

## Constitution:

### **IRA Student Literacy Council of the University of Delaware**

**Newark, Delaware 19716**

**February 19, 2009**

#### **Preamble**

"We, the students at the University of Delaware, do hereby form the organization known as the **IRA Student Literacy Council of the University of Delaware** (SLC) for the purpose of promoting reading, reading instruction, and to provide pre-service teachers the opportunity to join a professional organization."

#### **Articles**

- I. **Name of the group:** The organization shall be known as the **IRA Student Literacy Council of the University of Delaware**.
  
- II. **Object of the organization:** The **IRA Student Literacy Council of the University of Delaware** will promote reading, reading instruction, and provide pre-service teachers the opportunity to join a professional organization. The SLC will achieve this mission by continuously learning about the reading process and effective teaching techniques, disseminating knowledge of literacy instruction to all members of SLC and the community at large, and actively encouraging a passion for reading through serving the community in educationally-related service events.
  
- III. **Affiliation:** The **IRA Student Literacy Council of the University of Delaware** is affiliated with the International Reading Association (IRA) and its Delaware state affiliate, the Diamond State Reading Association (DSRA). The **IRA Student Literacy Council of the University of Delaware** is not directly affiliated with a regional/county organization since members of this student organization represent all regions of Delaware.
  
- IV. **Qualification/Criteria for selecting membership:** Members of the **IRA Student Literacy Council of the University of Delaware** include *full time, matriculated undergraduate students* at the University of Delaware who agree with the purpose and object of this group. Members are expected to attend a minimum of one general meeting per year.
  
- V. **Non-Discrimination Clause:** The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least ten full

President will receive and disseminate all information from the Activities and Programs Office from an undisclosed email database. The president is responsible for coordinating with the faculty advisor to plan programs, events, and meetings. The president will help to appoint all standing and special committees. The president is a member who has already served on the executive board for the past year as either the president-elect or vice president. The president serves as the chairman of the SLC Executive Board, and exercises general leadership and supervision.

**Section 2: Vice-President/President Elect** - The Vice-President shall serve as a member of the SLC Executive Board, and work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues, including the collection of dues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers, and routinely make any necessary corrections to the treasurer's report. The treasurer should also be responsible for requesting funds from the allocation board. The treasurer shall not only maintain accurate and up-to-date financial records, but also supervise the management of funds, acquire any required legal insurance, cooperate fully in the event of an audit, and forward all funds, accounts, and materials to the council at the end of the term. If necessary, the treasurer shall provide an annual tax return to the Internal Revenue Service as required by law.

**Section 4: Secretary** - The Secretary shall record, share, and maintain the main events of all meetings of this organization (general and SLC Executive Board) as well as an archive of all meetings. The secretary shall routinely seek the approval of the minutes from the membership, and make any necessary corrections. The secretary shall take attendance of those present at group meetings as necessary. The Secretary may serve as the SLC's historian with the goal of being able to pass on accurate records of what the group's activities and initiatives during the past year as well as the names of members who were involved in each. The Secretary should also maintain the membership list and email database. The secretary shall assist the president and vice-president in preparing correspondence and notices to the membership and affiliate organizations.

**Section 6: Membership Director** - The membership Director shall promote the organization by creating flyers, banners, and brochures, as well as posting events, information and notices electronically. The Membership Director should share accurate and up-to-date information related to membership with the Secretary who maintains the membership list and email database.

- XII. **Election of Officers** - Elections will be held via electronic ballots in April of each year. In March of each year, the Executive Board will nominate a slate of officers and present this slate to the general membership for voting. (See Section IV above for voting eligibility.) Additional nominees will also be considered for all offices except the office of president, whose nomination must be approved by a 2/3 majority vote of the Executive Board. In the event of a tie, a run-off election will be

whose chairman will report directly to the SLC Executive Board, will be responsible for identifying and coordinating literacy service projects, especially collaborative literacy projects between the **IRA Student Literacy Council of the University of Delaware** and the affiliate organizations IRA and DSRA.

- XVIII. **Selection of an Advisor** –The advisor **MUST** be a full time professional faculty or staff person, a current member of both the International Reading Association and the Diamond State Reading Association. The advisor commits to regularly attending all SLC meetings and events, offers advice, etc. The advisor assists with guiding the organization, developing educational leadership skills, and ideally agree and be familiar with the objectives of the SLC. The **IRA Student Literacy Council of the University of Delaware** has the right to change their advisor at any time.
- XIX. **Disbursal of organizational assets should the group become defunct** - The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct. Any property/assets of the International Reading Association likewise shall be transferred to the IRA.
- XX. **Define a quorum** – A simple 2/3 majority of the members present at each general meeting is required in order for business to be conducted/decisions to be made. The SLC Executive Board will communicate with any absent officers to seek the required 2/3 majority approval for any decisions made by the board.
- XXI. **Rules for Ratifying the Constitution** – Approval of changes to the constitution requires a 2/3 or simple majority vote of the executive board, and approval by the Activities and Programs Office.
- XXII. **Rules for amending the Constitution** – Adding articles/sections to the constitution requires a 2/3 vote of either the executive board, and advance notice to all members of the proposed change.

**Signatures:**

**President:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_

**Activities & Programs Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- XV. **By-Laws** - A 2/3 vote of the SLC Executive Board followed by a simple majority of the membership is required to approve by-laws or changes in existing by-laws.
- XVI. **Procedures for decision-making** - Roberts Rules of Order will be used to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of the **IRA Student Literacy Council of the University of Delaware**.
- XVII. **Establishment of Committees** - Committees will be established on an as-needed basis by seeking a 2/3 vote of the SLC Executive Board and followed by a simple majority vote by the membership. The Service Committee, a standing committee whose chairman will report directly to the SLC Executive Board, will be responsible for identifying and coordinating literacy service projects, especially collaborative literacy projects between the **IRA Student Literacy Council of the University of Delaware** and the affiliate organizations IRA and DSRA.
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**Signatures:**

**President:** Kim-Maree Daniels

**Vice President:** Allison Douglas

**Activities & Programs Staff:** [Signature]

**Date:** 2/29/09