

**BY LAWS OF THE GUAM COUNCIL
INTERNATIONAL READING ASSOCIATION**

Adopted - April 9, 1968

**Revisions: March, 1974, April, 1985, School Years 88-89, 91-92,
March, 1994, February, 1995, January, 1996 and March 2008**

ARTICLE I - NAME

**SECTION 1
NATURE**

The council shall be called the Guam Council, serving the Territory of Guam, and shall be a professional organization for individuals who are genuinely concerned with the improvement of reading programs and teaching procedures, both developmental and remedial, for children and adults, and with providing adequate guidance in all situations in which reading serves as a vital aid to learning

ARTICLE II - PURPOSE

**SECTION 1
PURPOSE**

The purpose of the Council shall be: 1) to promote reading on Guam; 2) to sponsor conferences and meetings planned to implement the purposes of the council and national association; 3) to encourage the study of reading problems in all educational levels; 4) to stimulate and promote research in reading; 5) to study the various factors that influence reading; 6) to publish the results of pertinent and significant investigations and practices; 7) to assist in the development and provision of professional and community reading programs; 8) to serve as a clearing house for information related to reading; and 9) to promote mutual understanding and cooperative work among educators and community meetings planned to implement the purposes of the council and national association members.

ARTICLE III - MEMBERSHIP AND DUES

**SECTION 1
ELIGIBILITY**

Membership in the Council shall be open to persons engaged in the teaching or supervision of reading at the school level, to parents, and to all others of high school age and above who are interested in the purposes of the Council. Specific eligibility for activities and projects shall be determined by the Board.

**SECTION 2
ACTIVE
MEMBERS**

Membership in the council shall become effective upon payment of council dues

**SECTION 3
COUNCIL DUES**

Dues for the annual membership in the Council shall be determined by the Executive Board. Dues are payable to the treasurer for the fiscal year - June 1- May 31. Annual membership expires at the end of each school year.

**SECTION 4
INTERNATIONAL
DUES**

Dues in the International Reading Association, which include voting and discount privileges and journal subscription, should be paid directly to the IRA headquarters.

ARTICLE IV - OFFICERS

- SECTION 1
OFFICERS** The elected officers of the council shall be a president, a president-elect, a treasurer, a recording secretary, and a corresponding secretary. Members in good standing with the council, who are willing to join the International Reading Association upon election, are eligible for election as officers of the council.
- SECTION 2
TERM OF
OFFICE** The term of all officers shall be one fiscal year. The fiscal year for the treasurer shall end June 30. This will provide an opportunity for the books to be closed from the previous year.
- SECTION 3
TIME OF
ASSUMING
OFFICE** Each officer shall assume the active duties of office following his/her election and installation and shall continue to serve for the duration of the term.
- SECTION 4
INTERNATIONAL
ASSOCIATION** All elected officers shall become members of the International Reading Association. Dues for membership in the IRA will be paid by the treasurer using funds appropriated for this purpose.
- SECTION 5
CONVENTION
DELEGATE** The council will pay round-trip airfare, including ground transportation, and six days of per diem for the President-elect to attend the International Reading Convention as Guam's delegate. Upon returning, the President-Elect will orally report the highlights of the convention to the members at the next general membership meeting.
- SECTION 6
DUTIES OF
PRESIDENT** The President shall: 1) act as the executive officer of the Council; 2) preside at all meetings of the council; 3) act as ex-officio chairperson of the Executive Board; 4) exercise general leadership supervision over the affairs of the Council for the disbursement of funds in accordance with the approval of the membership by countersigning all checks; 5) provide copies of the by-laws for all incoming officers prior to their installation; 6) assist the new Executive Board members in their transition into office; 7) appoint a past president to chair the installation of incoming officers; 8) execute such additional duties as are defined by the Board or members; 9) oversees the monthly programs of the Council; 10) insures the maintenance of tax-free nonprofit status; and 11) shall convene the officers to develop a proposed budget for the next school year.
- SECTION 7
DUTIES OF
PRESIDENT-
ELECT** The President-elect shall; 1) serve as a member of the Executive Board, as chairman of the nominating committee (see Article VII Section 1); 2) chair Read-A-Thon (see article VIII, Section 1); 3) countersign checks on behalf of the Council; 4) assume and perform the duties of the President in the event of his/her absence, incapacity, or resignation of the President. Should the office of the President become vacant, the President-Elect shall become the President immediately and shall serve the unexpired portion of the President's term in addition to the year for which she/he was elected; 5) act as delegate of the Council at the International Reading Association Convention and perform all duties and responsibilities for the Guam delegation; and 6) report orally to the Executive Board and members on the IRA Convention.

**SECTION 8
DUTIES OF
TREASURER**

The treasurer shall: 1) execute the duties essential to the maintenance of accurate and up-to-date records; 2) have the custody of the funds of the council which shall be deposited in the name of Guam Council of the International Reading Association; 3) countersign checks on behalf of the Council for disbursement of funds, in accordance with the approval of the members; 4) execute the duties essential to keeping a valid tax exempt status; 5) share financial reports from books and novelties sold by the council three times a year - December, March and June (see Article VIII Section 7); 6) arrange for, and cooperate with an annual audit; 7) upon completion of the audit, within 30 days of his/her retirement from office, turn over to his/her successor all funds, accounts, and books of the Treasurer; (8) provide the proposed budget as described in Section 7, Duties of the President, at the first Board meeting of the school year; and (9) provide monthly reports at the Board meetings of expenditures and income.

**SECTION 9
DUTIES OF
RECORDING
SECRETARY**

The Recording Secretary shall: 1) execute the duties of the minutes of all meetings of the general and Executive Board; 3) submit a summary of business from the Executive Board meetings for posting at the monthly meetings; and 4) cooperate fully with his/her successor by turning over up-to-date records within 30 days of his/her retirement from office.

**SECTION 10
DUTIES OF
CORRESPONDING
SECRETARY**

The Corresponding Secretary shall; 1) execute the duties essential to all correspondence in connection with the monthly meetings of the council; 2) notify the Board members a week in advance of each Board meeting as to date, time and place; 3) circulate proposed amendments to each Board member at least two weeks in advance of the Board meeting at which the amendments are to be voted upon; 4) cooperate fully with directions from the general meetings and/or the Executive Board regarding needed correspondence and notices; 5) submit any mandatory forms or information required by the national headquarters of the International Reading Association; and 6) cooperate fully with his/her successor by turning over an up-to-date record of correspondence within 30 days of his/her retirement from office.

ARTICLE V - EXECUTIVE BOARD

**SECTION 1
FUNCTION**

The Executive Board shall exercise general supervision over , the property and affairs of the Council. It shall have the general power to administer the affairs of the council between general business meetings. In the event of a vacancy of the Board or an elected member of the Board is unable to assume the duties elected for, the Executive Board shall immediately, by majority vote, select a President pro-tem to serve until the President-Elect can assume the duties of the President. In the event of a vacancy of the President-Elect, the executive Board shall have the power to fill this vacancy until the next regular election.

**SECTION 2
COMPOSITION**

The Executive Board shall consist of the President, the President-Elect, the Treasurer, the Recording Secretary, the Corresponding Secretary, the immediate Past President, three chairpersons on Books,/Novelties, chairperson of Publicity, and chairperson of Membership. Only members of the Executive Board shall have the right to vote. The President shall vote only in a tie or by secret ballot.

**SECTION 3
MEETINGS**

The first Executive Board meeting shall meet between the time of election of the new officers and the end of the school year. A tentative calendar of board and General Membership Meetings for the following school year shall be established at the this first meeting. The Executive Board shall be empowered to hold such meetings, on the call of the President, as deemed necessary, and at such time and place as the President may determine. No fewer than six meetings shall be held each year.

**SECTION 4
QUORUM**

A quorum for a meeting of the Executive Brad shall consist of a simple majority of the Executive Board.

ARTICLE VI - ASSEMBLY

**SECTION 1
COMPOSITION**

The Assembly shall consist of the Executive Board and all other members of the council.

**SECTION 2
FUNCTION**

The Assembly shall be the legislative body of the council and shall have the 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 Executive Board and accept or reject them.

**SECTION 3
QUORUM**

A quorum shall consist of a majority of those present and eligible to vote in the assembly.

**SECTION 4
MEETINGS**

The Assembly of the council shall meet at least four times each year. Other meetings may be called by the Executive Board.

**SECTION 5
AMENDMENTS**

The Assembly of the council shall have the power to amend these by-laws as provided in Article XII.

**SECTION 6
REQUEST FOR FUNDS**

Requests for funds for the purposes of underwriting a project which further promote the goals of the Guam Council of the International Reading Association are encouraged.

1. Requests for grant funding must follow guidelines established by the Ira Board.
2. These guidelines may be revised by subsequent Board under normal voting procedures. (majority of quorum Present)

ARTICLE VII - ELECTIONS

**SECTION 1
MODE OF ELECTION**

All officers shall be elected at the annual meeting in April. Provision shall be made to accommodate "absentee" voting for members who verify they will be off island at the time of election. After the slate from the nominating committee has been presented, the President shall give an opportunity to propose nomination from the floor. Voting shall be by ballot and a majority of the votes cast shall be necessary for election.

**SECTION 2
NOMINATING COMMITTEE**

The Nominating committee shall be appointed by the President-Elect annually to prepare a slate of at least one nominee for each vacant elective office. The President-Elect shall be the chairperson of the Nominating committee (Article IV, Sec.7). In preparing the slate, the nominating committee shall be responsible for securing advance consent from all nominees, insuring that they will join the International Reading Association upon election, for preparing a vita for each nominee to be distributed to the membership prior to the election and sending the officer report form to IRA headquarters by May 1.

**SECTION 3
TERM OF
OFFICE**

The term of active office of each elected member shall begin in June following the election april and subsequent installation.

**SECTION 4
ELIGIBILITY
TO VOTE**

To be eligible to vote, a member must have attended at least two regular General membership Meetings prior to the April meeting and have paid membership dues by the end of the February meeting. In order to vote for Board Officers, members must be at least 18 years of age.

ARTICLE VIII - COMMITTEE CHAIRPERSONS

**SECTION 1
READ-A-THON**

The Read-A-Thon Chairperson shall be the President-Elect. He/she shall; 1) write letters to the superintendents and or administrators of all public and nonpublic schools systems operating on Guam requesting permission to hold the Read-A-Thon in the public and nonpublic schools.; 2) coordinate the planning of main activities to be used during the week of Read A-Thon; 3) coordinate the printing and distribution of materials; 4) obtain the help of school representatives from each school to distribute and collect materials; 5) coordinate the publicity of the Read-A-Thon, with the help of the Publicity Chairperson; 6) secure a place where funds collected may be dropped by the representatives for counting and tabulating; 7) coordinate the solicitation and purchase of awards and prizes for teachers and students; 8) coordinate the awards presentation; 9) keep accurate records of all activities and other information concerning the Read-A-Thon; (10) coordinate and perform duties and responsibilities for the Guam delegation at the national Convention; and(11) perform other duties necessary to hold the Read-A-Thon. In the event the President-Elect is not able to undertake the position of chairperson, the Executive Board will appoint a Read-A-Thon Chairperson.

**SECTION 2
MEMBERSHIP**

Membership shall be responsible for; 1) securing new members; 2) Keeping an up-to-date membership file to include name, mailing and contact addresses, workplace, and assignment; 3) identifying local council members who are also members of the International Council; 4) providing the Newsletter Editor with address labels; 5) providing the President and President-Elect with a monthly updated President's Report. Membership information shall be available to all members of the Executive Board upon request; and 6) providing manpower for sign in, disbursing discount and raffle tickets at the Monthly General Meetings.

**SECTION 3
PUBLICITY**

Publicity shall publicize meetings and council events in the print, broadcast, and electronic media.

**SECTION 4
HISTORIAN**

The Historian shall be responsible for; 1) keeping a permanent record which will contain all pertinent information concerning the activities of the council for the year together with all newsletters, handouts, newspaper articles, etc. which will be turned in to the Executive Board by June; 2) displaying past records at all membership meetings; 3) keeping the council's camera; 4) keeping updated records of film purchases and processing; and 5) inviting past presidents to addend the installation of new officers.

**SECTION 5
NEWSLETTER**

The Newsletter editor will be responsible for: 1) obtaining information to be put in the newsletter; 2) producing the newsletter; 3) securing address labels from the Membership Chairperson; 4) distributing the newsletter to all members of the council prior to general assembly; 5) keeping a file of newsletters.

**SECTION 6
PROGRAM**

The President shall be in charge of the monthly program in conjunction with the Executive Board and standing committee members. He/She is responsible for preparing and printing the program card for distribution at the first meeting. He/She will appoint a co-chairperson for each month to be responsible for preparing the program for the month.

**SECTION 7
BOOK SALES
AND NOVELTIES**

The book sales persons (elementary, secondary, professional and hard cover) and novelty person shall: 1) order all books/novelty within their lever; 3) cooperate with school and community representatives in the organization of book fairs; 4) provide books/novelty for sale at each general membership meeting; 5) keep a current supply of books/novelty for sale at book fairs and/or general membership meetings; 9) work with the Treasurer keeping an accurate account of monies spent or collected in relation to book sales/novelty (see Article IV, Section 9); 7) provide financial reports to the Board three times a year - by November, February, and May Board Meetings. The three book sales/novelty chairpersons shall be members of the Executive Board.

**SECTION 8
GRANTS**

The Grants committee chairperson shall be responsible for coordinating: 1) the promotion and distribution of grant applications for the purpose of promoting literacy on Guam & Micronesia; 2) assembling a committee to review grant applications and forward recommendations to the Executive Board for approval, not to exceed a board designated monetary amount per grant/year per member; 3) notifying applicants of approval/disapproval of grant requests, ensuring that those awarded submit a final written evaluation report, including receipts, within 1 year of the date the grant was awarded.

**SECTION 9
MODE OF
APPOINTMENT**

The members and chairpersons of the standing committees shall be appointed by the President except where the position of chairperson is determined by the by-laws.

**SECTION 10
NUMBER OF
STANDING
COMMITTEES**

The number of standing committees may be increased or decreased upon recommendation and approval of the Executive Board.

**SECTION 11
TEMPORARY
COMMITTEES**

Temporary or special committees may be authorized from time to time by the Executive Board. The council members may volunteer at the general meetings and shall serve for the period specified.

**ARTICLE IX - REPRESENTATION OF THE GUAM COUNCIL
AT THE ASSEMBLY OF THE INTERNATIONAL READING ASSOCIATION**

**SECTION 1
REPRESENTATION
ANNUAL
NATIONAL
CONFERENCE** The representation shall be in accordance with that specified by the by-laws of the International Reading Association in Article VI, section 1 which reads in part as follows: "Each local council of 10-50 members of the IRA association shall be entitled to one representative and an additional representative for 50 members... A council may send an alternate for each representative... an alternate may vote only when his representative is absent..."

ARTICLE X - PARLIAMENTARY AUTHORITY

**SECTION 1
PARLIAMENTARY
PROCEDURE** The rules contained in Robert's Rules of Order, Revised shall govern the proceedings of this council, except in such cases as are governed by the constitution and by-laws and special rules adopted by the council.

ARTICLE XI - DISSOLUTION

**SECTION 1
DISSOLUTION** In the case of the dissolution of this council, any assets remaining after payment of debts or provisions thereof will revert to the International Reading Association.

ARTICLE XII - AMENDMENTS

**SECTION 1
ORIGIN** Amendments are proposed by 1) a quorum of the Board of Directors; 2) the By-Laws Committee; or 3) a majority of the voting members present at a meeting of the council. All proposed amendments shall be sent to the Council Coordinator at IRA headquarters for approval before presenting them to the members for adoption.

**SECTION 2
PROCEDURE
FOR AMENDING** Amendments may be adopted by the affirmative vote of two-thirds of the voting members of the council present at a regular meeting of the council, provided that the proposed amendment has been announced at the previous business meeting and has been included in the Council newsletter prior to the time of voting. The Board shall provide time for discussion of the amendment at the general membership meeting when the voting is to take place. Voting shall be by printed ballot.

**SECTION 3
ADOPTED
AMENDMENTS** Amendments adopted as described in Section 2 shall be incorporated into these by-laws. Copies of all amendments shall immediately be sent to the Council Coordinator at IRA.