



**Manitoba Reading Association
By-Laws
Revisions as of June, 2015**

Article I – Name

The name of the association shall be the Manitoba Reading Association, herein after referred to as the Association. It shall be a Provincial Council of the International Literacy Association with Local and Special Interest Groups.

Article II – Purposes

The purposes of the Association shall be:

- A. To improve the quality of literacy in the Province of Manitoba.
 - 1. To improve the quality of literacy instruction at all levels (pre-school, school-age, adult) by:
 - a) encouraging the study of the nature of literacy processes,
 - b) stimulating and promoting research dealing with all aspects of literacy,
 - c) acting as a clearinghouse for information relating to literacy, and
 - d) encouraging the development and implementation of high quality teacher education programs, both preservice and inservice.
 - 2. To develop an awareness and understanding of the impact of literacy by:
 - a) encouraging the appreciation of a variety of literacy genres,
 - b) promoting the formation of lifetime habits of reading and writing, and
 - c) developing an appreciation and understanding of the value of literacy for the well-being of citizens and their full participation in a democratic society.
 - 3. To promote the development of literacy proficiency for all people, that is commensurate with each individual's capacity.
- B. To act as a coordinating agency for Local and Special Interest Councils in Manitoba by:
 - a) promoting, encouraging, and aiding in the formation and maintenance of Local and Special Interest Councils.
 - b) supporting conferences and meetings planned to implement the purposes of the Local and Special Interest Councils and the International Literacy Association.

- c) providing an opportunity for communication and involvement for and with members of the International Literacy Association in areas of the province where no Local Councils exist.

Article III Membership and Dues

Section 1 – Eligibility:

- A. All members of Local and Special Interest Councils in the Province of Manitoba shall be eligible to be members of the Manitoba Reading Association.
- B. All members of the International Literacy Association who reside in the province of Manitoba shall be members of the Manitoba Reading Association.

Section 2 – Membership:

Membership in the Association shall become effective upon payment of dues to the Local Council, or for members as described in Article III, Section 1B, membership shall be effective upon payment of dues to the International Literacy Association Headquarters and to the Association.

Section 3 – Association Dues:

The fee structure for the Manitoba Reading Association for members in Section 1(A) and (B) shall be negotiated by the Board of the Manitoba Reading Association and the *Executive* of the Local and Special Interest Councils. Fees shall be paid on *March 31st* based on membership recorded on *March 1st*.

Article IV – Officers and Terms of Office

Section 1 – Elected Officers:

Any member in good standing who is also a member of the International Literacy Association is eligible to be an officer of the Association.

The elected officers of the Association shall be the president, president-elect and the vice-president.

The terms of president, president-elect and vice-president shall be one year. The president-elect shall succeed to the office of president for one year. The vice-president shall succeed to the office of president-elect for one year. Should the office of president

become vacant, the president-elect shall succeed to the office of president for the remainder of the term in addition to the year for which the election took place. Should the office of the president-elect become vacant, the vice- president shall succeed to the office of the president-elect for the remainder of the term in addition to the year for which the election took place. Should the office of the vice-president become vacant, a by-election shall be called within a month to fill the vacancy.

Section 2 – Past President:

The past president shall be a member of the International Literacy Association. The past president shall be a member of the Executive Committee and of the Board. Should the office of past president become vacant, the Executive Committee shall appoint another past president to fill the vacancy.

Section 3 – The Provincial Coordinator for Manitoba:

The provincial coordinator for Manitoba shall be appointed by the International Literacy Association upon recommendation of the Executive Committee for a three year term which may be renewed. The provincial coordinator shall be a member in good standing of the International Literacy Association.

The provincial coordinator shall be a member of the Executive Committee and of the Board.

Section 4 – Secretary:

The secretary shall be a member of the International Literacy Association and shall be appointed by the Executive Committee for a period of two years. The Executive Committee has the option to appoint a secretary-treasurer.

Section 5 – Treasurer:

The treasurer shall be a member of the International Literacy Association and shall be appointed by the Executive Committee for a period of two years. The Executive Committee has the option to appoint a secretary-treasurer.

Section 6 – The Provincial Director of Membership:

The director of membership shall be a member of the International Literacy Association and shall be appointed by the Executive Committee for a term of three years. The provincial director of membership shall be a member of the Board and the Executive Committee.

Section 7 – Council Representatives:

Each of the affiliated Councils annually shall elect or shall appoint for a two-year term to the Manitoba Reading Association, two Council representatives who are members of the International Literacy Association. There shall be an overlap of terms so that each Council will have a first year representative and a second year representative.

Section 8 – Members-at-Large:

The Board of the Manitoba Reading Association shall appoint to a two-year term one member-at-large who is a member of the International Literacy Association and who resides in an area of the province where no Local Council exists.

The Board of the Manitoba Reading Association shall appoint to a two-year term members-at-large to represent areas of special interest (e.g. Adult Literacy, Early Literacy, French Immersion, Aboriginal Education, Family Literacy, Pre-service Teachers, Conference co-chairs, etc.). Members-at-Large shall be members of the International Literacy Association who are not represented by a Special Interest Council.

Section 9 – Time of Assuming Office:

Newly elected officers and appointed or elected council representatives shall assume office immediately following their election or appointment usually at the Annual General Meeting.

Article V – Duties of Officers:

The duties of board officers can be found in the Manitoba Reading Association handbook.

Section 1 – Duties of the President:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 2 – Duties of the Past President:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 3 – Duties of the President-Elect:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 4 – Duties of the Vice-President:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 5 – Duties of the Secretary and the Treasurer or the Secretary-Treasurer

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 6 – Duties of the Provincial Coordinator:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 7 – Duties of the Provincial Director of Membership:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 8 – Duties of Council Representatives:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Section 9 – Duties of the Members-at-Large:

As outlined by the International Literacy Association and the Manitoba Reading Association Handbook.

Article VI – The Executive Committee

Section 1 – Composition:

The Executive Committee shall consist of the president, president-elect, vice-president, and past president. Members include director of membership, provincial coordinator, secretary, treasurer or secretary-treasurer.

Section 2 – Function:

The Executive Committee shall propose the long-term and annual goals for the Association, and formulate recommendations for disposition by the Board.

Article VII – The Board

Section 1 – Composition:

The Board shall consist of the Executive Committee, the Council representatives, and members-at-large.

Section 2 – Quorum:

A quorum shall consist of thirty percent plus one of those eligible members in attendance at the Board Meetings.

Section 3 – Meetings:

The Board of the Manitoba Reading Association shall meet at least twice annually.

Section 4 – Notification of Meetings:

At least two weeks in advance of the meetings, the secretary or secretary-treasurer shall notify all Board members of the date, time, and place of the meetings,

Article VIII – Election of Officers

Section 1 – Election:

The vice-president shall be elected by ballot at the Annual General Meeting. The slate of nominees shall be presented by the Nominating Committee at a meeting of the Board which is held at least one month prior to the Annual General Meeting.

Section 2 – Mode of Election:

By February 27th, Council representatives shall submit to the Nominating Committee, the names and vitae of nominees. The Nominating Committee shall submit the names and vitae of nominees for vice-president at the Board meeting prior to the Annual General Meeting for notification of the general membership. Nominees for vice-president shall be presented by Local and Special Interest Councils through their representatives, or by the Nominating Committee through its own search. The Nominating Committee shall prepare a ballot and voting shall take place at the Annual General Meeting by authorized Local and Special Interest Council representatives and members of the Board who are present. Authorized Local and Special Interest Council representatives include all those who have registered in advance for the Annual General Meeting.

Article IX – Committees

A. Standing Committees

Section 1 – Nominating Committee:

The Nominating Committee shall be composed of the chair, who is the past president, and at least two (2) other members approved by the Executive Committee. The Committee shall prepare a slate of nominees for vice-president annually, or in the event of a vacancy as outlined in Article IV, Section 1. Each nominee must be a member of the International Literacy Association. Advance consent from each nominee shall be secured by the Nominating Committee.

Section 2 – Public Relations Committee:

The Public Relations Committee shall be composed of the chair, who is the president-elect, and at least two (2) other committee members who are approved by the Executive Committee and shall be responsible for the distribution of Association information.

Section 3 – By-Laws Committee:

The By-Laws Committee shall be composed of the chair, as appointed by the president, and at least two (2) other committee members who are approved by the Executive Committee and shall be responsible for an annual review of the by-laws.

B. Other Committees

As appointed by the president.

Article X – Representation at the International Literacy Association Delegates' Assembly

Representation of the Manitoba Reading Association at the Delegates' Assembly shall be in accordance with that specified by the by-laws of the International Literacy Association in Article VI, Section 1 which reads in part as follows: "Each provincial council for the International Literacy Association shall be entitled to one delegate, provided the delegate has paid dues for the current year to the International Literacy 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 – Annual Audit

There shall be an internal annual audit.

Article XII – Dissolution

In case of the dissolution of the Association, any assets remaining after the payment of debts or provision therefore will revert to the International Literacy Association.

Article XIII – Amendments:

Section 1 – Amendments:

Amendments to the by-laws shall be proposed to the Board by 1) the Executive Committee or 2) any member of the Board members present. The amendments accepted by the Board shall be sent to the International Literacy Association Headquarters for approval before presenting them to the members for adoption.

Section 2 – Procedure for Amending:

Amendments shall be adopted by the affirmative vote of two-thirds of the members present at the Annual General Meeting of the Association. The amendment must have first been presented at the previous meeting, and/or the proposed amendments circulated to each voting member at least thirty (30) days in advance of the Annual General Meeting at which the voting on the amendments is to take place.

Section 3 – Incorporation:

Amendments adopted as described in Section 2 shall be incorporated into those by-laws. Copies of all amendments shall be sent to the International Literacy Association Headquarters and to the provincial coordinator.

Enacted this _____ day of _____ 2015.

Manitoba Reading Association

President: _____

Recording Secretary: _____

MRA Constitution Review Committee (February-March 2015)