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## The Michigan Reading Association Bylaws

Michigan Reading Association

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# THE MICHIGAN READING ASSOCIATION

## BYLAWS

A State Council  
of the International Reading Association  
Revised November 30, 1978

### ARTICLE I - Name

The name of the association shall be the Michigan Reading Association.

### ARTICLE II - Nature and Purposes

#### Section 1 Nature

The Michigan Reading Association shall be a professional organization of individuals who are concerned with the improvement of reading. It shall be an affiliate of International Reading Association functioning as a State Council and shall coordinate and assist all local and special interest councils within the State of Michigan.

#### Section 2 Purposes

The purposes of the Michigan Reading Association shall be:

1. To improve the quality of reading programs at all levels by
  - a. encouraging the study of the nature of the reading process and instruction,
  - b. stimulating and promoting studies related to reading,
  - c. acting as a clearinghouse for information relating to reading,
  - d. encouraging the development of high quality teacher education programs, both pre-service and inservice,
  - e. promoting mutual understanding and cooperation among community members, educators, and parents concerning problems relating to reading.
2. To promote supportive participation with the citizenry for reading improvement by:
  - a. stimulating awareness of the societal needs for reading,
  - b. formulating strategies for citizen involvement and promotion of better reading,
  - c. maintaining liaison with the State Board of Education to convey reading related concerns of members of the Michigan Reading Association.
3. To promote the development of reading proficiency among all people.
4. To promote and facilitate the work of the local and special interest councils and sponsor professional conferences and meetings that implement the purposes of the Association.

### ARTICLE III - Membership

#### Section 1 Eligibility

Membership in the Michigan Reading Association shall be open to all persons who are engaged in the teaching or supervision of reading at any school level, to parents, and all others interested in the purpose of the Council.

Eligibility for the purpose of mailing ballots for the annual elections shall be determined by a certified list of members submitted by the treasurer.

#### Section 2 Active Members

Membership in the Michigan Reading Association shall become effective upon payment of council dues for the current year.

Eligibility for the purpose of mailing ballots for the annual elections shall be determined by a certified list of members submitted by the treasurer.

#### Section 3 Standing of Members

A member in good standing shall be one who has paid for the membership year which begins July 1 and ends June 30.

#### Section 4 Dues

Dues for annual membership in the Michigan Reading Association shall be set by the Board of Directors upon approval of the Delegates Assembly. All dues are payable to the treasurer beginning July 1 and are accepted if postmarked by December 31 of that year.



- Section 5  
Arrears Any member who has not paid dues by July 1 becomes inactive and his/her privileges of voting, holding office and receiving publications are suspended, and shall be dropped automatically from the membership roll. Reinstatement may occur on the payment of full dues for the year in which application for reinstatement is made.
- Section 6  
Ethics The name and/or resources of the Michigan Reading Association shall not be used by individual members for purposes of advertising or personal benefit, external to the purposes of the Michigan Reading Association.
- ARTICLE IV - Officers
- Section 1  
Officers The officers of the Michigan Reading Association shall be president, vice president, vice president-elect, secretary, and treasurer. Any member in good standing of a local or special interest council, Michigan Reading Association, and the International Reading Association, is eligible for election as an officer of the Association.
- Section 2  
Term of Office The term of president shall be one year. The term of vice president-elect shall be one year. He/she shall then automatically succeed to the office of vice president for one year. At the expiration of that year in office, the vice president shall become president for a period of one year. The term of the treasurer and the term of the secretary shall be three years; these terms shall not expire concurrently.
- Section 3  
Time of Assuming Office Each officer, with the exception of the treasurer, shall assume the duties of the office at the end of the final session of the annual conference following his/her election and shall continue to serve for the duration of the term.
- In the event that the annual conference is not held, the newly elected officers will assume their offices at the first Board of Directors meeting called after their election.
- The treasurer shall officially assume the duties of the office on July 1, the beginning of the fiscal year, and continue to serve for the duration of the term.
- Section 4  
Duties of President The president shall act as the executive officer of the Michigan Reading Association. The president shall preside at all meetings of the Michigan Reading Association, shall act as chairperson of the Board of Directors and Delegates Assembly, shall countersign all contracts and other instruments of the Michigan Reading Association in implementing its purposes, and shall execute such additional duties as are defined by the Board of Directors.
- Section 5  
Duties of Vice President The vice president shall serve as a member of the Board of Directors and chairperson of the Annual Conference Committee, and shall fulfill such other duties as assigned to him/her by the president and/or Board of Directors. He/she 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 the president become vacant, the vice president shall become president immediately and shall serve the unexpired portion of the president's term in addition to the year for which he/she was elected. In the event that, for any reason, the vice president is unable to assume the duties of the president, the vice president-elect shall immediately assume the duties of the president.
- Section 6  
Duties of Vice President-Elect The vice president-elect shall serve as a member of the Board of Directors and as a member of the Annual Conference Committee. The vice president-elect shall also assume other duties assigned by the president or Board of Directors. In the event of the vice president's absence, incapacity, or resignation, the vice president-elect shall assume and perform his/her duties and serve the unexpired portion of the vacated office, in addition to the year for which he/she was elected. In the event of a vacancy in the office of the vice president-elect, the Board of Directors shall have the power to fill the vacancy until the next election, at which time the vice president-elect shall be elected.
- Section 7  
Duties of Secretary The secretary shall 1) execute the duties essential to the recording of the happenings of all general meetings of the Board of Directors, 2) execute the duties essential to the maintenance of legal documents, records, and correspondence of the Michigan Reading Association, 3) maintain a roster of members, maintain a roster of Board of Directors and Delegates Assembly members in order to conduct a roll-call vote at business meetings, 4) turn over to his/her successor all up-to-date records within thirty days of retirement from office.



Section 8  
Duties of  
Treasurer

The treasurer shall, 1) have custody of the funds of the Michigan Reading Association which shall be deposited in the name of the Michigan Reading Association at such bank as the Board of Directors may authorize, 2) collect dues and other monies due the Michigan Reading Association, 3) provide the secretary with a roster of members of the Michigan Reading Association, 4) maintain a certified membership list, 5) sign all checks and drafts with the president, vice president, or secretary on behalf of the Michigan Reading Association for the disbursement of funds in accordance with the budget approved annually by the Board of Directors, 6) arrange for a bond for an amount fixed by a committee appointed by the president or an account if the Board of Directors so chooses, 7) present the treasury records for an annual audit, file required financial statements and/or reports.

ARTICLE V - Board of Directors - Officers - Members-at-Large  
Regional Representatives and State Coordinator

Section 1  
Composition

The Board of Directors shall consist of the elected officers, the state organization coordinator, two elected members-at-large, and eight regional representatives.

Section 2  
Function

The Board of Directors shall exercise general supervision and control over the property and affairs of the Michigan Reading Association, shall approve the annual budget, shall decide all questions involving cooperation with other professional organizations shall supervise the execution of approved policies and facilitate the purposes of the Association. In the interval between annual meetings, the Board shall have authority over the property and affairs of the Michigan Reading Association and shall take such actions as are necessary and proper to facilitate the purposes of the Michigan Reading Association, within the powers delegated by the Bylaws.

Section 3  
Members-at  
Large and  
Regional  
Representa-  
tives

Two members-at-large shall be elected by the certified members of the Michigan Reading Association. These terms may not expire concurrently.

The members-at-large and regional representatives shall serve for three years, with at least three members being elected each year. Each member-at-large and each regional representative shall assume his/her office at the final session of the annual conference following his/her election and continue to serve for the duration of his/her term.

The Board of Directors shall establish eight regions. Each region shall have one representative, elected by the Michigan Reading Association members of that region.

Section 4  
IRA-MRA  
State  
Coordinator

The IRA-MRA State Coordinator shall be appointed by the following procedures: The president of the state council shall poll the councils within the state and the state board of directors requesting their recommendations for this important post. This letter shall outline the duties as specified by International Reading Association. After receiving recommendations from the councils, the selection is made by the state board of directors. A recommendation for the appointment is sent to the chairperson of the subcommittee on United States Membership and Organization who will approve the appointment. State coordinators are appointed every three years. A coordinator will not serve more than two consecutive terms (six years.) In case the office should become vacant, the president must follow the above procedures in appointing a person to fill out the term.

ARTICLE VI - Delegates Assembly

Section 1  
Function

The Assembly's function is to assist councils to be a vital part of the Michigan Reading Association. It shall have the authority to receive and review decisions made by the Board of Directors and approve all amendments to the bylaws.

Section 2  
Composition

The Assembly shall consist of the Michigan Reading Association Board of Directors, the president and president-elect, or designee, of each local council of the Michigan Reading Association within the State; and one representative from each special interest council.

To send a delegate to the Delegates Assembly, at least ten of the local council members shall be members of the Michigan Reading Association.

The members representing the councils at the Delegates Assembly shall be members in good standing of the Michigan Reading Association, and have an official credentials recognizing them at the Assembly meetings for the purpose of voting certification.

All local council and special interest officers must be members of the Michigan Reading Association.



Section 3  
Meetings

The Assembly shall be empowered to hold such meetings on the call of the state president, as it shall deem necessary, and at such times and places as the president may determine; however, it shall hold no fewer than two meetings per year. All members of the Assembly must be notified at least four weeks in advance of each meeting. The name of the delegate, or designee shall be submitted to the Local Councils Assembly for validation of eligibility to vote. All voting shall be conducted by roll-call.

Section 4  
Quorum

A quorum shall consist of twenty percent of all those eligible to vote in the Assembly.

ARTICLE VII - Nomination and Election of Officers, Members-at-Large, and Regional Representatives

Section 1  
Mode of Election

Officers, members-at-large, and regional representatives of the Michigan Reading Association shall be elected by mail ballot by the certified members of the Association. In the event that any officer, member-at-large, or regional representative is unable to serve his/her term, the president and the Board of Directors shall fill the office by appointment until the next election of the Michigan Reading Association, or as stated in the bylaws. The state organization coordinator shall be appointed according to the International Reading Association guidelines, Article V, Section 4.

Section 2  
Elections

It shall be the responsibility of this committee to prepare a slate of at least two nominees for each vacant elective office: the vice president-elect, secretary, treasurer, members-at-large, and regional representatives. This slate shall be reported to the Board and submitted to the electorate by mail ballot. When unexpected vacancies have occurred during the preceding year, the Board may request the Elections Committee to add other nominees to the slate.

In preparing the slate, the Elections Committee shall be responsible for securing in advance consent from all nominees which shall accompany the ballot to the membership. Recommendations for nominees should be made to the Elections Committee by members of the Michigan Reading Association. Provisions for write-in nominations must be made on the ballot.

Section 3  
Mailing of Ballots and Reporting Results

The ballot shall be mailed to each certified member of the Association at least five weeks prior to the annual meeting of the Assembly. Voting shall close three weeks after the mailing of the ballots. The Elections Committee shall be responsible for counting the ballots and immediately certifying the result with the president and the Board of Directors before the annual conference of the Michigan Reading Association. The results shall be announced at the annual conference. In the case of a tie vote, there shall be an additional mail ballot following the same procedure as listed in Section 1. The five week requirement shall be waived in case of a tie. A notarized copy of the election results shall be filed with the secretary.

ARTICLE VIII - Committees

Section 1  
Standing Committees

The committees of the Association shall consist of standing committees as specified hereinafter and ad hoc committees as specified in Section 17 of this article.

Section 2  
Executive Committee

The executive Committee shall be composed of the president (who shall serve as chairperson), the vice president and the vice president-elect. The Executive Committee shall prepare the agenda for the Board meetings and the Delegates Assembly, shall review all committee reports, and shall perform other responsibilities as directed by the chairperson. It shall meet at the call of the chairperson.

Section 3  
Membership Committee

The membership committee shall be responsible for securing new members and for making recommendations to the Board concerning policies designed to stimulate increased membership

Section 4  
Publications Committee

The Publications Committee shall be responsible for publishing a journal for the members and for monitoring and management of any additional publications as approved by the Board.

Section 5  
Professional Studies and Standards Committee

The Professional Studies and Standards Committee shall coordinate and help plan professional study related to reading in general, and reading instruction in Michigan specifically.

Section 6  
IRA-MRA Organization Committee

The Organization Committee shall be responsible for stimulating the organization of new councils and for serving as a liaison between the national and state organizations, and established councils. The International Reading Association and the Michigan Reading Association state organization coordinator shall serve as chairperson.



- Section 7  
Annual Conference Committee  
The Annual Conference Committee shall make plans for the annual Michigan Reading Association Conferences. The vice president shall be chairperson of the Annual Conference Committee assisted by the vice president-elect, and shall be directly responsible to the president for planning the conference.
- Section 8  
Elections Committee  
The Elections Committee shall function as defined in Article VII, Sections 1-3 by these bylaws.
- Section 9  
Budget Committee  
The Budget Committee shall examine the income and expenditures of the council and shall be responsible for preparing the annual audit and an annual budget to be submitted for review and approval. Members of the committee shall be the president, vice president, vice president-elect, treasurer, and three more members of the Michigan Reading Association. The treasurer shall be the chairperson of this committee.
- Section 10  
Evaluation Committee  
The Evaluation Committee shall continuously review the balance in emphasis in the activities of the Michigan Reading Association to be sure that the stated purposes of the organization are fulfilled. They shall make certain all levels of interest are properly represented in publicity, programs for meetings and research.
- Section 11  
Legislative Committee  
The Legislative Committee shall be responsible for gathering information, for disseminating information, and for organizing a network of influence for legislation pertaining to reading.
- Section 12  
Public Relations Committee  
The Public Relations Committee shall be responsible for communicating the purposes of the association and encouraging wider participation, support, and membership.
- Section 13  
Research Committee  
The Research Committee shall seek to disseminate research information throughout the Council. They shall also encourage the members to study issues that merit their efforts.
- Section 14  
Number of Standing Committees  
The number of standing committees may be increased or decreased upon recommendation of the Board of Directors.
- Section 15  
Number of Members  
The number of members of each standing committee shall not be less than three, including the chairperson.
- Section 16  
Mode of Appointment, Terms, and Reporting  
The chairperson of each of the standing committees shall be appointed by the president with the approval of the Board of Directors, except as is specified in Article VIII, Sections 2, 6, 7, and 9.  
The chairperson of each committee shall select members, submit them in consultation with the president and shall attempt to secure diversified representation. Appointments of standing committees shall be reviewed annually by the elected Board of Directors.
- Section 17  
Ad Hoc Committees  
Ad Hoc committees may be authorized by the Board to carry out specific charges and shall serve for a specified period to be reviewed annually by the Board of Directors. The chairperson of each of the Ad Hoc committees shall be appointed by the president, with the approval of the elected Board of Directors. Members and the number of members, shall be the same as those specified for standing committees, Section 15, Article VIII.

#### ARTICLE IX - Local Councils

- Section 1  
Local Councils  
A local council may be formed by ten or more certified members of the International Reading Association in any locality in which no local council is operative. A local council may secure a charter from the office of executive director of the International Reading Association with the approval of the IRA-MRA Coordinator. A local council shall have bylaws consistent with the purposes and bylaws of International Reading Association and the Michigan Reading Association. It shall elect its own officers who are IRA members, determine the amount of and collect its own dues, and organize its own program. Each local council is entitled to the number of delegates in the Delegates Assembly as stated in Article VI, Section 2.



ARTICLE X - Special Interest Councils

Section 1  
Special  
Interest  
Councils

A special interest council may be formed by ten or more certified members of the International Reading Association who represent individuals who are particularly interested in some particular aspect of reading or who represent a particular academic profession such as clinicians, college professors etc. A special interest council may secure a charter from the executive director of the International Reading Association with the approval of the IRA-MRA coordinator. Each special interest council shall elect its own officers who are IRA members, determine the amount of and collect its own dues and organize its own program. Each special interest council is entitled to one representative to the Delegates Assembly as stated in Article VI Section 2.

ARTICLE XI - Amendments

Section 1  
Origin

Amendments to the bylaws may be proposed by: 1) The Board of Directors, 2) The Assembly, 3) A petition of fifty (50) or more active members of the Michigan Reading Association, or 4) Bylaws Committee.

Section 2  
Voting on  
Amendments

Amendments must be presented to Board Members at a previous meeting and mailed to the council delegates at least thirty days before the meeting at which they are to be voted upon. Amendments shall be adopted at a regularly scheduled meeting of the Delegates Assembly as defined under Article VI, Section 2. An amendment shall be declared passed if it is approved by two-thirds of the certified delegates, provided a quorum has been declared.

Section 3  
Incorporation

Amendments adopted by the method described in Section 2 shall be incorporated into these Bylaws.

ARTICLE XII - Representation at the IRA Assembly

Section 1  
IRA Assembly

Representation of any Michigan Reading Council at the Delegates Assembly of the International Reading Association shall be in accordance with that specified by the bylaws of the International Reading Association.

ARTICLE XIII - Parliamentary Authority

Section 1  
Parliamentary  
Authority

The rules contained in Robert's Rules of Order, shall govern the proceedings of the Michigan Reading Association, except in cases governed by the constitution, bylaws, and special rules adopted by the Association.

ARTICLE XIV - 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.

Chartered October, 1956  
Revised October 5, 1974  
Revised April 2, 1978  
Revised November 30, 1978



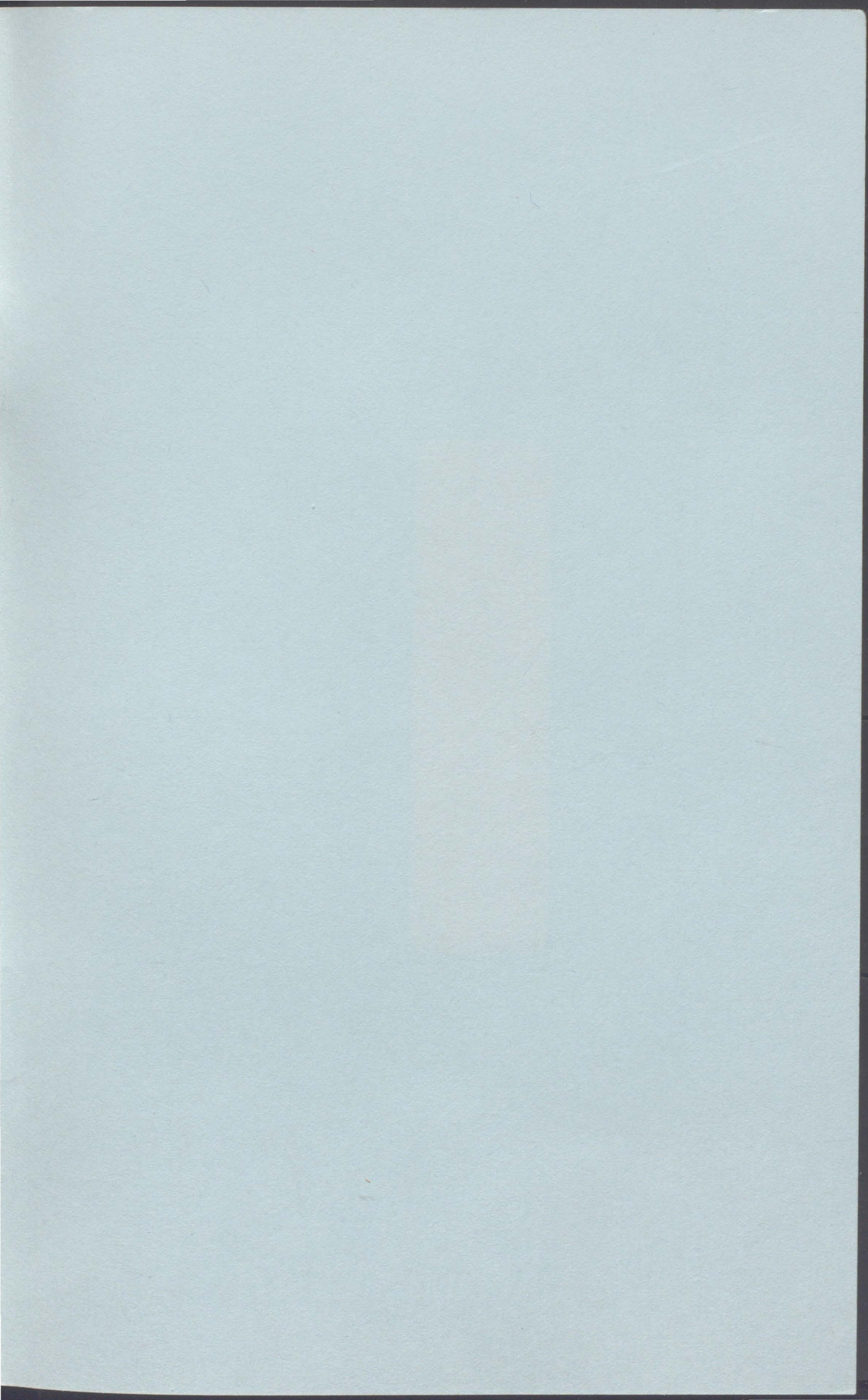
*A Daisy to:*

SHIRLEY GOODMAN  
FOR HER ASSISTANCE AND SUPPORT  
TO THE MRJ  
DURING HER TENURE AS  
MRA TREASURER

and

MR. AND MRS. E. J. SMITH  
FOR THEIR  
EXPERTISE AND ASSISTANCE





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