

# **Alamo Reading Council**

## **BYLAWS**

Date Adopted: June 4, 1957, formerly known as Bexar County Reading Association

### **ARTICLE I: NAME**

The name of the organization shall be the Alamo Reading Council.

### **ARTICLE II: PURPOSES**

**The purpose of this Association will be:**

1. To stimulate and promote research in all areas of reading instruction.
2. To disseminate to members information concerning research and new developments in reading, with special emphasis upon improving professional standards in the teaching of reading and related language arts.
3. To promote mutual understanding and cooperative work among educators at all levels, legislators, parents, and the general public.

### **ARTICLE III: MEMBERSHIP AND DUES**

#### **Section 1: Eligibility**

Membership in the Association shall be open to all persons in Bexar County engaged in the teaching or supervision of reading at any school level, to parents, and to all other persons interested in the purposes of the Council.

## **Section 2: Dues**

Dues for individual membership in the Alamo Reading Council shall be set by the Board of Directors of the Alamo Reading Council for the ensuing year. Individual membership dues shall be sent to the Treasurer of the Alamo Reading Council. The council shall participate in "Joint Membership" and will entitle participants to membership in the Alamo Reading Council and in the Texas State Reading Association. (March, 2000)

## **ARTICLE IV: ELECTED AND APPOINTED OFFICERS**

### **Section 1: Officers**

- a. The elected officers of the Alamo Reading Council shall be President, President-Elect, Vice President, Past President, and Recording Secretary. All Council officers are elected from membership at large. The elected Vice President enters the presidential succession—President-Elect, President, Past President.
- b. The Treasurer and Corresponding Secretary shall be appointed by the President, with approval of the Board of Directors.
- c. All members of this organization shall be eligible to hold an office in the Alamo Reading Council provided they have been members of the Alamo Reading Council for one year prior to nomination for office.

- d. For the presidential succession, a nominee must also have served as a member of the Board of Directors for at least one year or have served two years as a chair of a committee.

## **Section 2: Term of Office**

- a. The term of office of each officer shall be one year.
- b. At the expiration of the term of office, the President shall become the Past President for a period of one year.
- c. At the expiration of the term of office, the President-Elect shall become the President for a period of one year.
- d. At the expiration of the term of office, the Vice President shall become the President-Elect for a period of one year.

## **Section 3: Nomination and Election**

- a. Recommendations for nominations shall be made to the Nomination and Elections Committee no later than 5 weeks prior to the annual meeting of the Alamo Reading Council.
- b. It shall be the responsibility of the Nomination and Elections Committee to prepare a slate of nominees from the submitted nominees of at least one and no more than eight nominees for each vacant elective office. If there are eight or fewer nominees, all names will be placed on the ballot. If more than

eight nominees, the Nomination and Elections Committee will prepare a slate of eight from those nominated that reflects a balance according to council size, geographic region, race, ethnic origin, and gender. The slate will be published in a newsletter no later than 4 weeks prior to the annual meeting of the Alamo Reading Council.

- c. In the event that no candidate is nominated for any one or more of the offices listed in Article IV, Section 1, Item a, nominations for such office or offices shall be made by the Nomination and Elections Committee, as outlined in the criteria in Item b above.
- d. The ballot shall be approved and submitted to the board by the Nomination and Elections Committee no later than 4 weeks prior to the annual meeting of the Alamo Reading Council.
- e. Election ballots will be counted by a representative or designee of the Nomination and Elections Committee. The nominee receiving a majority of the votes for each office shall be declared elected.
- f. In the event no nominee receives a majority of the votes for the office he/she is seeking, a run-off election shall be conducted between the two candidates receiving the greatest number of votes. A ballot prepared by the Chair of the Nomination and Elections Committee shall contain the name of

the office and the two candidates for each office for which a run-off election is required and shall be mailed no later than 2 weeks after the election.

- g. Marked run-off ballots must be received by the Nomination and Elections Committee no later than 2 weeks after ballots were distributed. Members of the Nomination and Elections Committee will count the run-off ballots and report the results to the Board.
- h. Results of the election will be announced at the next general meeting and published in the next newsletter.

#### **Section 4: Installation**

- a. Each officer shall be installed at the annual meeting of the Alamo Reading Council.
- b. Although installed at the annual meeting of the Alamo Reading Council, each officer shall assume the duties of office at the beginning of the new fiscal year following election.
- c. The fiscal year shall begin June 1. All records maintained by all officers shall be given to the incoming officers by June 1.

## **Section 5: Duties of Elected and Appointed Officers**

- a. **Duties of the President** --The President shall act as Executive Officer of the Alamo Reading Council and shall attend the annual meeting of the Delegates Assembly. During the one-year term of office, the President shall direct the affairs of the organization, plan and preside at all meetings of the Board of Directors, carry out such duties as the Board of Directors shall assign, and co-sign with the Treasurer vouchers for expenditures of the organization's funds as outlined in the current edition of the TSRA and Alamo Reading Council policy manual.
- b. **Duties of the President-Elect** -- The President-Elect shall assume and perform the duties of the President in event of absence or incapacity of the President and fulfill such duties as are assigned by the Board of Directors.
- c. **Duties of the Vice President** --The Vice President shall assume the management and monitoring of the Lone Star Status program and perform such duties as are assigned by the Board of Directors.
- d. **Duties of the Past President** -- The immediate Past President will perform such duties as the President or the Board of Directors may assign.
- e. **Duties of the Recording Secretary** -- The Recording Secretary shall execute the duties essential to the recording of all business and happenings

at all general meetings and all meetings of the Board of Directors, keep a permanent book of the minutes of all meetings, and furnish a copy of such minutes to all members of the Board of Directors and Delegates Assembly.

- f. **Duties of the Treasurer** -- The Treasurer shall maintain accurate records of all funds received and dispersed. The Treasurer shall monitor the deposit of funds and the issuance of all checks issued by the Executive Director as outlined in the current edition of the TSRA and Alamo Reading Council policy manual.
- g. **Duties of the Corresponding Secretary** -- The Corresponding Secretary shall write and send council correspondence as directed by the President, maintain copies of all correspondence, transfer all correspondence of archival significance to the Historian, or if no Historian exists, act as council Historian, sending copies of bylaws and revisions to state and IRA headquarters.

### **Section 6: Interim Replacement of Officers**

- a. In the event of a vacancy of an office of the Alamo Reading Council, other than the presidential succession, the Board of Directors shall have the power to fill the vacancy until the next regular election is held. The President will then bring these suggestions to the board for approval.

- b. In the event of a vacancy between elections of the office of President, the President-Elect shall continue his/her present office and shall also assume the duties of the vacant office. In the following year, this person shall become President.
- c. Should the office of the President -elect become vacant, the Vice President shall serve the unexpired portion of the President-Elect's term in addition to continuing his/her duties as Vice President. The following year, this person shall become President, and at the regular election, the membership shall elect a new President-Elect and Vice President.
- d. In the event of a vacancy in the office of Vice President, the Board of Directors shall have the power to fill the vacancy until the next regular election is held.
- e. In the event that any officer or committee chairperson fails to perform the duties of that office, the Board of Directors shall declare that office vacant and fill the office as prescribed in these bylaws.

## **ARTICLE V: BOARD OF DIRECTORS aka Executive Board**

### **Section 1: Composition**

The members of the Board of Directors shall be the elected officers of the Alamo Reading Council: President, President Elect, Past-President, Vice President,

and Recording Secretary and the appointed officers, treasurer and corresponding secretary.

## **Section 2: Duties**

- a. The Board of Directors shall exercise supervision and control over all the activities of the Alamo Reading Council and shall take such actions as are necessary to facilitate the purpose of the Alamo Reading Council within the powers delegated by the Bylaws.
- b. The Board of Directors shall be responsible for the expenditure of funds relating to council activities and is authorized to make expenditures.
- c. The Past President shall supervise the production of the Alamo Reading Council newsletter.
- d. The Vice President shall develop and promote membership for the organization. The Vice President will select target group(s) appropriate for local, special interest, and student councils, and plan recruitment strategies. The Vice President will prepare and send membership reports to the TSRA Board of Directors.

## **Section 3: Quorum**

A Quorum shall consist of a majority of the members of the Board of Directors.

#### **Section 4: Meetings**

The Board of Directors shall meet annually and have at least one additional meeting during the fiscal year. The President shall call such additional meetings as are necessary to carry out the duties and responsibilities of the Board of Directors.

### **ARTICLE VI: COMMITTEES**

#### **Section 1: Standing Committees**

- a. The standing committees shall be the Nomination and Elections Committee and the Literacy Projects Committee.
- b. The duties and responsibilities of the standing committees shall be as specified by the Board of Directors.
- c. The Chairperson and members of each committee shall be appointed by the President and approved by the members of the Board of Directors.

#### **Section 2: Ad Hoc Committees**

The President may appoint ad hoc committees with the approval of the Board of Directors.

#### **Section 3: Members**

- a. The Nomination and Elections Committee shall consist of no less than three members and a chairperson at large, appointed by the President with the approval of the Board of Directors.

- b. Members of all other committees shall be appointed by the President with the approval of the Board of Directors.

## **ARTICLE VII: MEETINGS**

### *Number of Meetings*

At least one general meeting of the Alamo Reading Council shall be held each year, the time and place to be determined by the Board of Directors.

## **ARTICLE VIII: REPRESENTATION—ANNUAL IRA ASSEMBLY**

Representation of the Alamo Reading Council at the Delegates Assembly of the International Reading Association shall be in accordance with that specified in the Bylaws of the International Reading Association in Article IV, 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 IX: REFERENCE**

Robert's Rules of Order, Newly Revised shall serve as reference of authority regarding questions of procedure, order, and/or organization.

## **ARTICLE X: DISSOLUTION**

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

## **ARTICLE XI: AMENDMENTS**

### **Section 1: Origin**

Proposed amendments may be submitted to the Board of Directors by any current member in good standing with the council or by the Board of Directors.

Written copies of proposed amendments must be mailed to the President at least forty-five days prior to the meeting at which they are to be acted upon.

### **Section 2: Voting**

Amendments may be adopted after approval by the Board of Directors and a two-thirds vote of the membership present at the annual meeting.

Amended: August 9, 2009