

BYLAWS OF THE NORTH DAKOTA READING ASSOCIATION

Revised 1975
Revised 1982
Revised 1983
Revised 1988
Revised 1990
Revised 1994
Revised 1999
Revised 2000
Revised 2002

ARTICLE I

Name and Affiliation

- Section 1 **Name and Area Served:**
The council shall be called the North Dakota Reading Association (NDRA) serving the area of North Dakota and affiliated with the International Reading Association (*IRA*).

Article II

Nature and Purposes

- Section 1 **Nature:**
The North Dakota Reading Association shall be a professional organization for individuals who are genuinely concerned with the process of reading and development of literacy.
- Section 2 **Purposes:**
The primary purposes of the Association are three-fold:
- A. To improve the quality of reading instruction at all levels by:
 - 1. *Forming a partnership with the IRA by promoting membership and participation in IRA sponsored activities;*
 - ~~±~~ 2. *Encouraging* the study of the reading process;
 - ~~±~~ 3. Stimulating and promoting research dealing with all aspects of reading;
 - ~~±~~ 4. Encouraging publication of the results of pertinent and significant investigations and best practices;
 - ~~±~~ 5. Encouraging the development of high quality teacher education programs, both preservice and inservice;
 - ~~±~~ 6. *Promoting mutual understanding and cooperation among educators at all levels.*

 - B. To develop an awareness of the impact of reading on our citizenry, and consequently to:
 - 1. Encourage the development of worthwhile reading tastes and the formation of lifelong reading habits;
 - 2. Develop an appreciation of the value of reading;
 - 3. Provide information about reading to the community;
 - 4. Actively influence legislation affecting reading programs and instruction.

 - C. To sponsor conferences and meetings planned to implement the purposes of the Association *and IRA*.

ARTICLE III
Membership and Dues

- Section 1 **Eligibility:**
Membership in the Association shall be open to all ~~interested in furthering the purposes of the Association.~~ *persons engaged in the teaching or supervision of reading at any school level, to parents, and to all others interested in the purposes of the Association.*
- Section 2 **Active Members:**
Membership in the Association shall become effective upon payment of unified Association and Local Council dues for the fiscal year. Membership may be initiated at any time during the year and may continue for one calendar year.
- Section 3 **Local Councils - IRA Membership:**
A local council shall be in good standing and entitled to representation at the meeting of the International Reading Association Delegates Assembly if at least 10 members have paid dues to the Association for the current year. The Association will provide technical assistance and support for the formation of local councils in North Dakota in areas in which no local council is operative. Student councils or other special interest councils may appeal to the Association for recognition or standing.
- Section 4 **Association Dues:**
Dues for annual membership in the Association shall be set by the Board of Directors with the approval of the assembly. Dues are payable to the state treasurer for the fiscal year. Membership forms are to be sent to the state director of membership development.
- Section 5 **Arrears:**
Any member who has not paid by the beginning of the fiscal year shall be notified by the state membership chairperson. If the dues have not been paid by the middle of the fiscal year, the member becomes inactive and 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 the application for reinstatement is made.
- Section 6 ~~**Standing of Members International dues**~~ **IRA Dues:**
Membership in the International Reading Association, (IRA) shall be strongly recommended. Dues to the International Reading Association, which provide members with benefits and services dependent upon the type of membership, may be paid to the membership chairperson or directly to IRA Headquarters.

ARTICLE IV
Officers

- Section 1 **Officers:**
The elected officers of the Association shall be a president, president-elect, vice president, secretary, and a treasurer. Any member in good standing, who is also a member of the International Reading Association, is eligible to be an officer of the Association.
- Section 2 **Term of Office:**
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 terms of treasurer and secretary shall be one year; however, these officers may serve additional terms.
- Section 3 **Time of Assuming Office:**
Each officer shall assume the duties of the office on the day following election and commencing the first day of Summer Leadership Training, and shall continue to serve for the duration of the term.

- Section 4 **Duties of the President:**
 The president shall act as the executive officer of the Association. He/she shall 1) preside at all meetings of the Association; 2) act as chairman of the Board of Directors and the Executive Committee; 3) exercise general leadership and supervision over the affairs of the Association in implementing its purposes; 4) fulfill such additional duties as ~~are~~ assigned by the Board of Directors.
- Section 5 **Duties of the president-elect:**
 The president-elect shall 1) serve as an ex-officio member of the Board of Directors; ~~and as~~ 2) *serve as the* chairperson of the Program Committee for the NDRA Annual Conference; 3) ~~and shall~~ fulfill such other duties as ~~are~~ assigned by *the president and* the Board of Directors; 4) *serve as the chairperson of the Reading Sectional Committee of the North Dakota Education Association Instructional Conference;* 5) ~~The president-elect shall~~ assume 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 the president-elect was elected. 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.
- Section 6 **Duties of Vice President:**
 The vice president shall 1) serve as an ex-officio member of the Board of Directors; 2) serve on the membership committee; 3) be responsible for the NDRA Merit Awards; 4) serve as the chairperson of the program committee of the North Dakota Education Association Instructional Conference. Should the office of president-elect become vacant, the vice president shall serve the unexpired portion of the North Dakota Reading Association Bylaws president-elect's term in addition to the term to which the vice president was elected and shall fulfill such duties as ~~are~~ assigned by the president and the Board of Directors.
- Section 7 **Duties of Secretary:**
 The secretary shall 1) maintain ~~records~~ *a permanent record of minutes of all meetings* and correspondence of the Association; 2) *cooperate fully with the successor by turning over up-to-date records by Summer Leadership Training;* ~~2) 3)~~ fulfill additional duties as ~~are~~ assigned by the president and the Board of Directors.
- Section 8 **Duties of Treasurer:**
 The treasurer shall 1) have shared custody of the funds of the Association with the president which shall be deposited in the name of the North Dakota Reading Association at such bank as the Board of Directors may specify; 2) collect dues and other moneys due the Association; 3) help prepare an annual budget to be presented to the Board of Directors before the spring conference for approval by the General Assembly at the spring conference; 4) fulfill such duties as assigned by the president and the Board of Directors.
- Section 9 **Vacancies:**
 In the event of a vacancy in the office of vice president, secretary, or treasurer, the Board of Directors shall have the power to fill the vacancy until the next regular election.

ARTICLE V
Board of Directors

- Section 1 **Function:**
 The Board of Directors shall exercise general supervision over the property and affairs of the Association. It shall have the general power to administer the affairs of the Association between meetings and shall report its actions to the membership for approval.
- Section 2 **Composition:**
 The Board of Directors shall consist of all current Association officers, chairpersons of the standing committees, past president, and council presidents or designated members from each local council, representative from the North Dakota State Department of Public Instruction,

Director of Membership Development, and State Coordinator of the IRA.

- Section 3 **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 less than three meetings a year.
- Section 4 **Quorum:**
A simple majority of the board will constitute a quorum.
- Section 5 **Business Between Meetings:**
The president is authorized to poll the Board of Directors by the most effective means of communication that assures that all members receive the same information concerning important decisions which must be made between meetings. All such decisions and/or actions shall be recorded by the secretary and presented to the Board of Directors at its next official meeting.
- Section 6 **Budget:**
The Board of Directors shall review the annual budget prepared by the Executive Committee and shall accept or modify it. The budget shall then be presented to the Delegates Assembly for acceptance or modification at the meeting preceding the beginning of the fiscal year.

ARTICLE VI

Assembly

- Section 1 **Composition:**
The assembly shall consist of the Board of Directors and all other members of the Association.
- Section 2 **Function:**
The assembly shall be the legislative body of the North Dakota Reading Association and shall have full power and authority over the affairs of the Association within the limits set by these laws. It shall have the authority to review decisions made by the Board of Directors and to accept or reject them.
- Section 3 **Quorum:**
A quorum shall consist of 20% of all those eligible to vote in the assembly.
- Section 4 **Meetings:**
The assembly of the Association shall meet once a year on the date set by the Board of Directors.
- Section 5 **Notification of Meetings:**
At least two (2) weeks in advance of each meeting, the president shall notify local councils of the date, time and place of the annual meeting.
- Section 6 **Amendments:**
The assembly of the Association shall have the power to amend these bylaws as provided in Article ~~IX~~ XII.

ARTICLE VII

Nomination and Election of Officers

- Section 1 **Election Officers:**
The officers of the Association shall 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 Association. All officers, except the president and the president-elect, shall be elected in the spring.
- Section 2 **Nominating Committee:**
The Nominating Committee shall be composed of the past president as chair, and two (2)

members appointed by the president. The ~~C~~committee shall prepare a slate of nominees annually. Each nominee ~~must~~ *shall* be a member of the International Reading Association. Advance consent from each nominee shall be secured by the ~~C~~committee.

Section 3

Mode of Election:

The Nominating Committee, after receiving the slate of nominees two months prior to the annual meeting, shall prepare a ballot listing these nominees alphabetically for each office and give a brief vita for each nominee. These ballots, with a space for write-in votes, and vitae, shall be mailed to all members in good standing three weeks prior to the annual meeting. Members shall vote using the official ballots and return them to the chairperson of the Nominating Committee or bring them to the annual meeting. The Nominating Committee shall meet after the polls are declared closed to tally the results of the voting. The nominee receiving the largest number of votes shall be declared elected to the office for which he/she was the nominee. The chairperson of the Nominating Committee shall notify the newly elected officers of their election and then announce the results of the election to the annual meeting before its adjournment. The president shall be responsible for reporting the newly elected officers to IRA headquarters and the State Coordinator using the official forms provided by IRA and before the designated IRA deadline.

ARTICLE VIII Committees

Section 1

Committee Structure:

The committees of the Association shall consist of standing committees as specific hereinafter and special committees. All committees shall transmit their recommendations to the Board of Directors unless otherwise specified.

Section ~~1~~2

Standing Committees:

There shall be such standing committees as specified in Sections 2 through 9. All committees shall be appointed by the president.

Section 3

Number of Standing Committees:

The number of standing committees may be increased or decreased upon the recommendation of the Board of Directors and approval shown by a majority of votes cast at the Assembly.

Section 4

Mode of Appointment and Terms of Standing Committees:

The chairperson and members of the standing committees shall be appointed by the president with the approval of the Board of Directors and shall serve for the term of the president unless otherwise specified in the charge to the committee.

Section ~~2~~5

Executive Committee:

~~The Executive Committee shall be composed of the president, president-elect, vice president, secretary, treasurer, past president, state director of membership development and IRA state coordinator. Members of the Executive ~~C~~committee shall 1) serve on the Budget Committee; 2) approve the agenda for the meetings of the Board of Directors and of the Assembly; 3) review reports of all committees; 4) perform other responsibilities as directed by the president. The committee shall meet at the call of the president. *The Executive Committee shall consist of the president, president-elect, vice president, secretary, treasurer, past president, state director of membership development and IRA state coordinator.*~~

Section 6

Auditing Committee:

The Auditing Committee shall 1) make an examination of the treasurer's accounts annually; 2) shall submit a report of its findings to the Board of Directors ~~prior to the annual meeting~~ *at Summer Leadership Training* for acceptance. The Auditing Committee shall consist of three members appointed by the president.

Section 7

Awards Committee:

The Awards Committee will plan and monitor all award programs conducted by the Association. The Awards Committee shall consist of the chairpersons of the Celebrate Literacy Award and the Exemplary Reading Award and their committee members

- Section 58 **Budget Committee:**
The Budget Committee shall 1) examine the income and expenditures of the Association; 2) prepare the budget and present it to the Board of Directors prior to the annual meeting of the Association. The budget will be presented at the annual meeting to be voted on by the membership. *The Budget Committee shall consist of the Executive Committee and the Records Manager.*
- Section 79 **Bylaws Committee:**
The Bylaws Committee shall annually study the bylaws *and handbook* of the Association to determine if they are meeting current, as well as, foreseeable needs. The Bylaws Committee shall ~~be appointed by the president~~ *consist of the Executive Committee.*
- Section 9/10 **Conference Planning Committee:**
The purpose of the Conference Planning Committee is to plan a successful professional conference, ensuring continuity from site to site. The Conference Planning Committee shall ~~be composed~~ *consist* of the past president as chairperson, and the vice-president, president-elect, past local conference chairs, and current and future conference chairs. The Committee shall be empowered to hold meetings, on the call of the past president, as it shall deem necessary; however it shall hold not less than three meetings a year.
- Section 11 **Intellectual Freedom Committee:**
The Intellectual Freedom Committee shall monitor challenges to intellectual freedom. The Intellectual Freedom Committee shall consist of members appointed by the president.
- Section 12 **International Projects Committee:**
The International Projects Committee will administer projects and programs designed to promote literacy outside the United States and Canada. The International Projects Committee shall consist of members appointed by the president.
- Section 13 **Legislative/Advocacy Committee:**
The Legislative/Advocacy Committee shall 1) inform the Board of Directors of legislative issues regarding reading at the state and national level; 2) explore issues to be considered by the Association, make recommendations and prepare implementation plans; 3) activate members to become involved in legislative issues. The Legislative/Advocacy Committee shall consist of the director of membership development, IRA State Coordinator, and DPI representative from the board and a member chosen by the committee chairperson.
- Section 14 **Literacy Leadership Committee:**
The Literacy Leadership Committee will send travel grant applications to local councils to disseminate to members interested in developing and implementing leadership skills at the local or state level. The committee will select and notify award recipients. The Literacy Leadership Committee shall consist of members appointed by the president.
- Section 15 **Local Council Projects Committee:**
The Local Council Projects Committee will gather information from the councils concerning their project needs and program projects. The committee will disseminate the information to all other councils. The Local Council Projects Committee members shall be appointed by the president.
- Section 16 **Long Range Planning Committee:**
The Long Range Planning Committee will establish long and short term goals for the Association and monitor progress of the goals. The Long Range Planning Committee shall consist of members appointed by the president with the past president acting as chairperson of the committee.

- Section ~~4~~17 **Membership Committee:**
 The Membership Committee shall 1) collect dues and turn all monies over to the state treasurer; 2) keep an accurate record of total membership, including latest addresses and telephone numbers; 3) ~~make available a current list for every board member and committee chairperson; 4) notify all members when dues are past due; 5) plan ways to secure new members and retain present members~~ 3) *plan comprehensive membership campaigns that encompass the local, state, and international levels.* The ~~M~~membership ~~C~~committee shall consist of state director of membership development, *state director of student membership*, local membership ~~directors~~ *chairpersons* and the state vice-president.
- Section 18 **Newsletter Committee:**
The Newsletter Committee will submit articles for consideration in the NDRA Newsletter, "The Prairie Reader". The committee shall draft, publish and disseminate four issues of the newsletter per year. The Newsletter Committee shall consist of state and local literacy leaders and the newsletter publisher, with the newsletter editor acting as chairperson of the committee.
- Section ~~8~~19 **Nominating Committee:**
 The Nominating Committee shall function as defined in Article VII, Sections 2 and 3 of these bylaws.
- Section ~~3~~20 **Publicity Committee:**
 The Publicity Committee shall 1) publicize all Association meetings, and activities; 2) work with ~~television and radio stations, and local and state newspapers~~ *a variety of print and non-print media.* The publicity committee shall ~~include~~ *consist of* the newsletter editor and webmaster.
- Section 21 **Student Membership Committee:**
The Student Membership Committee will 1) promote student IRA and NDRA memberships; 2) encourage student attendance at the NDRA Annual Spring Conference; 3) invite students to present at the NDRA Annual Spring Conference. The committee shall consist of a network of teacher education faculty members designated by the state director of student membership.
- Section 22 **Technology Committee:**
The Technology Committee will assist the association with technology issues such as the development and maintenance of the Association's website, online course opportunities, and researching software and websites for association use. The Technology Committee shall consist of the NDRA webmaster and other members appointed by the president.
- Section ~~10~~23 **Temporary Special Committees:**
~~Temporary or~~Special committees may be authorized from time to time by the Board of Directors and shall serve for the period specified. The number of members of each temporary committee shall be determined by the Board. ~~provided that each shall not have fewer than three members.~~The members of each temporary committee and the chairperson shall be appointed by *the president or president-elect* and reported to the Board.
- Section 24 **Mode of Appointment and Terms of Special Committees:**
The chairperson and members of the special committees shall be appointed by the president-elect with the approval of the Board of Directors and shall serve for the term specified in the charge to the committee.
- Section 25 **Archives Committee:**
The Archives Committee will keep historical records of association activities with sample programs and photographs and will prepare and display an association exhibit at selected association activities. The Archives Committee shall be chaired by the historian who is appointed by the president-elect.
- Section 26 **Family Literacy Committee (Parents and Reading):**
The Family Literacy Committee will plan programs and projects that promote family literacy, offer appropriate activities for children, and offer parents ways to help their children be more

effective readers. The Family Literacy Committee shall consist of members appointed by the president-elect.

Section 27 **Newspaper in Education (NIE) Committee:**
The Newspaper in Education Committee will plan appropriate association activities for Newspaper in Education Week. The Newspaper in Education Committee shall consist of members appointed by the president-elect.

Section 28 **Studies and Research Committee:**
The Studies and Research Committee will explore research issues and disseminate information about reading research. The Studies and Research Committee shall consist of members appointed by the president-elect.

ARTICLE IX Amendments

Section 1 **Origin:**
Amendments to the bylaws shall be proposed by: 1) a quorum of the Board of Directors; 2) the Bylaws Committee; or 3) by a majority of the voting members present at a meeting of the Association. All proposed amendments shall be sent to ~~the Council Coordinator at IRA~~ International Reading Association Headquarters for approval before presenting them to the members for adoption.

Section 2 **Procedure:**
Amendments may be adopted by the affirmation vote of two-thirds of the members present at a meeting of the Association provided a quorum has been declared. (See Article VI, Section 3). The amendments must have been presented first at a previous meeting, and/or the proposed amendments circulated to each voting member at least thirty (30) days in advance of the meeting at which the voting on the amendments is to take place.

Section 3 **Incorporation:**
Amendments adopted as described in Section 2 *above* shall be incorporated into these bylaws. Copies of all amendments shall immediately be sent to ~~the Council Coordinator at IRA~~ Headquarters and to the state president and coordinator.

ARTICLE X Representation at the IRA Assembly

Section 1 **Representation Annual ~~International~~ IRA Assembly:**

Representation of the North Dakota Reading Association at the Delegates' Assembly of the International Reading Association shall be in accordance with ~~that specified by~~ the bylaws of the International Reading Association *as specified in the current International Reading Association Bylaws, Article VI, Section 1*, which reads ~~in part~~ as follows:

“Each state, provincial, regional, special interest council or national affiliate 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 in the assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent.”

ARTICLE XI Parliamentary Procedure

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

ARTICLE XII

Dissolution

In case of the dissolution of this Association, any assets remaining after paying or making provision for the payment of all liabilities of the Association ~~will~~ *shall* revert to the International Reading Association.