefits and services, will be paid directly to Association Headquarters.

Article IV - Officers

Section 1 - Officers: The officers of the council shall be president, president-elect, vice president, secretary, and treasurer. Any member in good standing, who is also a member of the International Literacy Association, is eligible to be an officer of the council.

Section 2 - Term of Office: The term of the president, the president-elect, and the vice president shall be one year. The vice president shall automatically succeed to the office of president-elect for one year. At the

expiration of his/her year in office, the president shall become past-president for a period of one year or until his/her successor can assume duty. The term of the secretary and treasurer shall be for a period of two years; however, these officers may serve a second term immediately following their first term of office. In exceptional circumstances the board may extend the term length.

Section 3 - Time of Assuming Office: Each officer shall assume the duties of his/her office on June 1, following the spring installation of officers, and shall continue to serve for the duration of the term.

Section 4 - Duties of the Past President: At the expiration of his/her term of office, the president shall automatically become the past president for the period of one year. The past president shall serve as a member of the Board of Directors and act as the chairperson of the elections committee.

Section 5 - 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; act as chairman of the Board of Directors; act as chairman of the Honor's Council Committee; countersign all contracts and other instruments of the Council except checks; exercise general leadership and supervision over the affairs of the Council in implementing its purpose; and execute such additional duties as are defined by the Board of Directors.

Section 6 - Duties of the President-Elect: The president-elect shall serve as a member of the Board of Directors and as chairman of the program committee and develop activities during the year, planning ahead for his/her term as president, and shall fulfill other such duties as are assigned to him/her by the Board of Directors.

Should the office of president become vacant, the president-elect shall become president immediately and shall serve, in addition to the following year for which he/she was elected, the unexpired portion of the president's term. In the event that, for any reason, the president-elect is unable to assume the duties of the president immediately, the Board of Directors

shall by a majority vote select a president pro-tem for the remainder of the president's term of office. In the event of a vacancy in the office of president, the Board of Directors shall have the power to fill this vacancy until the next regular election.

Section 7 - Duties of the Vice President: The vice president shall serve as a member of the Board of Directors, planning ahead for his/her term as president-elect, and shall fulfill such other duties as are assigned to him/her by the Board of Directors.

Should the office of president-elect become vacant, the vice president shall become president-elect immediately and shall serve, in addition to the following year for which he/she was elected, the unexpired portion of the president-elect's term. In the event that, for any reason, the vice president is unable to assume the duties of the president-elect immediately, the Board of Directors shall by a majority vote select a president-elect pro-tem for the remainder of the president-elect's term of office. In the event of a vacancy in the office of president-elect, the Board of Directors shall have the power to fill this vacancy until the next regular election.

Section 8 - Duties of the Secretary: The secretary shall: (1) keep an accurate record of the proceedings of the Assembly and the Board of Directors; and (2) conduct the correspondence of the council and (3) have any such additional duties as may be assigned by the president or the Board of Directors.

Should the office of secretary become vacant, the Board of Directors shall have the power to fill this vacancy until the next regular installation of officers.

Section 9 - Duties of the Treasurer: The treasurer shall: (1) have custody of the funds of the Council which shall be deposited in the name of the Anne Arundel County Reading Council at such bank as the Board of Directors may specify; (2) collect dues and other monies due to the Council; (3) sign checks and drafts on behalf of the Council for disbursement of funds; and (4) have such additional duties as may be assigned by the president or the Board of Directors.

The Board of Directors shall name annually a standing alternate to sign checks and drafts for the Council in the event the treasurer is unable for any reason to perform this duty.

Should the office of treasurer become vacant, the Board of Directors shall have the power to fill this vacancy until the next regular installation of officers.

Article V - Board of Directors

Section 1 - Function: The Board of Directors shall exercise general supervision and control over the property and affairs of the Council, shall decide all questions involving cooperation with other professional organizations, and shall supervise the execution of approved policies. In the interval between meetings of the Assembly, the Board of Directors shall have authority over the property and affairs of the Council and shall take such actions as are necessary and proper to facilitate the purpose of the Council, within the powers delegated by the By-Laws.

Section 2 - Composition: The Board of Directors shall consist of the past president, and all other elected officers and committee chairpersons and members elected by the Council. The president shall serve as Chairperson of the Board. The Coordinators of Reading and Language Arts, Early Childhood, and the Senior Manager of Title 1 shall serve as ex-officio members of the Board of Directors.

Section 4 - Meetings: The Board of Directors shall be empowered to hold such meetings, on the call of the president, as it shall deem necessary, and at such times and places as the president may determine. However, it shall not hold less than two meetings per year. The first meeting of the Board of Directors, shall be held immediately following the spring election meeting to lay plans for the ensuing fiscal year. Board of Directors meetings shall be conducted according to a consistent set of procedures set by the President.

Section 5 - Quorum: Five voting members of the Board of Directors shall constitute a quorum at meetings.

Section 6 - Budget: The Board of Directors shall request the preparation of an annual budget by the Treasurer and the Board of

Directors shall approve or modify it. Prior to the beginning of the fiscal year, the budget shall then be presented to the Assembly.

Section 7 - Interim Replacement: When a vacancy occurs on the Board of Directors between elections, the Board may elect a Director to serve until the following election.

Article VI - Assembly

Section 1 - Composition: The Assembly shall consist of all regular members of the Council in good standing.

Section 2 - Function: The Assembly shall have full power and authority over the affairs of the Council within the limits set by these By-Laws. It shall have authority to review decisions made by the Board of Directors, and accept or reject them.

Section 3 - Meetings: The Assembly shall meet three times annually, at the time and place determined by the Board of Directors.

Section 4 - Amendments: The Assembly shall have the power to amend these By-Laws as provided in Article IX.

Section 5 - Quorum: A quorum shall consist of twenty percent of all those eligible to vote in the Assembly.

Article VII - Elections

Section 1 - Mode of Election: The president, president-elect, vice president, treasurer, recording secretary, and secretary shall be elected by ballot of the total membership in the spring.

Section 2 - Elections Committee: The Elections Committee shall prepare a slate of nominees annually, which shall include a president, president-elect, vice president, treasurer, and secretary. Where unexpected vacancies have occurred during the preceding year, The Board of Directors may request the Elections Committee to add other

Directors. Each elected officer must be a member of the International Literacy Association. Advance consent, by the candidate, shall be secured by the Elections Committee.

Section 3 - Reporting Results: The ballot, which will include provisions for write-in candidates and a date for them to be returned to the Election Committee Chairperson, shall be sent to all voting members thirty days prior to the election. The Elections Committee shall conduct and count the ballots. A plurality of the votes cast shall constitute the election. In the event of a tie, a ballot for the two highest nominees shall be taken. The results of the election shall be announced at the next Council meeting, by newsletter, or an emailed announcement.

The president shall be responsible for reporting the newly elected officers to ILA headquarters via the state/provisional coordinator, using the official forms provided by the International Literacy Association by the date specified on the form.

Section 4 - Term of Office: Each elected officer shall assume the duties of office on June 1st following the election and shall continue to serve for the duration of the term set in Article IV, Section 2.

Section 5 - Slate of Officers: In the event the slate of officers has only one person per position, the candidates will automatically be installed in the offices.

Article VIII - Committees

Section 1 - Election Committee: The Elections Committee shall function as defined in Article VII of these By-Laws.

Section 2 - By-Laws Committee: The By-Laws Committee shall meet minimally every five years to review the By-Laws and to propose possible changes in the By-Laws. The By-Laws shall be reviewed and approved by the Board of Directors and then approved by the assembly.

Section 3 - Publicity Committee: The Publicity Committee shall send out announcements of the times and places of Council meeting

and events to all members. The Publicity Committee shall also make available news of Council activities and notices of meetings to the various media source including posting on the website.

Section 4 - Hospitality Committee: The Hospitality committee shall arrange to welcome members and visitors to council meetings, overseeing the general comfort and attraction of the place of meeting. The Hospitality Committee shall also, upon direction of the Board of Directors, prepare and serve refreshments at Council meetings and events.

Section 5 - Advocacy and Government Relations Committee: The Advocacy and Government Relations Committee chairperson shall attend state legislative meetings when possible and shall keep the Council informed on legislative matters.

Section 6 - Number of Standing Committees: The number of standing committees may be increased or decreased upon recommendation of the Board of Directors.

Section 8 - Mode of Appointment and Terms of Standing Committees: The chairpersons of the standing committees shall be appointed by the president with the consent of the nominee and the approval of the Board of Directors. The chairperson shall form his/her own committee and shall serve for the term of the president unless otherwise specified. In making appointments, consideration shall be given to the desirability of experienced and gradually changing personnel.

Section 9 - Temporary Committees: Temporary or special committees may be authorized from time to time by the Board of Directors. A chairperson shall be appointed by the President and shall serve for the period specified.

Article IX - Amendments and Revisions

Section 1 - Origin: Amendments and revisions to the By-Laws shall be proposed by the By-Laws Committee or by petition of ten or more active members who shall bring a proposal to the Board of Directors.

Changes shall be approved by the Board of Directors and then shall be sent to the Council Coordinator at ILA Headquarters and the SoMIRAC state bylaws coordinator for approval before presenting them to the assembly for adoption.

Section 2 - Procedures for Amending and Revising: Amendments and revisions may be adopted by the affirmative vote of twenty percent of the voting members of the Assembly. The proposed amendments and revisions must be submitted to all voting members at least thirty days in advance of the Assembly vote and approval. Amendments and revisions adopted by this method shall be incorporated into these By-Laws.

Article XI - Dissolution

In case of the dissolution of the Council, any assets remaining after the payment of debts or provision therefore will revert to the International Literacy Association.