

BYLAWS OF THE NEBRASKA STATE READING ASSOCIATION of the INTERNATIONAL READING ASSOCIATION (REVISED 2008)

Name and Area Served

The name of this council/affiliate is Nebraska State Reading Association (NSRA) serving members who reside in Nebraska.

Affiliation

The Nebraska State Reading Association (NSRA) will be affiliated with the International Reading Association under the policies established by the International Reading Association.

Nature and Purposes

The Nebraska State Reading Association will be an organization for all people in Nebraska who are interested in reading and the teaching of reading at all levels.

The purposes of the Association shall be: (1) to act as a coordinating agency for councils in Nebraska; (2) to promote, encourage, and aid in the formation of new councils; (3) to sponsor a state reading conference, featuring outstanding talent in the reading field; (4) plan quarterly meetings to promote and coordinate the councils and the international association; (5) to promote mutual understanding and cooperative work in all phases of reading; (6) to promote research in reading and to disseminate significant information relating to reading; and (7) to recommend minimum qualifications and standards for reading improvement.

Membership

Membership in the Nebraska State Reading Association (NSRA) will be open to all persons interested in the purposes of the NSRA without regard to race, religion, or sex. Membership in the NSRA shall become effective upon payment of annual dues to the NSRA. The Board of Directors will establish the NSRA membership categories according to the organization's policies.

Executive Committee

The Executive Committee shall exercise general supervision over the property and affairs of the NSRA, shall decide all questions involving cooperation with other professional organizations, and shall supervise the execution of approved policies within the powers delegated by the bylaws and shall meet at the discretion of the President or Treasurer. It shall consist of President, President-elect, Vice-President, Secretary, Treasurer, Director of Membership Development, State IRA Coordinator(s) and Program Chair. Ex-officio members shall be Past President, IRA Leadership Development Associate, Contracted Executive Secretary, the *Reader* editor and Conference Session Coordinator.

Board of Directors

The Board of Directors shall exercise general supervision over the property and affairs of the council/affiliate, shall decide all questions involving cooperation with other professional organizations, and shall supervise the execution of approved policies within the powers delegated by the bylaws.

The Board of Directors shall consist of the Executive Committee and includes the following: State Board Directors, the Presidents of each council, and state committee members. In the event any one person may be serving in two or more of the above named capacities, only one vote shall be acknowledged. If a member must be absent, he/she may ask another member to be present and be allowed voting privileges. The President shall receive prior to the meeting, a written statement giving the name of substitute/proxy. The President shall serve as chairperson of the Board of Directors.

Selection of Directors

There shall be one Director for every council of up to 100 members, two Directors for every 101-299 members, and three Directors for every 300-1000 or more members. If a council exceeds 1000 members a fourth Director may be elected. Directors shall serve a three (3) year term and shall have served at least one term as an elected local officer or chaired and served on a local council committee.

Officers

The elected officers of the Nebraska State Reading Association (NSRA) will be President, President-elect, Vice-President, Secretary, and Treasurer. Any member in good standing who is also a member of the International Reading Association is eligible to be an officer of the national affiliate.

The term of office of the Vice-President shall be one year. The Vice-President shall then automatically succeed to the office of President-elect for one year, and, at the expiration of this term as President-elect, shall become president for a period of one year.

The term of Treasurer and Secretary shall be two years, elected in alternating years. These two officers may serve a second term immediately following their first.

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

Duties of President: The President shall act as the executive officer of the Nebraska State Reading Association (NSRA). The President shall preside at all meetings; act, ex officio, as chairperson of the Executive Committee and Board of Directors; and exercise general leadership and supervision over the affairs of the NSRA to implement its purposes with the approval of the Executive Committee.

Duties of President-elect: The President-elect shall serve as a member of the Executive Committee and the Board of Directors. This officer shall serve as chairman of the conference committee and make arrangements (location, date, committee assignments) for the State Conference one year in advance and fulfill such other duties as are assigned by the Executive Committee. The President-elect will automatically succeed to the office of the President for one year. The President-elect shall assume and perform the duties of the President in the event of the absence, incapacity, or resignation of the President.

Duties of Vice-President: The Vice-President shall serve as a member of the Executive Committee and Board of Directors. The Vice-President chairs the nominating committee for the following year. The Vice-President shall then automatically succeed to the office of the President-elect for one year and, at the expiration of the term of President-elect, shall become President for one year.

Duties of Secretary: The Secretary shall (1) record the events of all Executive Committee meetings and meetings of the Board of Directors; (2) keep a permanent record of the minutes of all meetings; and (3) handle correspondence and notices. The Secretary will cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office.

Duties of Treasurer: The Treasurer shall (1) maintain accurate and up-to-date financial records; (2) supervise the management of the funds of the council affiliate; (3) obtain legal insurance related to financial authority; (4) cooperate fully with an annual audit; (5) cooperate fully with an outside audit with a professional audit every two years; and (6) forward all original account records within thirty (30) days of retirement from office, to the successor.

Duties of State Coordinator(s) (IRA): This person(s) shall execute the duties essential to the responsibility so designated by the International and State Associations and shall be a voting member(s) of the Executive Committee. (Selection of Coordinator(s) shall be in accordance with guidelines set down by the International Reading Association.)

Duties of Director(s) of Membership Development: The DMD(s) shall execute the following duties: (1) maintain accurate and up-to-date membership records of all local, state and IRA membership; and (2) develop a plan to promote local, state and IRA membership. The DMD(s) will be appointed by the Executive Committee.

Meetings

The first Board of Directors meeting shall be held before August thirtieth (30). At least three (3) meetings shall be held each year at a time and central location determined by the President.

Quorum

A quorum for a meeting shall consist of fifteen (15) Board of Directors members.

Communications

The NSRA shall institute suitable mechanisms (i.e. – the *Reader*, NSRA website, email, and USPS) to facilitate communications with and between its members regarding council/affiliate activities, affairs, issues, and other matters.

Committees

The Executive Committee may establish standing or special committees, which shall be responsible to them. The Executive Committee may appoint committee chairs, determine committee charges, and authorize funds for committee expenses. All committees shall communicate their recommendations to the Executive Committee unless otherwise specified.

Committees will include (1) Membership – Development, (2) Finance, (3) Professional Studies – Research, (4) Conference – Program, (5) Projects, and (6) Publicity – Communication. Committee membership will be formed from members of the Executive Committee, the Board of

Directors and other appointed members. Executive Committee members shall serve as Committee Chairs. Committee Chairs will be appointed by the President.

Nominations and Elections

The Executive Committee shall appoint a Nominating Committee for the annual election to be completed prior to the date when officers are to be reported to the International Reading Association. The nominating committee shall be led by the Vice-President and at least two (2) members. Annually, the committee shall prepare a slate of one, but preferably two nominees for each office. Each nominee must be a member of NSRA and willing to become a member of the International Reading Association if elected. Advance consent from each nominee shall be secured by the committee.

Voting shall be done by general membership.

Contracted Employee

The Contracted Executive Secretary shall execute duties essential to the contractual agreement and will be accountable to the President.

Dissolution and Merger

The NSRA may petition the International Reading Association for dissolution, or for merger with another council/affiliate, by vote of its membership in accordance with council/affiliate policy. If granted, the council/affiliate will adhere to the International Reading Association's policies for dissolution or merger of councils and affiliates.

Council/Affiliate Representation and Affiliation

The President, in consultation with the Executive Committee may appoint a council/affiliate representative(s) to joint committees and meetings of other organizations having objectives allied to those of the council/affiliate and of the International Reading Association.

Amendments

Amendments to the bylaws may be proposed by: 1) the Executive Committee, 2) Membership-Development Committee or 3) by a majority of the voting members present at a Board of Director's meeting.

These bylaws may be amended by an affirmative vote of two thirds of the members present at a Board of Directors' meeting. The amendments must have first been presented at the previous meeting or the proposed amendments circulated to each voting member at least thirty (30) days in advance of the meeting in which the voting on the amendments is to take place.

This Governing Document was:

Approved by the Membership - Development Committee

_____, Chair

(Signed)

(Date)

Approved by the council/affiliate membership

_____, President

(Signed)

(Date)

A copy of this document has been forwarded to the International Reading Association on

_____ [insert date] by _____

[insert name and office].