

# MICHIGAN READING ASSOCIATION BYLAWS

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# **MICHIGAN READING ASSOCIATION BYLAWS**

*adopted at the Annual Meeting of Full Association Membership  
on March 9, 2013  
effective July 1, 2013*

## **Article I Names, Offices, and Personnel**

### Section 1 – Name

The name of the Corporation shall be the Michigan Reading Association or such other name as may be stated in the Articles of Incorporation. For purposes of these Bylaws, the Michigan Reading Association may also be referred to as the MRA.

### Section 2 – Registered Office

The registered office of the Corporation shall be located at the address specified in the Articles of Incorporation or at such other place as may be determined by the Board of Directors if notice thereof is filed with the State of Michigan.

### Section 3 – Other Offices

The business of the Corporation may be transacted at such locations other than the registered office, within or outside the State of Michigan, as the Board of Directors may from time to time determine or as the business of the Corporation may require.

### Section 4 – Office Personnel

#### **A. Administrative Coordinator**

The Administrative Coordinator, if deemed necessary by the Board of Directors, shall be hired by the Office Personnel Committee with the consent of the Executive Committee and approval of the Board of Directors. A formal agreement signed by the President and Administrative Coordinator will provide for “at will” employment by the Michigan Reading Association in accordance with State of Michigan 501(c)(3) guidelines for nonprofit organizations and the Michigan Reading Association Nonprofit Articles of Incorporation for a one year term of “at will” employment. At the sole discretion of the Board of Directors, and after conducting an annual performance evaluation, the MRA may or may not rehire the Administrative Coordinator for additional one year terms of “at will” employment. The President of the MRA, with advisement from the MRA Board of Directors, shall notify the Administrative Coordinator of all matters pertaining to his/her employment. The Administrative Coordinator shall be paid an annual salary in the amount and on such terms as determined by the Board of Directors. The Administrative Coordinator shall perform duties requested by the President and/or the Board of Directors.

B. Administrative Assistant

The Administrative Assistant, if deemed necessary by the MRA Board of Directors, shall be hired as an “at will” employee by the office Personnel Committee with advice from the Administrative Coordinator, consent of the Executive Committee and approval of the Board of Directors with a formal agreement signed by the President. As an “at will” employee, the Administrative Assistant shall receive a yearly performance evaluation. The Administrative Assistant shall be paid an annual salary in the amount and on terms determined by the Board of Directors. The Administrative Assistant shall perform duties requested by the Administrative Coordinator, the President and/or the Board of Directors as defined by the MRA Employee Handbook and the MRA Policies and Procedures.

C. Bookkeeper

The Bookkeeper, if deemed necessary by the Board of Directors, shall be hired by the Office Personnel Committee with advice from the Treasurer, consent of the Executive Committee and approval of the Board of Directors (with a formal agreement signed by the President). The Bookkeeper shall be an “at will” employee and will receive a yearly performance evaluation. The Bookkeeper shall be paid an hourly salary in the amount determined by the Board of Directors. The Bookkeeper shall perform duties requested by the Treasurer and the MRA Board of Directors as defined by the MRA Employee Handbook for office personnel and the MRA Policies and Procedures.

## **Article II**

### **Nature and Purpose**

#### Section 1 – Nature

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

#### Section 2 – Purpose

The purpose of the Michigan Reading Association shall be as stated in Article II of the Articles of Incorporation, as amended from time to time.

## **Article III**

### **Association Members**

#### Section 1 – Classifications of Members

##### A. Regular Members

An individual interested in literacy may be admitted as a regular member with full privileges, including the right to vote, upon receipt of an application and payment of dues as prescribed for regular members.

##### B. Student Members

An individual enrolled full time in a Pre-service Teacher education program shall be admitted as a regular member with full privileges, including the right to vote, upon receipt of an application and payment of dues as prescribed for student members.

##### C. Retired Members

An individual retired from an education position per guidelines of the Michigan Office of Retirement Services (ORS) shall be admitted as a regular member with full privileges, including the right to vote, upon receipt of an application and payment of dues as prescribed for retired members.

##### D. Past Presidents

An individual who at any time previously served as President of the Michigan Reading Association shall have a lifetime membership with full voting privileges. Membership dues are not required.

##### E. Honorary Members

1. The Michigan Reading Association may designate certain individuals as honorary members.
2. Honorary members shall not have voting rights nor be entitled to receive notices otherwise required to be sent to members and shall be entitled to full or partial relief from payment of dues to the extent provided by the Board of Directors.

#### Section 2 – Dues, Obligations, and Rules

- A. Dues for annual membership shall be set by the Board of Directors with the approval of the membership.
- B. Dues shall be uniform for all members within a given classification.
- C. Membership may be initiated at any time during the year by submitting an application and payment of dues. Membership shall continue for one (1) year upon receipt of application and dues. Membership shall be renewed annually.
- D. Membership in the Corporation shall not be transferable. An individual may hold only one membership.

E. The name and/or resources of Michigan Reading Association shall not be used by members for purposes of advertising or personal benefit external to the purposes of the Michigan Reading Association.

### Section 3 – Resignation

A. A member may resign by written notice to the Secretary of the Corporation.

B. An officer or member of the Board may resign his/her membership and/or office by written notice to the President and/or Secretary of the Corporation. The Michigan Reading Association retains the right to all historical documents that relate to the service of the resigned officer or member of the Board of Directors including electronic archives.

C. Membership shall terminate upon the death or resignation of a member.



## **Article IV**

### **Meetings of the Association Membership**

#### Section 1 – Place of Meetings

- A. Meetings of the full membership shall be held at the registered office of the Corporation or at such other place as may be determined from time to time by the Board of Directors.
- B. A full membership meeting held at a place other than the registered office, the notice of the meeting shall designate the location.

#### Section 2 – Annual Meeting

- A. Annual meetings of the full membership for such business as may come before the meeting shall be held at such time and place as may be designated by the Board of Directors and stated in the notice of the meeting.
- B. If the annual meeting is not held at the time specified, the Board of Directors shall cause the meeting to be held as soon thereafter as is convenient.
- C. The Board of Directors shall designate the time and place of the Annual Meeting of full membership.

#### Section 3 – Special Meetings

- A. Special meetings of the full membership may be called by the President or the Secretary.
- B. A special meeting will be called when a written request is received by the President or the Secretary signed by at least ten percent (10%) of the members eligible to vote at the time of signing the request. The request must state the purpose of the meeting.

#### Section 4 – Notice of Meetings

- A. Written notice of the time, place, and purpose of full membership meetings shall be given to those entitled to vote.
- B. Notification shall be neither less than ten (10) nor more than sixty (60) days prior to the meeting date, except that notice of the Annual Meeting shall be given at least five (5) weeks in advance.
- C. Notice may be given either by delivery in person to the members or by mailing the notice to the members at their addresses as they appear in the records of the Corporation.
- D. Attendance at a full membership meeting constitutes a waiver of notice of the meeting, except when the member attends the meeting for the purpose of objecting,

at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

#### Section 5 – Voting Lists

- A. The Corporation's officer or agent having charge of its membership records shall prepare and certify a complete list of the members entitled to vote at a full membership meeting or any adjournment.
- B. The membership list shall be arranged alphabetically.
- C. The list shall be produced at the time and place of the full membership meeting and be subject to inspection, but not copying, by any member at any time during the meeting for the purpose of determining who is entitled to vote at the meeting.
- D. If for any reason the requirements regarding the membership list have not been complied with, any member at the meeting who in good faith challenges the existence of sufficient votes to carry any action at the meeting, may demand that the meeting be adjourned.

#### Section 6 – Voting

- A. Each member of record (other than honorary members) shall be entitled to one vote at the annual meeting of full membership.
- B. The Board of Directors may fix, in advance, a date as the record date for determination of members entitled to vote pursuant to Section 411 of the Michigan Nonprofit Corporation Act.
- C. The date shall be not more than sixty (60) nor less than thirty-five (35) days before the date of the full membership meeting at which is the vote to occur.
- D. If no record date is fixed, the record date for determination of members entitled to notice of, or to vote, at a meeting shall be the sixtieth (60th) day before the date of the meeting. When a determination of members of record entitled to notice or to vote at a meeting has been made as provided herein, the determination applies to any adjournment of the meeting.
- E. Voting shall be permitted by paper or electronic voting in a form established by the Board of Directors.
  - 1. The date and manner of electronic voting or return of the paper ballot shall be specified by the Board of Directors and indicated in the notice of the meeting.
  - 2. Those in attendance at the meeting may cast a vote either orally or in writing as announced or directed by the person presiding at the meeting prior to taking of the vote.

3. Any action to be taken by vote of the members shall be authorized by a majority of the votes cast at the meeting by those entitled to vote on the matter, unless a greater percentage is required by law of the Articles of Incorporation.
4. No member whose dues are in arrears as determined by the Secretary of the Corporation shall be eligible to vote.

#### Section 7 – Quorum

Those members in actual attendance at any full membership meeting shall constitute a quorum at the meeting.

#### Section 8 – Conduct of Meetings

- A. The officer who presides at full membership meetings pursuant to Article IV of these bylaws, or designee, shall determine the agenda and the order in which business shall be conducted, unless the agenda and the order of business have been fixed by the Board of Directors.
- B. The members shall have no power or authority to change or supplement the agenda as determined by the presiding officer or the Board of Directors.
- C. The presiding officer or his/her designee shall call full membership meetings to order and shall preside.
- D. The Secretary of the Corporation shall act as Secretary of all full membership meetings, but in the absence of the Secretary at any full membership meeting, or inability or refusal to act as Secretary, the presiding officer may appoint any person to act as Secretary of the meeting.

#### Section 9 – Inspector of Elections

- A. The Board of Directors may, in advance of the full membership meeting, appoint one or more inspectors to act at the meeting or any adjournment.
- B. In the event inspectors are not appointed, or an appointed inspector fails to appear or act, the person presiding at the members' meeting may, and on the request of a member entitled to vote shall, appoint one or more persons to fill the vacancy or vacancies to act as inspector.
- C. The inspector(s) shall determine the number and status of members, the existence of a quorum, and shall receive votes, ballots or consents, hear and determine challenges and questions arising in connection with the right to vote, count and tabulate votes, ballots or consents, determine the results, and do such acts as are proper to conduct the election or vote with fairness to all members.

## **Article V**

### **Association Officers**

#### Section 1 – Officers

The officers shall be President, President-Elect, Vice President, Secretary, and Treasurer. Individuals, at the time of nomination, shall meet the following requirements:

- A. a voting member of the Michigan Reading Association;
- B. a member of the International Reading Association; and
- C. a member of either a local council or a special interest council of the International Reading Association.

#### Section 2 – Term of Office and Rotation

- A. The term of President, President-Elect, and Vice President shall be one (1) year. The vice President shall automatically succeed to the office of the President-Elect for one year, and at the expiration of the term as President-Elect, shall become President for a period of one year.
- B. The terms of the Treasurer and Secretary shall be three years; these officers are limited to two consecutive terms.

#### Section 3 – Time of Assuming Office

Each officer shall assume the duties of office on July 1, following the election.

#### Section 4 – Vacancy in Office Between Elections

- A. In the event of a vacancy between elections in the office of President, the President-Elect shall continue in the office of President-Elect and shall also assume the duties and title of the President. In the following year, this person shall become President.
- B. Should the office of President-Elect become vacant, the Vice President shall serve the unexpired portion of the President-elect's term, in addition to continuing the duties as Vice President. The following year, this person shall become President.
- C. 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.
- D. At a regular election, the membership shall elect a new President-Elect and a new vice President.
- E. Except as set forth elsewhere in this Section, in the event of a vacancy in any other elected office, the Board of Directors shall have the power to fill the vacancy until the term of involved office expires at which time an election shall be held to fill the office at the Annual Meeting.

- F. A newly elected officer shall immediately serve the unexpired portion of a vacancy and assume newly elected duties if the vacancy occurs after the Annual Meeting and before the end of the unexpired current office term.

### Section 5 – Duties of Officers

#### A. President

The President shall:

1. act as the executive officer of the association;
2. preside at all meetings of the membership, the Board of Directors, and the Executive Committee;
3. exercise general leadership and supervision over the affairs of the organization and implement its purposes;
4. have authority to co-sign with Treasurer all contracts, checks, and other instruments of Michigan Reading Association in implementing its purposes; and
5. perform such other duties as directed by the Board of Directors.

#### B. President-Elect

The President-Elect shall:

1. serve as a member of the Board of Directors;
2. chair the Annual Conference Commission;
3. fulfill such other duties as assigned by the President and/or Board of Directors;
4. assume and perform the duties of the President in the event of the absence, incapacity or resignation of the President; and
5. in the event that, for any reason, the President-elect is unable to assume the duties of the President immediately, the Vice President shall assume the duties of the President.

#### C. Vice President

The Vice President shall:

1. serve as a member of the Board of Directors;
2. serve as a member of the Annual Conference Commission;
3. assume other duties assigned by the President or Board of Directors; and
4. perform the duties of the President-Elect in the event of the absence and/or incapacity of the President-Elect;

#### D. Secretary

The Secretary shall:

1. record the events of all meetings of the Annual Meeting, the Board of Directors, and the Executive Committee;
2. maintain legal documents, records and correspondence of the Michigan Reading Association;
3. maintain a roster of members of the Board of Directors in order to conduct a roll-call vote at business meetings; and
4. turn over to successor all updated records within thirty (30) days of retirement from office.

#### E. Treasurer

The Treasurer shall:

1. have custody of the funds of the Michigan Reading Association which shall be deposited in the name of MRA at such bank as the Board of Directors may authorize;
2. oversee the collection of dues and other monies due to the Michigan Reading Association;
3. co-sign with the president checks and drafts on behalf of the Michigan Reading Association for disbursement of funds in accordance with the budget approved annually by the Board of Directors;
4. file required financial statements and/or reports;
5. turn over to successor all updated records within sixty (60) days of retirement from office;
6. present the treasury records every three years for an external audit.

## **Article VI**

### **Board of Directors**

#### Section 1 – Composition

The Board of Directors shall consist of the elected officers described in Article V, two (2) additional elected Members-at-Large, ten (10) Regional Representatives, IRA/MRA Coordinator, and IRA/MRA Director of Membership Development.

#### Section 2 – Function

Except as otherwise specifically provided in these bylaws, the Board of Directors shall:

- A. exercise general supervision and control over the property and affairs of the Michigan Reading Association;
- B. approve the annual budget;
- C. decide all questions involving cooperation with other professional organizations;
- D. supervise the execution of approved policies and facilitate the purposes of the Corporation; and
- E. in the interval between annual full membership meetings, the Board of Directors shall have the authority over the property and affairs of the Michigan Reading Association; and proper to facilitate the purposes of the Michigan Reading Association within the powers delegated by the bylaws.

#### Section 3 – Regional Representatives and Members-at-Large

##### A. Regional Representatives

The Board of Directors shall establish ten (10) regions. Each region shall have one (1) representative elected by the Michigan Reading Association members of that region, in accordance with procedures adopted by the Board of Directors from time to time. Such elected representative shall serve as a member of the MRA/IRA Organization Committee chaired by the MRA/IRA Coordinator.

##### B. Members-at-Large

Two members of Michigan Reading Association shall be elected by the members at the Annual Meeting to serve as Members-at-Large. Their terms may not expire concurrently.

##### C. Term of Office

The Members-at-Large and Regional Representatives shall serve for three (3) years each with at least three (3) of them being elected each year. Each Member-at-Large and each Regional Representative shall assume the duties of office on July 1, following election. They may not hold such office for more than two consecutive terms.

#### Section 4 – Vacancies

In the event of vacancies in the offices of Members-at-Large and Regional Representatives as described above, the Board of Directors shall have the power to fill the vacancy until the next Annual Meeting of full membership, at which time an election shall be held to fill the office vacated.

#### Section 5 – Board of Directors Meetings

- A. Meetings of the Board of Directors shall be held at a time, date, and location as chosen by the President.
- B. Committee chairs, Appointments, and other guests can be invited to Board of Directors meetings.
- C. Agenda and corresponding items will be sent to members of the Board of Directors (and all meeting attendees) in advance of the meeting.
- D. Boards of Directors meetings are open to MRA membership.

#### Section 6 – Quorum

A quorum of two-thirds (2/3) of the Board of Directors must be present to take action.



## **Article VII**

### **Elections and Nominations of Board of Directors**

#### Section 1 – Mode of Election

- A. Officers, Members-at-Large and Regional Representatives of the Michigan Reading Association shall be elected by the members of the Corporation, except as otherwise stated in these bylaws.
- B. The state MRA/IRA Coordinator shall be selected by the MRA Board of Directors and be recommended to the International Reading Association for appointment according to the International Reading Association guidelines.
- C. The state MRA/IRA Director of Membership shall be selected according to the MRA Procedures and Policies.

#### Section 2 – Elections

- A. The Elections Committee shall prepare a slate of at least two candidates for each vacant elective office, including Vice President, Secretary, Treasurer, Members-at-Large, and Regional Representatives. The Elections Committee will make every attempt to secure two candidates for each office.
- B. Candidates must be a voting member of Michigan Reading Association, International Reading Association, and a local council or special interest council of the International Reading Association.
- C. The slate shall be reported to the Board of Directors and submitted to Michigan Reading Association members entitled to vote with their notice of the annual meeting.
- D. Ballots shall be provided electronically or mailed at least five weeks prior to the annual meeting accompanied by a form of directed proxy to the secretary providing an opportunity for members to vote by proxy in accordance with Article IV, Section 6.
- E. When unexpected vacancies have occurred during the preceding year, the Board of Directors shall request the Elections Committee to add other nominees to the slate.
- F. The Elections Committee shall acquire at the time of nomination written consent from all candidates that they are willing to run for the position for which nominated.
- G. Recommendations for candidates shall be made to the Elections Committee by members of the Michigan Reading Association. Members may write-in a nomination on the ballot and/or vote for persons not nominated on the slate. All write-in candidates must meet the qualifications of the office for which they are being nominated.

- H. Effort will be made to contact candidates and let them know about the election results in advance of the Annual Meeting. Yet, if the election results are within 50 votes, candidates will not be notified since members can still vote at the Annual Meeting.
- I. The election shall be completed at the Michigan Reading Association Annual Meeting of full membership and results sent to the International Reading Association by April 15.

## **Article VIII**

### **Committees**

#### Section 1 – Committees

The committees of the Corporation shall consist of standing committees and ad hoc committees as specified in Section 32 of this Article.

#### Section 2 – Number of Standing Committees

The number and composition of committees shall be determined by the Board of Directors from time to time, except as otherwise provided by law or by these bylaws.

#### Section 3 – Number of Members

Each standing committee shall have at least three (3) members, including the chair of the committee.

#### Section 4 – Mode of Appointment, Terms, and Reporting

- A. The chair of each committee shall attempt to secure diversified representation on the committee. The proposed names must be submitted to the Board of Directors after consultation with the President.
- B. A list of appointments of the standing committees' membership shall be provided annually to the Board of Directors.

#### Section 5 – Executive Committee

The Executive Committee shall:

- A. be composed of the officers of the Michigan Reading Association: the President (who shall serve as chair), the President-Elect, the Vice President, the Secretary and the Treasurer, the Immediate Past President, IRA/MRA Coordinator, and IRA/MRA Director of Membership Development. As a courtesy, the Administrator Coordinator may also be invited to attend the Executive Committee meetings.
- B. have the power to review the agenda for the Board of Directors meetings, all committee reports, and shall perform other responsibilities as directed by the Board of Directors;
- C. meet at the call or written request of the President with at least four (4) members of the Executive Committee in attendance (in addition to the president); and
- D. act on behalf of the Board of Directors between its meetings.

#### Section 6 – Membership Committee

The Membership Committee shall:

- A. be responsible for securing new members and for making recommendations to the Board of Directors concerning policies designed to stimulate increased membership;

- B. the MRA/IRA Director of Membership Development shall be selected by the procedures recommended by the International Reading Association and shall serve as chair of the Membership Committee; and
- C. if the office of chair of the Membership Committee becomes vacant during a term, the procedures recommended by the International Reading Association shall be followed in filling the vacancy.

#### Section 7 – Publications Committee

The Publications Committee shall:

- A. be responsible for monitoring the Michigan Reading Association publications; and
- B. maintaining appropriate policies for publications as approved by the Board of Directors.

#### Section 8 – Higher Education & Professional Studies and Standards Committee

The Higher Education & Professional Studies and Standards Committee shall:

- A. coordinate and plan professional study related to reading in general and reading instruction in Michigan specifically.

#### Section 9 – MRA/IRA Organization Committee

The MRA/IRA Organization Committee shall:

- A. consist of the Regional Representatives and the Members-at-Large;
- B. be responsible for promoting the development of new councils and for serving as liaison among the International Reading Association, the Michigan Reading Association, local councils and special interest councils;
- C. the MRA/IRA Coordinator shall serve as chair of the Committee and shall be selected by the procedures established by the International Reading Association; and
- D. if the office of chair of the MRA/IRA Organization Committee becomes vacant during the term, the International Reading Association procedures shall be followed in filling the vacancy.

#### Section 10 – Conference Planning Commission

The Conference Planning Commission shall:

- A. plan for the Annual the Michigan Reading Association Conference;
- B. the President-Elect shall chair the Annual Conference Planning Commission; and
- C. the Vice President shall serve on the Conference Planning Commission and assist the President-Elect

### Section 11 – Elections Committee

The Elections Committee shall:

- A. function as defined in Article VII, Sections 1-2 of these bylaws;
- B. Immediate Past President shall serve as chair of the committee; and
- C. committee members shall be nominated and elected by the Board of Directors for a three year term on a rotating basis.

### Section 12 – Budget Committee

The Budget Committee shall:

- A. examine the income and expenditures of the Corporation;
- B. be responsible for preparing for the annual review by an outside agency;
- C. prepare an annual budget within a three-year budget plan to be submitted to the Board of Directors for review and approval by May of each year;
- D. include the President, President-Elect, Vice President, Treasurer, Secretary, two additional members from the Board of Directors, Committee chairs, and/or Board appointments, the Immediate Past President (advisory), Administrative Coordinator (advisory), and Bookkeeper (advisory); and
- E. the Treasurer shall serve as chair.

### Section 13 – Ethics and Evaluations Committee

The Ethics and Evaluations Committee shall:

- A. be responsible for receiving member concerns and following the guidelines outlined in the Bylaws and Policies and Procedures;
- B. continuously review the balance in emphasis in the activities of the Michigan Reading Association to ensure the stated purposes of the organization are fulfilled;
- C. make certain that all levels of interest are properly represented in programs for meetings and programs on research;
- D. evaluate the productivity and efficiency of the Board of Directors meetings; and
- E. assure that all actions of representatives of the Michigan Reading Association are in the best interest of the organization.

### Section 14 – Legislative Committee

The Legislative Committee shall

- A. be responsible for gathering information and organizing a network for dissemination of information regarding legislation; and

B. follow the guidelines regarding non-endorsement of candidates and positions on legislative issues as outlined in the Michigan Reading Association Articles of Incorporation.

C. apply for the IRA Legislative Advocacy Award.

#### Section 15 – Public Relations Committee

The Public Relations Committee shall:

A. be responsible for communicating the purposes of the Corporation;

B. be responsible for promoting and encouraging wider participation; and

C. the chair shall serve as a member of the Membership Committee.

#### Section 16 – Research Committee

The Research Committee shall:

A. disseminate research information to the Michigan Reading Association membership;  
and

B. encourage members to study current issues.

C. disseminate and award research grant.

#### Section 17 – Bylaws and Policies & Procedures Committee

The Bylaws and Policies & Procedures Committee shall:

A. be responsible for reviewing the Bylaws and the Policies & Procedures documents for proposed changes or updates.

B. The Past President shall serve as chair.

C. Proposed changes to the Bylaws shall be submitted to the Board of Directors for review and to the members for approval at the Annual Meeting.

D. Proposed changes to the Policy and Procedures shall be submitted to the Board of Directors for approval.

#### Section 18 – Office Personnel Committee

The Office Personnel Committee shall:

A. be composed of the President, President-Elect, and Vice President, and two additional members appointed in alternate years, appointed by the current president (one appointment serves two years on the committee and the additional appointment serves three years on the committee);

B. have an appointed chair, serving two or three consecutive years, from the members of the committee;

- C. with the approval of the Budget Committee and the Executive Committee, if and when the Administrative Coordinator position is vacant, act on the behalf of the Board to rehire or replace Bookkeeper or Administrative Assistant services; and
- D. with the approval of the Budget Committee, the Executive Committee will act on behalf of the Board to rehire or replace Administrative Coordinator, Bookkeeper and/or Administrative Assistant.

#### Section 19 – Intellectual Freedom Committee

The Intellectual Freedom Committee shall:

- A. prepare an updated list of resources currently available for preserving and promoting intellectual freedom, determine the adequacy of those resources, and recommend a plan for achieving any needed resources; and
- B. support educators in understanding, developing, and adopting a critical perspective on literacy.

#### Section 20 – Grants Committee

The Grants Committee shall:

- A. oversee council grants by informing councils of deadlines, reviewing grant applications, and notifying councils of grant awards; and
- B. review final reports for professional development grants, assuring accountability for awards.

#### Section 21 – Special Projects & Programs Committee

The Special Projects & Programs Committee shall:

- A. encourage participation in community involvement activities; and
- B. provide resources and related materials for community involvement.

#### Section 22 – International Projects & Programs Committee

The International Projects & Programs Committee shall:

- A. promote literacy around the world with a chosen project; and
- B. facilitate global awareness and outreach to expand access to literacy for all.

#### Section 23 – Early Childhood & Family Literacy Committee

The Early Childhood & Family Literacy Committee shall:

- A. encourage interest in early literacy issues through outreach to childcare and preschool educators; and
- B. develop and disseminate resources to encourage families to participate in literacy activities.

#### Section 24 – Summer Literature & Literacy Conference Committee

The Summer Literature/Literacy Conference Committee shall:

- A. plan a summer learning opportunity, if fiscally possible; and
- B. work with Board of Directors for events, speakers, and budget needs.

#### Section 25 – Technology Committee

The Technology Committee shall:

- A. monitor developments in the application of technology for promoting reading/literacy; and
- B. promote the dissemination and application of technology and media to the development of reading/literacy.

#### Section 26 – Awards & Gwen Frostic Committee

The Awards & Gwen Frostic Committee shall:

- A. recognize contributions and achievements in the field of literacy; and
- B. organize the Association's awards process, including application materials, nominations, and notification.

#### Section 27 – Student Projects Committee

The Student Projects Committee shall:

- A. promote student involvement with the Association's activities;
- B. oversee outreach for students with March is Reading Month, *Kaleidoscope* (student writing collection), and Great Lakes' Great Books (literature awards); and
- C. plan (or assist with planning) annual conference events for *Kaleidoscope* and Great Lakes' Great Books.

#### Section 28 – Adolescent Literacy Committee

The Adolescent Literacy Committee shall:

- A. encourage interest in literacy issues through outreach to educators at the middle school, high school, and Teacher Educators; and
- B. develop and disseminate resources to encourage adolescent literacy program educators to participate in literacy activities.

#### Section 29 – Adult Literacy Committee

The Adult Literacy Committee shall:

- A. encourage interest in literacy issues through outreach to educators at the college/university and adult education; and



- B. develop and disseminate resources to higher education and adult literacy educators to participate in literacy activities.

#### Section 30 – Assessment Committee

The Assessment Committee shall:

- A. monitor current issues and research related to assessment, especially as mandated under state and/or federal law; and
- B. develop and implement strategies for communicating assessment information and related policy recommendations to association members and other important audiences.

#### Section 31 – Diversity Committee

The Diversity Committee shall:

- A. encourage interest in diversity issues through outreach to educators at all levels; and
- B. develop and disseminate resources to promote understanding of diversity

#### Section 32 – Ad Hoc Committees

- A. Ad Hoc committees may be authorized by the Board of Directors to carry out specific charges and shall serve for a specified period.
- B. Ad Hoc committees will be reviewed annually by the Board of Directors.
- C. The chair of each Ad Hoc committee shall be appointed by the President, with approval of the Board of Directors.
- D. The number of members shall be the same as those specified for the standing committees, Article VIII, Section 3.

## **Article IX**

### **Appointments and Other Relationships**

#### Section 1 – Historian

The Historian is charged with collecting and organizing any archival information of the Association. The Historian also records any historical events during the year and organizes the Past President's exhibit at the conference

#### Section 2 – *Michigan Reading Journal* Editor

The *Michigan Reading Journal* editor (or co-editors) is/are responsible for producing the Association journal three times per year.

#### Section 3 – *News and Views* Editor

The *News and Views* editor is responsible for producing the Association newsletter four times per year.

#### Section 4 – Parliamentarian

The Parliamentarian oversees the governance of the Michigan Reading Association.

#### Section 5 – MDE (Michigan Department of Education)/MRA Liaison

The MDE/MRA Liaison engages in a mutually supportive collaboration to enhance literacy efforts and provides updates regarding upcoming MDE activities in the area of literacy.

## **Article X**

### **Local Councils**

A local council may be formed by twenty (20) or more members, ten (10) of which are 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 the Executive Director of the International Reading Association with approval of the MRA/IRA Coordinator. A local council shall have bylaws consistent with the purposes and bylaws of the International Reading Association. It shall elect its own officers, determine the amount of and collect its own dues, and organize its own program. Each local council is to be represented at the Annual Meeting of the Corporation.

## **Article XI**

### **Special Interest Councils**

A special interest council may be formed by twenty (20) or more members, ten (10) of which are members of the International Reading Association, who are particularly interested in some aspect of reading or who represent a specific academic profession such as clinicians, college professors, etc. A special interest council may secure a charter from the Office of the Executive Director of the International Reading Association with approval of the MRA/IRA Coordinator. A local council shall have bylaws consistent with the purposes and bylaws of the International Reading Association. Each special interest council shall elect its own officers, determine the amount of and collect its own dues, and organize its own program. Each special interest council is to be represented at the Annual Meeting of the Corporation.

## **Article XII Amendments**

### Section 1 – Origin

Amendments to the bylaws may be proposed by:

- A. the Board of Directors;
  
- B. written petition signed by fifty (50) or more active members of the Michigan Reading Association; and/or
  
- C. the Bylaws and Policies & Procedures Committee.

### Section 2 – International Reading Association and Amendments

All amendments shall be sent to the International Reading Association for acceptance after approval by the membership at the Annual Meeting (of full membership).

### Section 3 – Voting on Amendments

Amendments to, or repeal of, the bylaws may be voted on and approved and adopted only by members at the Annual meeting or special meeting at which a quorum is present. Notice of the proposed amendments, or repeal, must be sent to members entitled to vote thereon five (5) weeks prior to the meeting at which action is to be taken.

## **Article XIII**

### **International Reading Association Assembly**

#### Section 1 – Representation at International Reading Association Assembly

Representation of the Michigan Reading Association at the Delegates' Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association and shall read as follows: *Each state 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 or one group in the Delegates Assembly. A Council may send an alternate for each delegate; an alternate may vote only when the delegate is absent.*

#### Section 2 – Council in Good Standing

A council shall be in good standing and entitled to representation at the meeting of the International Reading Association Delegates Assembly if at least twenty (20) members have paid dues to the Association for the current year.

**Article XIV**  
**Parliamentary Authority**

The rules contained in *ROBERT'S RULES OF ORDER, NEWLY REVISED*, shall govern the proceedings of the Michigan Reading Association, except in cases governed by the Bylaws and Policies & Procedures of the Council.

## **Article XV**

### **Dissolution**

In case of the dissolution of this Corporation, any assets remaining after the payment of debts or provision therefore, will revert to the International Reading Association, provided it then qualifies as an organization as described in Code 501(c)(3).