

October 1974

## Bylaws of Michigan Reading Association

Michigan Reading Association

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### Recommended Citation

Association, Michigan Reading (1974) "Bylaws of Michigan Reading Association," *Michigan Reading Journal*: Vol. 8 : Iss. 3 , Article 5.

Available at: <https://scholarworks.gvsu.edu/mrj/vol8/iss3/5>

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FROM: Sybil Michener, President  
Michigan Reading Association

TO: MRA Membership

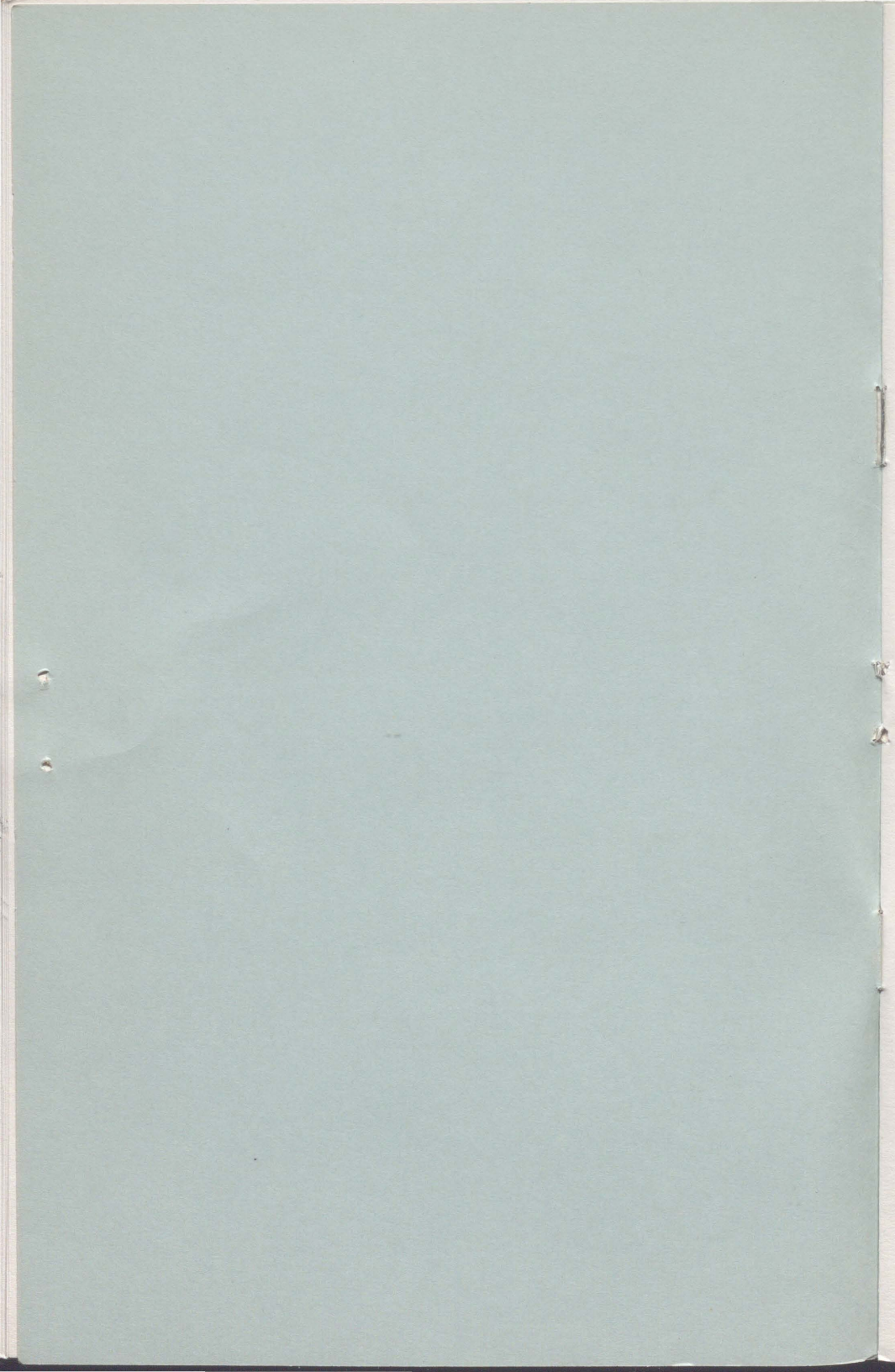
SUBJECT: Bylaws of Michigan Reading Association

A revision of the MRA Bylaws has been an important goal for the organization. The revision enlarges the purposes of the organization; assures decision making by elected representatives; and increases opportunities for membership to participate in the affairs of the organization.

An Executive Committee of elected officers, members-at-large, and the State Organization Coordinator prepared a draft of the Bylaws, July 2, 1974, at Kellogg Center, East Lansing, Michigan. This draft was presented to two committees of local council officers at the Leadership Workshops held August 21 (Flint) and August 22 (Grand Rapids). These recommendations were incorporated into the next draft of the Bylaws.

Utilizing all of the recommendations, a revised copy was duplicated and sent to the Executive Board and Executive Council members for their perusal prior to the scheduled meeting in October.

On October 4, 1974, the Executive Board reviewed the revision and recommended it be presented to the Executive Council. At the Executive Council meeting, October 5, 1974 at Kellogg Center, East Lansing, Michigan, the Revision of the Bylaws of the Michigan Reading Association was approved.



**BYLAWS**  
**of the**  
**MICHIGAN READING ASSOCIATION**

A State Council  
Of The International Reading Association

*Revised October 5, 1974*

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**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 an affiliate of the International Reading Association functioning as a State Council. This shall be a professional organization for all persons who are concerned with the improvement of reading.

**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 and promoting staff development.
2. To promote supportive participation with the citizenry for reading improvement by:
  - a. stimulating awareness of the societal needs for reading and
  - b. formulating strategies for citizen involvement and promotion of better reading.
3. To promote the development of reading proficiency among all people.
4. To promote and facilitate the work of the local council 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 interested in furthering the purposes of the organization.

### Section 2 — *Active Members*

Membership in the Michigan Reading Association shall become effective upon payment of State 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 Local Councils 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 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 of the Michigan Reading Association shall not be used by individual members for purposes of advertising or personal benefit.

## ARTICLE IV OFFICERS

### Section 1 — *Officers*

The elected officers of the Michigan Reading Association shall be a president, a past president, a president-elect, a secretary and a treasurer. Any member in good standing of both the Michigan Reading Association and the International Reading Association is eligible to election as an officer of the Association.

### Section 2 — *Term of Office*

The term of the president shall be one year. The term of the past president shall be one year. The term of the president-elect shall be one year. The president-elect shall then automatically succeed to the office of president for 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 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 Local Councils Assembly; shall countersign all contracts and other instruments of the Michigan Reading Association; shall exercise general leadership and supervision over the affairs 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 – *Past President*

At the expiration of the term of office, the president shall automatically become the past president for a period of one year. The past president shall serve as a member of the Board of Directors.

### Section 6 – *Duties of President-Elect*

The president-elect shall serve as a member of the Board of Directors and as chairperson of the annual conference committee, appoint necessary conference sub-committee chairpersons with approval of the Board of Directors and shall fulfill such other duties as designated 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 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 for which he was elected. Should the office of president-elect become vacant, the president and the Board of Directors shall appoint an acting president-elect to serve until the next election of the Michigan Reading Association.

### Section 7 – *Duties of Secretary*

The secretary shall: 1) execute the duties essential to the maintenance of legal documents, records and correspondence of the Michigan Reading Association; 2) maintain the roster of members; 3) maintain a roster of Board of Directors and Local Councils Assembly members in order to conduct a roll-call vote at business meetings.

### 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 secretary with a roster of members of the Michigan Reading Association; 4) maintain a certified membership list; 5) sign all checks and drafts with president, president-elect 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) when the Board of Directors deems it necessary, arrange for a bond for an amount fixed by a committee appointed by the president or an accountant if the Board of Directors so chooses; 7) present the treasury records for an annual audit; 8) file required financial statements and/or reports.

#### Section 9 – *Time of Assuming Office by Treasurer*

The treasurer shall officially assume the duties of his office on July 1, the beginning of the fiscal year, and continue to serve for the duration of his term.

## ARTICLE V

### BOARD OF DIRECTORS – OFFICERS AND MEMBERS-AT-LARGE

#### Section 1 – *Composition*

The elected officers, the six elected members-at-large, and the state organization co-ordinator shall comprise the Board of Directors of the Michigan Reading Association.

#### 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 – *Term of Office of Members-at-Large*

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

#### Section 4 – *Term of Office of IRA State Organization Coordinator*

The state organization coordinator shall serve according to International Reading Association Guidelines.

#### Section 5 – *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 hold not fewer than two meetings per year. All voting on motions shall be conducted by roll-call.

#### Section 6 – *Business Between Meetings*

The president is authorized to consult the Board of Directors and/or the Local Councils Assembly by mail, telegram or telephone concerning important decisions which must be made between meetings. All such decisions and/or actions shall be recorded with the secretary and presented to the Board of Directors at its next official meeting.

#### Section 7 – *Quorum Council Officers*

Six members of the Board of Directors shall constitute a quorum.

## ARTICLE VI

### LOCAL COUNCILS ASSEMBLY

#### Section 1 — *Function*

The assembly shall serve as a liaison between the local councils and the Michigan Reading Association, shall serve in an advisory capacity to the Board of Directors and approve any and all amendments to the Bylaws.

#### Section 2 — *Composition*

The assembly shall consist of the Michigan Reading Association Board of Directors and the president, president-elect or designee of each local council of the International Reading Association within the state.

#### 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 not fewer than two meetings per year. All members of the assembly must be notified at least one week in advance of the time and place of such meeting. All voting on motions shall be conducted by roll-call.

#### Section 4 — *Quorum*

At least 20% of the local councils shall be represented in the assembly to constitute a quorum. No member of the assembly shall have more than one vote.

## ARTICLE VII

### NOMINATION AND ELECTION OF OFFICERS AND MEMBERS-AT-LARGE

#### Section 1 — *Mode of Election*

Officers and six members-at-large of the Michigan Reading Association shall be elected by mail ballot by the certified members of the Association. In the event that any officer or member-at-large 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.

The state organization coordinator shall be elected according to the Guidelines of IRA.

#### Section 2 — *Elections Committee*

The Elections Committee shall prepare annually a slate of nominees which shall include a president-elect and two elected members-at-large for the years in which those terms of office expire. The committee shall prepare a slate of nominees which shall include a treasurer and a secretary for the years in which those terms of office expire. In the event that the president-elect not be able to serve as president, the elections committee shall also include a slate of nominees for president. During the first year



of the Bylaws four members-at-large shall be elected with two for three years, one for two years and one for one year. Recommendations for any slate may be made to the Election Committee by local councils. Two or more candidates shall be nominated for each vacancy. The Elections Committee shall secure from each candidate: 1) evidence of eligibility for officers; 2) advance consent; and 3) a vita to be included in the mail ballot.

*Section 3 – Mailing of Ballots and Reporting Results*

The ballot shall be mailed to each certified member at least six weeks prior to the annual conference of the Michigan Reading Association. Members shall vote by ballot and voting shall close one month after the mailing of the ballot. The Elections Committee shall count the ballots and certify the results to the Board of Directors before the annual conference of the Michigan Reading Association and the results shall be announced at the annual conference. A plurality of the votes cast shall constitute an election. In the case of a tie vote, there shall be an additional mail ballot following the same procedure as listed above. The six-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*

There shall be such standing committees as specified in section 2 through 10 of this article.

*Section 2 – Publications Committee*

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

*Section 3 – 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 4 – IRA 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 local councils. The IRA state organization coordinator shall serve as chairperson.

*Section 5 – Annual Conference Committee*

The Annual Conference Committee shall make plans for the annual Michigan Reading Association Conference. The president-elect shall be chairman of the Annual Conference Committee and shall be directly responsible to the president for planning the Conference.

*Section 6 – Elections Committee*

The Elections Committee shall function as defined in Article VII, Sections 2 and 3 of these Bylaws.

#### Section 7 — *Budget Committee*

The Budget Committee shall be responsible for preparing an annual audit and an annual budget to be submitted for review and approval. The treasurer shall be chairman of the Budget Committee.

#### Section 8 — *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.

#### Section 9 — *Legislative Committee*

The Legislative Committee shall be responsible to gather information, to disseminate information and to organize a network of influence for legislation pertaining to reading.

#### Section 10 — *Public Relations Committee*

The Public Relations Committee shall be responsible for communicating the purposes of the association and encouraging wider participation and support.

#### Section 11 — *Number of Standing Committees*

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

#### Section 12 — *Number of Members*

The number of members of each standing committee shall not be less than three including the chairperson.

#### Section 13 — *Mode of Appointment, Terms and Reporting*

The Chairperson of the standing committees shall be appointed by the president with the approval of the Board of Directors. The chairman 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 Board of Directors.

#### Section 14 — *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 mode of appointment of chairperson and members and the number of members, shall be the same as those for standing committees.

## ARTICLE IX AMENDMENTS

#### Section 1 — *Origin*

Amendments to the Bylaws may be proposed by: 1) the Board of Directors; 2) the Local Councils Assembly; or 3) a petition of fifty (50) or more active members of the Michigan Reading Association. These amendments shall be submitted in writing to the Board and shall be reproduced and sent to the members of the assembly for consideration at a regularly scheduled meeting.

*Section 2 – Voting on Amendments*

Amendments shall be adopted at a regularly scheduled meeting of the Local Council Assembly as defined under Article VI, Section 2. An amendment shall be declared passed if it is approved by two-thirds of those voting, 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 X  
DISSOLUTION

*Section 1 – Provision for Dissolution*

In the event of the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Laws), as the Executive Board shall determine. Any of such assets not so disposed of shall be disposed by the Court of Common Pleas of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

