

**WEST VIRGINIA
READING
ASSOCIATION**

GOVERNANCE DOCUMENTS



West
Virginia
Reading
ASSOCIATION



Bylaws

West Virginia Reading Association Bylaws

Article I Name

The name of the Association is the **West Virginia Reading Association**, herein noted as “the Association.”

Article II Nature and Purpose

Section 1 – Nature.

The **West Virginia Reading Association** is a professional organization of individuals concerned with the improvement of reading.

Section 2 – Purposes.

The primary purposes of the Association are:

1. To improve the quality of reading instruction at all levels by:
 - a. Encouraging the study of the nature of the reading process,
 - b. Stimulating and promoting research dealing with all aspects of reading,
 - c. Acting as a clearinghouse for information relating to reading,
 - d. Encouraging the development of high quality teacher education programs, both preservice and inservice.
2. To develop an awareness of the impact of reading among all peoples by:
 - a. Encouraging worthwhile reading tastes and permanent interests in reading,
 - b. Promoting the formation of lifetime habits of reading,
 - c. Creating an appreciation of the value of reading.
3. To promote the development among all peoples of a level of reading proficiency that is commensurate with each individual’s unique capacity.

4. To form a partnership with the International Reading Association (IRA) to promote participation and membership in IRA-sponsored activities.
5. To stimulate and encourage the growth of local councils of the International Reading Association.

Article III Membership

Section 1 – Eligibility.

Membership in the Association will be open to all interested in furthering the purposes of the Association.

Section 2 – Membership and Dues.

Membership will become effective upon payment of dues to the treasurer. Annual dues will be set by the Executive Board.

Section 3 – Protecting the Good Name of the Association.

The name of the Association will not be used by individual members or officers to certify professional preparation or the promotion of services or products. Violations will be reported to the Executive Board for action that may include, but not limited to, loss of membership.

Section 4 – Membership Promotion

Membership in the International Reading Association and a local council is strongly recommended and promoted for all members.

Article IV Officers

Section 1 – Executive Council (Officers)

The officers of the Association will be a President, President-Elect, Vice President, Recording Secretary, Treasurer, Membership Development Director, International Reading Association Council Coordinator, Immediate Past President and District Directors. These officers constitute the Executive Council of the Association. Each must be a member in good standing of the International Reading Association and West Virginia Reading Association. (Amended February 2008 – combining the offices of Recording Secretary and Corresponding.)

Section 2 – Term of Office.

The term of office for Immediate Past President, President, President Elect and Vice President will be one year. At the expiration of the term of the President, (s)he will become Immediate Past President. At the expiration of the term of the President Elect, (s)he will become President. At the expiration of the term of Vice President, (s)he will become President Elect. Recording Secretary and Treasurer will be one year; however, they may serve succeeding years. The International Reading Association State Coordinator and Director of Membership Development's term will be consistent with International Reading Association guidelines. Each District Director will be appointed by the Executive Board and serve for three years as outlined in the Handbook. Each officer will assume office at the beginning of the fiscal year following election. The fiscal year will begin on July 1.

Section 3 – Duties of President

The President will be chief executive officer of the Association, subject to the direction and control of the Executive Board. (S)He will preside over all meetings of the Executive Board, Executive Council. The President will have general and active management of the business of the organization and will see that orders and resolutions of the organization are carried into effect. The President will have general powers and duties of supervision and management vested in the office. Specific duties are to be outlined in the Handbook of the Association. Ex-officio of all committees.

Section 4 – Duties of President Elect

The President Elect will support the President and fulfill such duties as assigned by the President. (S)He will coordinate all meeting functions of the Association. (S)He will be responsible for organizing and establish such committees as may be required to further the work of the Association and fulfill its functions as outlined in the Handbook.

Section 5 – Duties of Vice President

The Vice President will assume the primary role in research and Development of all Council activities. (S)He will coordinate work of the Studies and Research Committee, Finance and Budget Committee, Evaluation Committee, Bylaws and Handbook Committee and such committees to fulfill the function and development outlined in the Handbook. (S)He will formulate a written policy governing all phases of a program and services provided by the Association, subject to approval of the Executive Board. This policy is a composite of policy statements of various committees filed in the Handbook. Review of this policy and

Handbook will occur annually to ensure practice is in step with changing needs.

Section 6 – Duties of Treasurer

The Treasurer will be the principal accounting and financial officer of this Association and will be responsible for the maintenance of books of accounts; have charge and custody of all funds and securities, and be responsible for the receipt and disbursement thereof, and other specific duties as outlined in the Handbook of the Association.

Section 7 – Duties of the Recording Secretary

The Secretary will execute the duties essential to the recording of business at the Executive Association meetings. Specific duties are outlined in the Handbook of the Association.

The Secretary will see that notices are given according to the bylaws or procedures outlined in the Handbook of the Association. (S)He will assume primary responsibilities for matters concerning public relations and publicity, and enhancing the internal and external image of the Association. The Secretary will work with the Technology Communication Committee to communicate with membership and the public as necessary. (S)He will coordinate activities as outlined in the Handbook.

Section 9 – Duties of IRA State Coordinator and District Directors

The State Coordinator will be the liaison between the International Reading Association, West Virginia State Reading Association, and each local and special interest council in West Virginia. (S)He will perform such functions as specified by the International Reading Association and as outlined in the Handbook. (S)He will coordinate the activities of the District Directors. District Directors duties are outlined in the Handbook and are subject to review and possible change by the Executive Board as Association needs change.

Section 10 – Duties of Director of Membership Development

The Membership Director will be responsible for developing and implementing plans to secure new members and maintain previous members. (S)He will operate under guidelines provided by the International Reading Association and the Handbook. The state coordinator is responsible for collecting the officer forms from all the local councils within West Virginia and the state's officer report form and submitting them to the IRA headquarters by the date specified at headquarters.

Section 11 – Immediate Past President

The Immediate Past President will be a member of the Executive Board and chair the Nominations and Election Committee.

Article V

Executive Council

Section 1 – Function

The Executive Council is responsible to the Executive Board as a planning agent and acts in matters of an emergency between regularly scheduled Board meetings. It will have and exercise the authority of the Executive Board, if such authority will not operate to circumvent the responsibility and authority vested in the Executive Board.

Section 2 – Composition

The Board of Officers will consist of all officers, elected and appointed.

Section 3 – Meetings

The Executive Council will be empowered to hold meetings on call of the President or any three members.

Article VI

Executive Board

Section 1 – Functions

The Executive Board will exercise general supervision and control over the property and affairs of the Association and will supervise the execution of approved action and policies. The Executive Board will have authority over the property and affairs of the Association and will take such actions to facilitate the purposes of the Association. The Executive Board will be the legislative body of the Association.

Section 2 – Members

The members of the Executive Board will include the officers of the Association, the chairperson of each standing committee, District Directors and the President of each local council and special interest council in West Virginia. Only Executive Members may vote on an action but any member at the Association may address the Executive Board.

Section 3 – Duties

The duties of the Executive Board will be to: (1) exercise supervision and control over the activities of the Association and take such actions as are necessary to facilitate the purposes of the Association within the guidelines set forth by the Handbook and (2) be responsible for the authorization and expenditure of funds relating to council activities.

Section 4 – Quorum

A quorum will consist of fifteen (15) members of the Executive Board.

Section 5 – Meetings

The President will call such meetings of the Executive Board as are necessary to carry out its duties and responsibilities.

Section 6 – Business Between Meetings

The President is authorized to poll the Executive Council by mail or telephone concerning important decisions which must be made between meetings. All such decisions and/or actions will be recorded by the president and presented to the Board at its next official meeting to be inserted in the official record.

Section 7 – Rules of Order

The rules contained in the most current edition of *Robert's Rules of Order* will govern the meetings of the Association not covered in the Bylaws or Association Handbook. Changes made in the Bylaws must conform to Article XII. Changes in the Handbook may be made at any Executive Board Meeting with the majority voting in the affirmative for a change.

Section 8 – Parliamentarian

At the discretion of the President, a Parliamentarian may be appointed to advise the chairperson of the Executive Board. The Parliamentarian will be a member of the Bylaws and Handbook Committee.

Section 9 – District Directors

District Directors are appointed by the Executive Board. They serve as members of the Executive Board to serve as liaisons between the Executive Board and local presidents. District areas and responsibilities are outlined in the handbook.

Section 10 – Local Council and Special Interest Council Presidents

Local Council and Special Interest Council presidents (or their designee) in good standing with IRA will be voting members of the Executive Board. Local Councils may be formed consistent with IRA guidelines. They serve to represent the concerns of the general membership. Any member may present concerns to the Executive Board but may not vote.

Section 11 – Mail Ballot

The Executive Board, by a two-thirds majority vote of the voting members, providing a quorum has been declared, will have the power to call for a mail ballot of the entire membership for deciding important issues. A majority of the votes cast will constitute the voice or expression of the membership and will be binding upon the Association.

Article VII Assembly

Section 1 – Structure

The Chairpersons of all committees, as designated by the Executive Board, will be appointed with two other committee members by the President and be subject to Executive Board confirmation. Committees will serve for the term of the President, unless otherwise specified.

Section 2 - Function

The function of committee members is to review charges as outlined in the Handbook, and transmit recommendations to the appropriate executive board members for approval by the Executive Board. Committees may establish subcommittees as necessary to accomplish charges.

Article VIII Nominations And Elections

The Nominations and Elections Committee will function as defined in the Handbook. The committee will act to generate names for consideration to be submitted to the Executive Board for approval. The ballot will be submitted to the electorate in the manner prescribed in the Handbook. When unexpected vacancies occur, the Executive Board may request this committee to add other nominees. A plurality of the vote cast will constitute an election. In a tie, a ballot for the two highest nominees will be taken to the Executive Board. The results of the election will be announced at the next Executive Board meeting following the election. Nominees may be informed of the results by mail before the announcement. Each nominee must be a member of the International Reading Association. Advance consent to serve from each nominee shall be secured by the committee.

Article IX Representation At International Reading Association

Section 1 – Representation Annual International Assembly

The representation will be following that specified by the Bylaws of the International Reading Association in Article VI, Section 1, which reads in part as follows:

“Each state, provincial, regional, or special interest council of the Association shall be entitled to one delegate provided the delegate has paid dues for the current year to the Association.

One person may represent only one council in the Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent . . .”

Article X Amendments

Section 1 – Origin

Amendments to the Bylaws will be proposed by: (1) a quorum of the Executive Board; (2) the Bylaws Committee; or (3) most voting members present at a regular business meeting of the Executive Board. All proposed amendments should be sent to IRA Headquarters for approval before presenting them to the membership.

Section 2 – Procedure for Amending

Amendments may be adopted by the affirmative vote of two-thirds of the voting members present at an Executive Board meeting, after presentation at the previous meeting, and/or if the proposed amendment has been circulated to each voting member at least thirty days before the meeting of the Assembly.

Section 3 – Incorporation

Amendments adopted as described in Section 2 will be incorporated into these Bylaws upon passage. Copies should be sent to IRA Headquarters and Executive Council.

Article XI

Dissolution

Section 1 - Dissolution

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