

# **BYLAWS OF THE KEYSTONE STATE READING ASSOCIATION**

## **Article I - Name**

### SECTION 1 Name

The name of this organization shall be the Keystone State Reading Association of the International Reading Association, hereafter referred to as the KSRA.

## **Article II - Mission Statement, Purposes & Goals**

### SECTION 1 Mission Statement

KSRA, an affiliate of the International Reading Association (IRA), is a state-wide organization in the Commonwealth of Pennsylvania comprised of individuals who are engaged in reading instruction, literacy development, and the encouragement of lifelong reading habits. KSRA's mission is to promote literacy, provide instructional leadership, support professional development, and advocate literacy issues. KSRA believes in the importance of collaborating with other organizations in achieving its purposes and goals.

### SECTION 2 Purposes & Goals

Purposes & Goals of KSRA

#### **Promote Literacy Through Reading**

##### **To promote reading as a lifelong habit for all people**

- to encourage and support councils in their efforts to promote literacy through reading
- to provide information to interested parties regarding the promotion of reading habits
- to recognize contributions and achievements of Pennsylvanians in the area of promoting reading

#### **Provide Instructional Leadership**

##### **To support and facilitate effective instruction in reading and other areas of literacy**

- to promote research related to effective reading instruction
- to sponsor publications, meetings, and conferences intended to enhance reading instruction
- to recognize Pennsylvanians who have provided exemplary instructional leadership in reading

## **Support Professional Development**

### **To support and facilitate the professional growth of educators in reading and other areas of literacy education**

- to encourage and support councils as they provide professional development in reading
- to provide informative and timely publications related to literacy
- to sponsor publications, meetings and conferences which provide professional development opportunities in reading
- to promote involvement of pre-service and in-service educators in professional development activities and organizations

## **Advocate Literacy Issues**

### **To provide leadership in Pennsylvania on literacy issues**

- to develop collaborative relationships with the Pennsylvania Department of Education and other professional organizations to enhance reading instruction
- to advocate policies at the local, state, and national levels to insure effective reading instruction
- to encourage councils to advocate effective reading instruction at the local, state, and national levels

## **Article III - Membership**

### SECTION 1 Eligibility

Membership in the KSRA shall be open to all persons who are interested in furthering the purposes of the International Reading Association and who are concerned with the improvement of reading and the development of literacy, particularly in the Commonwealth of Pennsylvania.

### SECTION 2 Membership Fee

The Board of Directors, upon recommendation of the Executive Committee, shall determine the membership fee. The membership fee for state, local councils, and special interest councils will be submitted to KSRA. KSRA will disburse local council and special interest council fees to the appropriate council.

### SECTION 3 Regions

The KSRA shall be divided into seven regions as illustrated on the attached map. Those regions containing one to four councils shall elect one director. Regions containing five to eight councils shall elect two directors.

SECTION 4  
IRA Membership

A 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.

**Article IV - Officers**

SECTION 1  
Description

The officers of the KSRA shall be a president, a president-elect, a vice president, the immediate past president, a state IRA coordinator, a secretary, a treasurer, and regional directors. Any member in good standing, who is a member of the International Reading Association and has been a member of the Pennsylvania local or special interest council for the past two years, is eligible for election as an officer of the Keystone State Reading Association. Nominees for the office of vice president shall have served as president of a local or special interest council. Nominees for the office of regional director shall have served as president of a local council.

SECTION 2  
Treasurer

The treasurer shall be appointed by the president, with the approval of the Board of Directors, for a period of 3 years and may be reappointed as treasurer. Any member in good standing may be appointed treasurer.

SECTION 3  
Director of Membership  
Development

The Director of Membership Development shall be appointed by the president, with the approval of the Board of Directors, for a period of 3 years and may be reappointed for additional terms of office. Any member in good standing may be appointed Membership Director.

SECTION 4  
Term of Office

The term of office for all elected officers of the KSRA, except that of regional directors, shall be for 1 year beginning July 1. Regional directors shall serve for a period of 3 years and may be re-elected. The vice president shall automatically succeed to the office of president-elect, and after 1 year, to the office of president. At the expiration of the president's year in office, the president shall become immediate past president for a period of 1 year.

SECTION 5  
Duties of the  
President

The president shall act as the executive officer of the KSRA. The officer shall call and preside at all meetings; shall chair the Board of Directors, Executive Committee, and Budget Committee; shall supervise the activities of the KSRA; and shall carry out such duties as the Board of

Directors shall define. The president shall appoint standing and ad hoc committees as needed and as approved by the Board of Directors. The officer shall serve as an ex-officio member of all ad hoc committees and shall coordinate the efforts of all standing committees. The president shall serve as the official delegate of the KSRA at the International Reading Association Convention.

SECTION 6  
Duties of the  
President-Elect

The president-elect shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president. The president-elect shall serve as general chair of the annual conference and as a member of the Budget and Long Range Planning Committees.

SECTION 7  
Duties of the  
Vice President

The vice president shall assume and perform the duties of the president-elect in the event of the absence, incapacity, or resignation of the said officer. The vice president shall serve on the Long Range Planning Committee and make arrangements for the Delegates Assembly. The vice president shall begin preparations for the annual conference.

SECTION 8  
Duties of the  
Past President

The past president shall serve as a member of the Executive Committee, Budget Committee, and Conference Advisory Committee. The past president shall serve as chair of the Long Range Planning, and Nomination and Election Committees.

SECTION 9  
Duties of the  
Treasurer

The treasurer shall execute the duties essential to the maintenance of accurate and up-to-date records and shall

1. have custody of the funds of the association which shall be deposited in a bank approved by the Board of Directors;
2. sign checks and drafts on behalf of the association for the disbursement of funds on accordance with the approval of the Board of Directors;
3. provide a bond for an amount fixed by the Board of Directors to be filed with the President;
4. cooperate fully with an annual audit and within 30 days of the officer's retirement from office, shall turn over to the successor all funds, accounts,

and books;

5. serve on the Budget Committee.

SECTION 10  
Duties of the  
Secretary

The secretary shall keep an official record of all business and happenings at the meetings of the Executive Committee, Board of Directors, and Delegates Assembly. The secretary shall perform any other secretarial duties assigned by the president.

SECTION 11  
Duties of the  
Director of Membership  
Development

The Director of Membership Development shall be responsible for promoting membership in the International Reading Association, Keystone State Reading Association, and councils throughout the state of Pennsylvania in cooperation with the local/special interest council membership chairpersons, under the direction of the President and the Board of Directors.

SECTION 12  
Duties of  
Regional  
Director

The regional directors shall attend meetings of the Board of Directors and represent his or her respective region. In addition, each director shall

1. visit the councils within his or her region at least every 2 years (directors, if more than one exists, may divide the councils within their region);
2. make at least one personal phone call to council presidents within their region;
3. advise IRA coordinator/Executive Committee of problems in their areas;
4. aid membership chairperson in obtaining council membership lists;
5. participate in the planning/implementation of the Leadership Training Workshop;
6. serve on the Nomination and Election Committee;
7. assist the IRA Coordinator with the formation of new councils;
8. maintain records of council activities and make these available to succeeding directors.

SECTION 13  
Attendance at  
Board  
Meetings

All elected KSRA officers must attend at least 75% of the annual designated meetings and fulfill their responsibilities or they will be removed from office. A replacement will be recommended by the president and approved by the Executive Committee.

SECTION 14  
Interim  
Replacement

In the event of vacancy in the office of vice president, treasurer, secretary, or regional director, the Board of Directors shall have the power to fill the vacancy until the next regular election.

**Article V - Board of Directors**

SECTION 1  
Composition

The Board of Directors shall consist of the Executive Committee (elected officers of the KSRA, treasurer, membership director, bylaws chairperson, and state IRA coordinator), the chairs of standing and ad hoc committees, and presidents of local or special interest councils or their duly-appointed representatives.

SECTION 2  
Function

The Board of Directors shall exercise supervision and control over all activities of the KSRA and shall take such action as necessary to facilitate the purposes of the association within the powers delegated by these bylaws.

SECTION 3  
Meetings

The Board of Directors shall be empowered to hold meetings on the call of the president as deemed necessary and at such times and places as the president may determine. No fewer than two meetings shall be held each year.

SECTION 4  
Business  
Between  
Meetings

The president is authorized to consult with the Board of Directors by mail, e-mail, fax, telegram, or telephone concerning important decisions which must be made between meetings. All such decisions shall be recorded by the president and presented to the Board at its next meeting for official approval.

SECTION 5  
Quorum

A majority of the Board of Directors shall constitute a quorum.

## **Article VI - Committees**

### **SECTION 1 Standing Committees**

There shall be standing committees as specified in Sections 2 through 8 of this article.

### **SECTION 2 Bylaws Committee**

The Bylaws Committee shall study the bylaws and shall recommend changes according to Article XV.

### **SECTION 3 Nomination and Election Committee**

The Nomination and Election Committee shall prepare a slate of nominees and conduct elections annually. See Article X.

### **SECTION 4 Long Range Planning Committee**

The Long Range Planning Committee shall consist of the president, president-elect, vice president, state IRA coordinator and one or more past presidents. This committee shall make long range goals for the KSRA.

### **SECTION 5 Membership Committee**

The membership director shall work with local presidents in up-dating the KSRA membership listings and coordinate local, state, and IRA membership activities. The membership director shall be appointed for a 3-year term and may be re-appointed.

### **SECTION 6 Budget Committee**

The Budget Committee shall consist of the president, president-elect, immediate past president, and treasurer. The committee shall prepare the annual budget, which shall be presented at the June meeting of the Board of Directors.

### **SECTION 7 Conference Advisory Committee**

The Conference Advisory Committee shall consist of the president, president-elect, vice president, immediate past president, and a member of the KSRA appointed by the president and approved by the Executive Committee. The committee shall schedule, arrange, and maintain conference sites, maintain a list of possible speakers, schedule some keynote speakers, maintain and revise the conference handbook, assist conference coordinators, and monitor the planning process of the yearly conference.

### **SECTION 8 Executive Committee**

The Executive Committee shall consist of all KSRA elected officers, treasurer, bylaws chairperson, membership director, and state IRA coordinator. This committee shall carry out and manage the affairs of the association. It shall

act in an advisory capacity in making recommendations to the KSRA Board of Directors.

SECTION 9  
Number of  
Standing  
Committees

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

SECTION 10  
Term of Office

Each committee chairperson shall be appointed annually by the president, with the exception of the membership director who shall be appointed for a 3-year term. However, this shall not be construed as preventing the re-appointment of a committee chair. Members of committees must be members in good standing of the KSRA.

SECTION 11  
Ad Hoc  
Committees

Ad hoc committees may be authorized from time to time by the president and approved by the Board. Chairpersons shall select members of their committees with the recommendation and approval of the president.

SECTION 12  
Reports

Each chairperson of standing or ad hoc committees shall prepare an annual report and submit a copy for file with the secretary.

**Article VII - Local Councils**

SECTION 1  
Formation

A local council may be formed by ten or more members of the International Reading Association in any locality in which no local council is operative. A local council may secure a charter with the approval of the Membership and Organization Committee of the International Reading Association. A local council shall have bylaws which are in accordance with the purposes of the bylaws of the International Reading Association.

SECTION 2  
Membership

Membership in a local council shall be open to all persons who support the purposes of the group. Members are charged membership dues. Members of local councils are also members of KSRA.

SECTION 3  
Rights and  
Responsibilities

All officers, board members, and representatives of local councils to the IRA Delegates Assembly must be members of the International Reading Association.

A council shall be in good standing and entitled to

representation at the IRA Delegates Assembly if at least ten members have paid dues to the International Reading Association for the current year.

Each local council is entitled to basic support from the KSRA to include the following:

1. right to participate in Board of Directors meetings;
2. right to submit resolutions for consideration by the Board of Directors and Delegates Assembly.

Each local council is responsible for its own operating expenses.

### **Article VIII - Special Interest Councils**

#### **SECTION 1 Formation**

A Special Interest Council may be formed by at least 10 members of the KSRA when its title and statement of purpose have been recommended to the Board of Directors.

#### **SECTION 2 Membership**

Membership in the Special Interest Council shall be open to all members of the KSRA who wish to support the purpose of the group. The state IRA coordinator shall be a member ex-officio of all Special Interest Councils. Members may be charged membership dues.

#### **SECTION 3 Rights and Responsibilities**

Each Special Interest Council is entitled to basic support from the KSRA to include the following:

1. meeting privileges at the annual conference;
2. right to submit resolutions for consideration by the Board of Directors and Delegates Assembly;
3. right to participate in Board of Directors meetings;
4. each Special Interest Council is responsible for its own operating expenses.

#### **SECTION 4 Officers**

The officers of the councils shall include a president, treasurer, and secretary (if necessary) elected annually by the members. The president of the council shall report to the state IRA coordinator regarding meetings and business conducted. An annual report shall be given to the KSRA

Board of Directors by June 30.

### **Article IX – Contracted Services**

KSRA may employ the services of a person, company, or service provider to carry out the business operations, technical tasks, or other functions to support KSRA in fulfilling its mission. Such services shall be contracted according to the policies set by the Executive Committee and approved by the Board of Directors.

### **Article X - Nominations and Elections**

#### SECTION 1 Nomination and Election Committee

The Nomination and Election Committee shall be comprised of the immediate past president of the KSRA, who shall serve as chairperson, and two regional directors who are not running for office. The immediate past president shall solicit nominations for a slate of officers from councils and the KSRA officers. The request for nominations shall be sent to councils and officers by July 1.

#### SECTION 2 Mode of Nomination

Nominations, with the vita, must be received by the Nomination and Election chairperson by September 30. Advanced written consent must be secured from the nominee by those who are nominating the individual.

#### SECTION 3 Mode of Election

The Nomination and Election Committee shall prepare a slate of officers and send it to council presidents and the KSRA officers with information concerning the number of votes, which equal the number of delegates as described in Article XI - Section 1, by October 15. All elected officers of the KSRA may vote for all positions on the state ballot.

The slate of officers must contain at least one nomination for each office.

All ballots must be returned to the chairperson of the Nomination and Election Committee by November 18.

The chairperson of the Nomination and Election Committee, with no fewer than two previous past presidents or regional directors who are not running for office, shall count the ballots and notify all candidates of the results of the election by December 1. A plurality of votes cast shall constitute an election. In case of a tie, the state IRA coordinator shall

cast the deciding vote.

The state IRA coordinator shall be responsible for reporting the newly-elected officers to IRA Headquarters, using the official form provided by IRA.

### **Article XI – KSRA Delegates Assembly**

#### SECTION 1 Composition

The voting members of the Delegates Assembly shall consist of the Board of Directors and certified representatives of the councils of the Commonwealth of Pennsylvania that are in good standing with KSRA. Each council of 10 to 25 members is entitled to one voting member in the Delegates Assembly and one voting member for every additional 25 members or major portion thereof. Members of the Board of Directors are entitled to only one vote.

#### SECTION 2 Function

The Delegates Assembly shall be the legislative body of the KSRA and shall have full power over the affairs of the Association within the limits set by these laws.

#### SECTION 3 Meetings

The Delegates Assembly shall meet at least once a year. The time and place, as determined by the Board of Directors, shall be announced at least two months prior to the meeting date.

#### SECTION 4 Quorum

A quorum shall consist of 20 % of those eligible to vote in the Delegates Assembly.

### **Article XII - IRA Delegates Assembly**

#### SECTION 1

Representation of the Keystone State Reading Association at the Delegates Assembly of the International Reading Association shall be in accordance with the bylaws of the International Reading Association as specified in Article VI, Section 1, which reads as follows:

“Each state...council of the (International Reading) Association shall be entitled to one delegate, provided the delegate has paid dues for the current year to the (International Reading) Association. One person may represent only one council in the Delegates Assembly. A council may send an alternate for each delegate; an alternate may vote only when the delegate is absent. Members who do not have voting privileges in the Delegates Assembly may attend Delegates Assembly

meetings and have the privilege of the floor.”

**Article XIII - Parliamentary Authority**

SECTION 1

The rules contained in *Robert’s Rules of Order Newly Revised* shall govern the proceedings of the association, except in such cases as are governed by the bylaws adopted by the association.

**Article XIV-Dissolution**

SECTION 1

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

**Article XV - Amendments**

SECTION 1  
Proposal

Amendments to the bylaws may be proposed by

1. the Bylaws Committee,
2. three members of the Board of Directors,
3. a petition from any local council signed by 25% of its members.

All proposed amendments shall be sent to International Reading Association Headquarters for approval before presenting them to the members for adoption.

SECTION 2  
Adoption

Amendments shall be adopted by the affirmative vote of two-thirds of the members at the regular assembly meeting provided that the proposed amendments have been circulated to each voting member at least six weeks in advance of the regular annual fall meeting.

SECTION 3  
Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments shall be sent to IRA Headquarters.

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