



# CONSTITUTION OF THE SASKATCHEWAN READING COUNCIL

(Effective July 1, 2006)

## **ARTICLE I – NAME AND MISSION STATEMENT**

The council shall be called the Saskatchewan Reading Council (herein called the SRC) serving the Province of Saskatchewan. Its mission is to promote the development of literacy and the maintenance of quality literacy instruction.

## **ARTICLE II – AFFILIATION**

The council shall be affiliated with the Saskatchewan Teachers' Federation (herein called the STF) as a Special Subject Council and with the International Reading Association (herein called the IRA) as a Provincial Council.

## **ARTICLE III – PURPOSES**

Primarily, the purpose of the SRC shall be to serve Saskatchewan as a professional organization for individuals who are concerned with the improvement of literacy and literacy instruction.

Specifically, the purposes of the SRC shall be:

- To provide members with professional development and knowledge of the latest research in literacy
- To encourage and support leadership at local and provincial levels
- To serve as an “umbrella organization” to support the programs and policies of local councils
- To initiate and support literacy programs at both the school and community levels
- To promote, publicize and respond to literacy issues
- To increase and sustain membership in the provincial and local councils as well as the IRA

- To establish and maintain partnerships with other organizations involved in literacy development
- To establish guidelines for proposals, projects, conferences and funding assistance

## **ARTICLE IV – GOALS**

The goals of the SRC should reflect the purposes of the organization and be reviewed annually. The executive board should determine a process for setting goals which involves ongoing education and establishment and prioritization of new goals.

## **ARTICLE V – MEMBERSHIP AND DUES**

### **SECTION 1: ELIGIBILITY**

Membership in the SRC shall be open to all STF members and to any other person with an interest in the development of literacy.

### **SECTION 2: MEMBERSHIP**

- 2.1 Membership in a local council entitles one to membership in the SRC without any additional fees.
- 2.2 A local council may be formed by 20 or more SRC members (including 10 IRA members), subject to approval by the Executive.
- 2.3 Executive members of the SRC and local councils must become members of the IRA within 30 days of assuming office.
- 2.4 Membership in the SRC shall become effective upon payment of SRC dues.
- 2.5 Local councils must have at least 10 IRA members to maintain their charters.

### **SECTION 3: SRC DUES**

Dues for annual membership in the SRC shall be established at the annual meeting and shall remain in effect unless changed at a subsequent annual meeting. Dues are payable to the SRC.

## **ARTICLE VI – EXECUTIVE OFFICERS**

### **SECTION 1: Executive Officers**

The officers of the SRC shall be: the president, past president (if applicable), vice president, secretary, treasurer, director(s) of membership development, editor(s), conferences director, a maximum of four SRC directors, IRA provincial co-ordinator, and all local council presidents (or designates). Any SRC member who is in good standing and who will become a member of the IRA within 30 days is eligible to be an officer of the SRC. These officers shall all be voting members and shall attend all executive meetings. Officers shall be elected at the annual meeting, with the exception of the past president and local council presidents.

## SECTION 2: EXECUTIVE BOARD

The Executive Board shall consist of president, past president (if applicable), vice president, secretary, treasurer, director(s) of membership, editor(s), directors, and IRA provincial co-ordinator.

The Executive Board shall exercise general supervision over the property and affairs of the SRC. It shall have the general power to administer the affairs of the SRC between Executive meetings and shall report its actions to the next executive meeting. Its actions shall have the approval of the members at that meeting.

## SECTION 3: TERMS OF OFFICE

The terms of the president, vice president, and past president shall be for one year. The current president automatically succeeds to the office of past president for one year if she or he loses the election for presidency or does not run for another term as president.

The term of office for IRA Co-ordinator and Director(s) of Membership is three years, but shall not exceed two terms of office.

All other terms of office are for one year, and may be renewed through the election process for a period not to exceed four years in total.

Each officer shall assume the duties of office on the first of July following election at the annual meeting, and shall continue to serve for the duration of the term.

## SECTION 4: DUTIES OF EXECUTIVE MEMBERS

### 4.1 DUTIES OF PRESIDENT

The president shall act as the chief officer of the Executive and shall preside at all meetings of the SRC, act ex-officio as chairperson of the Executive, and exercise general leadership and supervision over the SRC's affairs in implementing its purposes.

The president automatically succeeds to the office of past president for one year if she or he loses the election for presidency or does not run for another term as president.

### 4.2 DUTIES OF PAST PRESIDENT

The past president shall act as chairperson of the nominating committee, review the constitution and procedures and advise on amendments, and serve in an advisory capacity to the president, and vice president.

### 4.3 DUTIES OF VICE PRESIDENT

In the event of the president's absence, incapacity or resignation, the vice president shall assume and perform the president's duties. Should the office of president become vacant, the vice president shall become president immediately and shall serve the unexpired portion of the president's term, in addition to the year for which she or he was elected.

In the event of the absence of the office of past president, the vice president shall appoint a member of the Executive as chairperson of the nominating committee, with the approval of the executive, review the constitution and procedures and advise on amendments.

Should the office of the vice president become vacant, the president may appoint with the approval of the Executive a member to fill the role of vice president and shall serve the unexpired portion of the vice president's term.

The vice president's duties shall be designated further by the president.

4.4 (Deleted July, 2006)

#### 4.5 DUTIES OF SECRETARY

The secretary shall: record the happenings of all SRC meetings and, as soon as possible after each meeting, provide all Executive with a copy of the minutes; keep a permanent book of all the minutes, and provide IRA headquarters and the IRA provincial co-ordinator with such information as they require; take responsibility for needed correspondence as directed by the president; and provide the successor with all up-to-date records and a policy manual within 30 days of retirement from office.

#### 4.6 DUTIES OF TREASURER

The treasurer shall: have custody of the funds of the SRC; co-sign cheques on behalf of the SRC, with a second signing authority appointed by the Executive; maintain accurate and up-to-date records; submit a proposed budget to the STF; submit an annual audited statement to the STF and SRC; and, within 30 days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer.

#### 4.7 DUTIES OF EDITOR(S)

The editor(s) shall strive to maintain the high professional quality for which QUERY is reputed by soliciting articles and providing a forum to disseminate local and provincial council information.

#### 4.8 DUTIES OF LOCAL COUNCIL PRESIDENTS

Each local council president or designate shall present a report of council activities at each meeting of the Executive and submit an annual budget and an independently verified financial statement to the Executive.

#### 4.9 DUTIES OF DIRECTORS

The directors shall promote the purposes of the SRC and their particular roles as directors. Directors shall attend and provide a report at all Executive meetings. Directors may include: Newspaper in Education Director, Literacy Liaison Director, and Young Saskatchewan Writers Publication Director, as well as any other director deemed necessary by the Executive Board.

#### 4.10 DUTIES OF IRA PROVINCIAL CO-ORDINATOR

The provincial co-ordinator shall attend meetings of the Executive as the official IRA representative, serve as a liaison between the IRA and the Executive, provide information to the membership and promote the programs of the IRA, and co-ordinate the work of all councils in the province.

#### 4.11 DUTIES OF DIRECTOR OF MEMBERSHIP(S)

The director(s) of membership shall coordinate membership development at the local, provincial and international levels, including student and institutional memberships.

#### 4.12 DUTIES OF CONFERENCES DIRECTOR

The conferences director shall chair the Conference Planning Committee. The committee shall consist of three additional SRC members.

The conferences director shall present the Executive with a final written report and financial statement at the completion of each conference.

The Conference Planning Committee may work on details of more than one conference at any time. Each conference in development would require a separate report and financial statement at each executive meeting.

The Conference Planning Committee shall select a chairperson for each conference. The individual selected by the committee shall be approved by the Executive.

Conference Planning Committee must work in consultation with the SRC Treasurer

The Conference Planning Committee shall maintain a resource library on conference planning. The information collected shall be made available to the Executive upon request.

### SECTION 5: MEETINGS

The Executive shall be empowered to hold meetings on the call of the president, as necessary and at such times and places as the president may determine. No less than three meetings shall be held each year.

## **SECTION 6: QUORUM**

A quorum for a meeting of the Executive shall consist of fifty percent of its members.

## **SECTION 7: ATTENDANCE**

Executive officers shall attend fifty percent of meetings or they may be asked by the Executive to relinquish their position. Local council presidents may send one voting representative in lieu of themselves.

## **ARTICLE VII – ASSEMBLY**

### **SECTION 1: COMPOSITION OF THE ASSEMBLY**

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

The Assembly shall be the legislative body of the SRC and shall have full power and authority over the affairs of the SRC within the limits set by the constitution and has authority to review decisions made by the Executive and to accept or reject them.

### **SECTION 2: ANNUAL MEETING**

The annual meeting shall be held at such time and place as are determined by the Executive, no later than 15 months from the day of the last annual meeting. A quorum for the meeting shall consist of at least 15 members.

## **ARTICLE VIII – ELECTIONS**

### **SECTION 1: MODE OF ELECTION**

All officers requiring election shall be elected at the annual meeting. After the slate from the nominating committee has been presented, the president shall give an opportunity to propose nominations from the floor for each office. If there shall be more than one nominee for any office, voting shall be by ballot, and a majority of the votes shall be necessary for election.

### **SECTION 2: NOMINATING COMMITTEE**

The nominating committee shall be appointed by the Executive and chaired by the past president (if applicable). In the event of no past president, refer to section Article 5.4.3. The nominating committee shall prepare a slate of candidates annually, endeavouring to find representation from across the province, and obtaining advance consent from potential nominees before submitting their names.

## **ARTICLE IX – COMMITTEES**

## **SECTION 1: STANDING COMMITTEES**

The standing committees shall be the nominating committee and the conference planning committee. Other standing committees may be established at the discretion of the Executive.

Except as specified in Article IV (chair of the nominating committee and conference planning committee), chairpersons of other standing committees shall be appointed by the president, with the approval of the Executive.

Committee members shall be appointed by the respective committee chairs.

## **SECTION 2: TEMPORARY COMMITTEES**

Temporary or special committees may be established at the discretion of the Executive.

# **ARTICLE X – DISSOLUTION OF A COUNCIL**

## **SECTION 1: LOCAL COUNCIL**

In case of dissolution of a local council, the council shall return any unspent funds to the SRC, with spending in accordance with that year's approved budget and planned program.

## **SECTION 2: PROVINCIAL COUNCIL**

In case of dissolution of the Saskatchewan Reading Council, the council shall return all unspent funds to the STF.

# **ARTICLE XI – AMENDMENTS**

There may be no amendments to the constitution without IRA approval. Amendments must be forwarded to the IRA before December first. If approval by IRA, notice of the proposed amendments must be given to the membership prior to the annual meeting. Amendments must be passed by a two-thirds majority vote by members present at the annual meeting.

# **ARTICLE XII – REPRESENTATION AT THE IRA ASSEMBLY**

Representation of the SRC at the Delegates Assembly of the IRA shall be in accordance with that specified by the bylaws of the IRA in Article VI, Section I, which reads in part as follows:

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