

**BYLAWS OF THE MINNESOTA READING ASSOCIATION**  
**A State Association of the International Reading Association**

**Article I Name**

The name of the association shall be the Minnesota Reading Association, hereafter referred to as “the Association” or “MRA”.

**Article II Nature and Purpose**

**Section 1 Nature of the Association**

The Minnesota Reading Association shall be a professional organization of individuals concerned with the improvement of reading and the development of literacy.

**Section 2 Purpose of the Association**

The purpose of the Minnesota Reading Association shall be to promote lifelong literacy for all people and to encourage exemplary literacy practices and habits throughout Minnesota by:

- 1) Encouraging the involvement of all citizens in the promotion of literacy
- 2) Increasing professional interaction
- 3) Promoting research based/best practice institution
- 4) Influencing decision making around literacy issues and teaching preparation
- 5) Encouraging quality research in literacy
- 6) Serving as a resource for information on literacy and literacy practices for its members and the community.

**Section 3 Goals of the Association**

The activities of the Association are guided by the Association goals: promote networking and collaboration in the area of literacy; provide resources and opportunities for professional growth and leadership development; and support literacy efforts across the state of Minnesota.

**Article III Membership and Dues**

**Section 1 Membership Eligibility**

Membership in the Association shall be open to all persons interested in furthering the purpose of the Association and its councils.

**Section 2 Membership Dues**

Dues for annual membership in the Association shall be set by the Executive Board upon recommendation from the Leadership Team.

**Section 3 Active Membership**

Any person who maintains a current membership with the Association shall be considered an active member. Membership in the Association includes membership in one (1) local council or special interest group. Membership shall become effective upon payment of membership dues.

**Section 4 Distribution of Membership Dues to Local Councils and Special Interest Groups**

Local councils and special interest groups will receive their portion of the membership dues from the treasurer upon submitting documentation of Honor council status or completion of the active council form. The local council and special interest group portion of the dues will be paid according to the number of members reported by the Membership Chair at the end of the fiscal year (June 30). The

Executive Board shall determine the portion of the membership dues paid to the local councils and special interest groups upon recommendation of the Leadership Team.

### **Section 5 Membership Application Procedures**

Application for membership in MRA and a local or special interest council shall be made through the website or through a local membership chair.

### **Section 6 Membership Categories**

- 1) Regular membership is available to persons who pay regular membership dues.
- 2) Student membership is available to any person who verifies current enrollment as a full-time undergraduate student at an academic institution
- 3) Multiple membership is available to persons who wish to join additional councils or special interest groups
- 4) Honorary membership is bestowed in recognition or outstanding contributions to reading and/or to MRA by the Executive Board or upon recommendation of the Leadership Team.
- 5) Membership categories shall be determined by the Executive Board upon recommendation of the Leadership Team. Each category shall be identified by a specific dollar amount for dues to the Association.
- 6) MRA and the International Reading Association membership lists shall be integrated.

### **Section 7 Membership Year**

The membership year shall begin upon payment of membership dues.

### **Section 8 Membership Termination**

Memberships shall be terminated by failure to pay dues. Memberships shall terminate by failure to pay dues. No persons shall be dropped from the membership list unless dues remain unpaid for sixty (60) days beyond the preceding membership year and after one notification.

### **Section 9 International Reading Association Membership**

Membership in the International Reading Association shall be required of all officers and committee chairs of the Association and elected local council officers.

## **Article IV Executive Board**

### **Section 1 Executive Board**

The Executive Board of the Minnesota Reading Association shall consist of the elected officers. The elected officers shall serve as the voting members of the Executive Board. All Executive Board members shall be members of Minnesota Reading Association and the International Reading Association.

### **Section 2 Executive Board Charge**

The Executive Board shall exercise general supervision and control over the property and affairs of the Association and shall have the general power to administer the affairs of the Association. The Executive Board shall supervise the execution of approved policies and shall take action as necessary to facilitate the purpose of the Association within the power delegated by the by-laws. At the direction of the Executive Board, the Board shall employ personnel necessary to fulfill duties of the Association. The Executive Board shall report its actions to the Leadership Team for approval.

### **Section 3 Voting Procedures of the Executive Board**

A quorum for a meeting of the Executive Board shall consist of five-eighths (5/8) of its voting members. A majority of the votes cast by voting members shall then constitute the voice of the Association and shall be binding.

#### **Section 4 Conflict of Interest**

Members of the Executive Board are obligated to recognize and disclose ethical, legal, financial, or other conflicts of interest involving the Association, and remove themselves from a position of decision-making authority with respect to any conflict.

### **Article V Association Officers**

#### **Section 1 Officers**

The Executive Board of the Minnesota Reading Association shall consist of the following elected officers: President, President-elect, Past President, Vice-president, Secretary, Treasurer, Membership Director, and IRA Coordinator.

#### **Section 2 Term of Office**

- 1) The vice-president shall serve one year and then become President-elect.
- 2) The President-elect shall serve one year and then become President.
- 3) The President shall serve one year and then become Past-president.
- 4) The Secretary, Membership Chair and Treasurer shall each serve two years and may be elected for consecutive terms. The Treasurer and Membership Chair are elected in even years. The Secretary is elected in odd years.
- 5) The IRA Coordinator shall be elected for three years and may be elected for consecutive terms.

#### **Section 3 Executive Board Service Year**

Each officer shall assume duties of the office on the day of the annual Leadership Workshop but no later than July 1, following the election.

#### **Section 4 Officer Vacancies**

- 1) In the event of a vacancy between elections in the office of the President, the President-elect shall continue present duties and assume the duties of the President.
- 2) In the following year, the President-elect shall become President.
- 3) Should the office of President-elect become vacant, the Vice-president shall continue present duties and assume the duties of the President-elect.
- 4) In the following year, the Vice-president shall become the President-elect.
- 5) The Executive Board shall have the power to fill a vacancy until the next election for the offices of Treasurer, Secretary, Membership Director, and IRA Coordinator.

#### **Section 5 Duties of the Association President**

The President of the Association shall:

- serve as executive officer of the organization
- serve as chair of the Executive Board and Leadership Team meetings
- serve on the Finance Committee
- provide general leadership and supervision over the affairs of the Association
- countersign/co-sign all contracts and other instruments of the Association except checks in implementing their purpose
- execute additional duties as defined by the Executive Board

- serve as ex-officio members of all committees.

### **Section 6 Duties of the Association President-elect**

The President-elect of the Association shall:

- serve as a member of the Executive Board, the Leadership Team and the Finance Committee
- chair the state conference planning committees
- serve as ex-officio liaison to designated committees
- fulfill other duties as assigned by the President and the Executive Board.

### **Section 7 Duties of the Association Vice-president**

The Vice-president of the Association shall:

- serve as a member of the Executive Board, the Leadership Team and the Finance Committee
- serve as chair of the grant and scholarship committees
- serve as ex-officio member liaison to designated committees
- fulfill other duties as assigned by the president and the Executive Board.

### **Section 8 Duties of the Association Past President**

The Past-president of the Association shall:

- serve as a member of the Executive Board, the Leadership Team and the Finance Committee
- serve as chair of the Bylaws committee and the nominating committees
- distribute bylaws to newly elected officers
- collaborate with IRA coordinator in the development and updating of council and special interest group bylaws
- serve as ex-officio member liaison to designated committees
- fulfill other duties as assigned by the President and the Executive Board

### **Section 9 Duties of the Association Secretary**

The Secretary of the Association shall:

- serve as a member of the Executive Board and the Leadership Team
- serve as ex-officio member liaison to designated committees
- record decisions made at all Association meetings and meetings of the Executive Board
- keep a permanent record of the minutes of all meetings
- oversee document storage for the association
- update the policy handbook
- fulfill other duties as assigned by the President and the Executive Board

### **Section 10 Duties of the Association Treasurer**

The Treasurer of the Association shall:

- serve as a member of the Executive Board, Leadership Team and the Finance Committee
- execute all duties essential to the administration of the funds of the Association which shall be deposited in the name of the Minnesota Reading Association of the International Reading Association
- manage funds and other monies due the association as described in the Policies and Procedures Handbook
- sign checks on behalf of the MRA for disbursement of funds in accordance with the budget approved annually by the Executive Board
- notify the Finance Committee in writing of any transfer of monies

- oversee the filing of income tax reports
- oversee the non-profit status documents
- retrieve and store the monthly bank statements
- oversee the preparation of financial reports
- countersign/co-sign checks as directed by the Executive Board
- serve as ex-officio member liaison to designated committees
- fulfill other duties as assigned by the President and the Executive Board
- the treasurer shall, within (30) days of retirement from office, turn over to the successor all books and records of the account of the treasury.

### **Section 11 Duties of the Association Membership Director**

The Membership Director of the Association shall:

- serve as a member of the Executive Board and the Leadership Team
- keep an accurate record of the membership
- provide current member lists to local and special interest Councils and Executive Board membership
- notify all members when renewals are due
- oversee the membership growth and retention
- oversee student membership development
- serve as ex-officio member liaison to designated committees
- fulfill other duties as assigned by the President and the Executive Board

### **Section 12 Duties of the Association IRA Coordinator**

The Association IRA Coordinator shall:

- serve as a member of the Executive Board and the Leadership Team
- fulfill duties as designated by the IRA
- fulfill duties as designated by the Executive Board
- oversee the completion of IRA award applications for which the Association is eligible
- provide information and support to local councils in pursuing IRA awards
- report newly elected MRA officers names to IRA headquarters by the date designated by IRA on the official IRA form
- oversee and collaborate with Past President in the development and updating of council and special interest group bylaws
- notify the IRA of any changes to the Association bylaws
- serve as ex-officio member liaison to designated committees
- fulfill other duties as assigned by the President.

## **Article VI Leadership Team**

### **Section 1 Membership of the Leadership Team**

The Leadership Team shall consist of the Executive Board and the President or the appointed designee and the membership chair or appointed designee of each local and special interest council.

### **Section 2 Charge of the Leadership Team**

The Leadership Team shall serve as an advisory body to the Executive Board and support the purpose and goals of the Association through the development and support of local councils and special interest groups.

### **Section 3 Meetings of the Leadership Team**

The first meeting of the Leadership Team shall be held in summer following the spring elections to plan for the coming year. The Leadership Team shall hold no fewer than three meetings annually. Other meetings shall be called at the discretion of the President.

### **Section 4 State Department of Education Liaison**

A State Department of Education liaison shall be appointed by the Executive Board of the Association on a yearly basis. The liaison shall serve as a non-voting member of the Executive Board and serve as a member of the Leadership Team.

## **VII Local Councils and Special Interest Groups**

### **Section 1 Formation**

Ten or more current members of the Association may form a local council or special interest group. New local councils, special interest groups or reactivating local councils or special interest groups may apply to the Association for organizational funds.

### **Section 2 Bylaws**

Local councils and special interest groups shall have bylaws that are in accordance with the purposes and goals of the Association.

### **Section 3 Responsibilities**

Local councils and special interest groups shall;

- report on council or group activities at Leadership Team meetings
- complete an active council status form or submit honor council information to the Executive Board
- submit newly elected officer slate to the Minnesota Reading Association and the International Reading Association.

## **Article VIII Nominations and Election of Officers**

### **Section 1 Election Dates**

Elections shall be held in March of each year.

### **Section 2 Nominations and Election Committee**

The Nominations and Election Committee shall be composed of at least three (3) members appointed by the President and approved by the Executive Board. The Past President of the Association shall serve as Chair of the Nominations and Election Committee.

### **Section 3 Voting Procedures**

The Nominations and Election Committee shall prepare the final slate of candidates and ballots for distribution to all voting members. Four weeks prior to the date the balloting is reviewed, each member of the Association shall receive a copy of the ballot which includes a short vita of each nominee. Space shall be provided for a write-in candidate for each office in the election. Voting instructions shall specify the date on which ballots must be returned to be counted. In order to be valid and counted, each ballot must indicate the manner in which the member's vote is to be cast. Ballots may be returned by regular mail, electronic mail, or such other method sufficient to enable the Association to determine the

validity of the ballot. Candidates shall be elected by plurality of votes cast. A tie vote shall be resolved by a majority vote of the Executive Board. The Nominations and Election committee shall establish and oversee a secure process that validates the ballots while protecting the identity of the voters, shall count and record the vote, and report the results to the Association President. The results of the election shall be announced on the website and in the next newsletter.

## **Article IX Standing and Ad Hoc Committees**

### **Section 1 Association Committees**

The committees of the MRA shall consist of Standing Committees as specified hereinafter and Ad Hoc Committees. Committee Chairs shall report to the designated Board liaison upon request. Each Standing and Ad Hoc Committee shall have a minimum of three (3) members. Each committee will develop, revise and adhere to committee policies.

### **Section 2 Committee Chairs**

The chair of each Standing and Ad Hoc Committee shall be appointed yearly by the President with the approval of the Executive Board, except as provided in these bylaws. All committee chairs shall be members of MRA. All Committee Chairs shall be responsible for recruiting members for the committee, unless otherwise stipulated, and for submitting information about committee actions and activities to the Executive Board, the Leadership Team, the newsletter, and the website on a timely basis.

### **Section 3 Finance Committee**

The Finance Committee shall examine the income and expenditures of MRA on a regular basis or at least a quarterly basis and shall be responsible for preparing the annual budget. The Finance Committee shall oversee the a yearly audit of the Association finances and present the audit report to the Executive Board. Members of the Finance Committee shall be at minimum President, President-elect, Vice-president, Past-President and Treasurer.

### **Section 4 Conference Planning Committee**

The Conference Planning Committee shall organize the annual conference. The President-Elect shall serve as Chair of the Conference Planning Committee with the assistance of the vice president. The Past President and the President shall be advisers to the Conference Committee.

### **Section 5 Grants and Scholarship Committee**

The Grants and Scholarship Committee shall be responsible for the development of grants and scholarships for the Association; the solicitation, evaluation, and selection of recipients of the funds; and the distribution of funds in accordance with the guidelines set forth for individual grants and scholarships. The Vice President shall serve as Chair of the Grants and Scholarship Committee.

### **Section 6 Newsletter Committee**

The chair of the Newsletter Committee will serve as editor of the newsletter. The Newsletter Committee is responsible for the quarterly publication and distribution of the Association newsletter. The Newsletter Committee is responsible for the timely, accurate, and objective publication of the activities, issues, and information that pertain to the business and mission of the Association.

### **Section 7 Website Committee**

The chair of the Website Committee shall serve as the webmaster for the official website of the Association. The Website Committee is responsible for the timely electronic distribution of

information about the Association, updating website information, and the electronic storage of Association documents and information.

### **Section 8 Celebrate Literacy Committee**

The chair of the Celebrate Literacy Committee will be responsible for the planning of the yearly Celebrate Literacy event, including the Writer are Readers Celebration, the Celebrate Literacy Award, Exemplary Reading Program Award, and any other award given or recognized at the Celebrate Literacy Reception.

### **Section 9 Advocacy Committee**

The Advocacy Committee shall share information with the Association about legislation and licensure issues pertaining to reading and literacy.

## **Article X Parliamentary Authority**

The Rules contained in Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Association, except in cases governed by the constitution, bylaws, and special rules adopted by MRA.

## **Article XI Dissolution of the Association**

In case of dissolution of this Association, any assets remaining after paying or making provisions for the payment of all the liabilities of the Association shall revert to the International Reading Association. If the IRA is no longer in existence, a majority vote of the MRA Executive Board shall direct the distribution of remaining funds to a Minnesota literacy organization.

## **Article XII Amendments**

### **Section 1 Proposed Amendments**

Amendments to the bylaws shall be proposed by a majority of the Executive Board, the Bylaws committee, and/or a majority of the Leadership Team.

### **Section 2 Amendment Adoption**

Proposed amendments shall be circulated to each member of the Executive Board at least twenty (20) days in advance of the meeting at which the voting is to take place.

### **Section 3 Notification of Bylaw Changes**

Amendments adopted as described in Article X, Section 2, shall be incorporated into these bylaws. The IRA Coordinator shall, in a timely fashion, send copies of all amendments to the Council Coordinator at IRA Headquarters and update the Bylaws published on the MRA website. All amendments posted on the website shall include the date of adoption.

### **Section 4 Changes in Policies and Procedures**

Changes in policies and procedures not requiring an amendment shall be recorded in the minutes and in the electronic Association Policies and Procedures Handbook.



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President

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Bylaws Chair

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Date

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Date

Adopted: September 26, 1975  
Revised: October 14, 1994  
Revised: November, 1998  
Revised: March, 2003  
Revised: September, 2003  
Revised: November, 2010