

# **Wyoming State Literacy Association**

## **Mission and Goals**

### **Mission Statement**

**The Wyoming State Literacy Association of the International Literacy Association is a professional organization that provides information, support and service to anyone concerned with the promotion of the lifelong love of reading and the development of literacy at all levels.**

### **Wyoming State Literacy Association Goals**

- I. To promote the purpose of the Wyoming State Literacy Association as stated by the bylaws:
  - A. To encourage the study of literacy problems at all educational levels;
  - B. To stimulate and promote research in all educational levels;
  - C. To study the various factors that influence progress in literacy;
  - D. To assist in the development of more adequate teacher training programs;
  - E. To publish the results of pertinent and significant investigations and practices;
  - F. To act as an intermediate clearing house for information related to literacy;
  - G. To disseminate knowledge helpful in the solution of problems related to literacy;
  - H. To sponsor conferences and meetings planned to implement the purpose of the Wyoming State Literacy Association and the ILA;
  - I. To promote literacy and mutual understanding and cooperative work among educators in the elementary grades, middle school/junior high, high schools, special areas, colleagues, leadership positions, and our communities;
  - J. To promote and support existing councils and to initiate new local councils;
  - K. To provide an arena for networking among all those interested in promoting literacy;
  - L. To provide a publication which will share, promote and stress the purposes of the Wyoming State Literacy Association;
  
- II. To uphold the mission statement of the Wyoming State Literacy Association by:
  - A. Networking with other educational groups;
  - B. Involving parents;
  - C. Interacting with legislators.

Adopted 1992 Revised 2013

By-Laws

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For Wyoming State Literacy Association  
An affiliate of  
THE INTERNATIONAL LITERACY ASSOCIATION  
Revised October 2013

**ARTICLE I - NAME**

The name of this organization will be the WYOMING STATE LITERACY ASSOCIATION, serving the area of the State of Wyoming.

**ARTICLE II - NATURE AND PURPOSE**

**Section 1 Nature**

The Wyoming State Literacy Association shall be a professional organization for persons who wish to support literacy learning in all forms at the local and state levels for all ages – pre-k to adult.

**Section 2 Purposes**

The general purposes shall be:

- 1) to promote literacy in pre-school, elementary, middle school/junior high, high school, special areas, colleges and our communities.
- 2) to stimulate and promote research in literacy in all educational levels
- 3) to study the various factors that influence progress in literacy;
- 4) to publish the results of pertinent and significant investigations and practices;
- 5) to assist in the development of more adequate teacher-training program;
- 6) to act as an intermediate clearing house for information relating to literacy;
- 7) to disseminate knowledge helpful in the solution of problems related to literacy;
- 8) to sponsor conferences and meetings planned to implement the purposes of the State Council and the International Literacy Association (ILA);

The specific purposes shall be:

- 1) to coordinate the efforts of Local Councils;
- 2) to share in State Council activities
- 3) to provide an arena for networking among all those interested in promoting literacy;
- 4) to continue strong support of Local Council programs, activities, and membership;
- 5) to promote the forming of Local Councils in the state.

## ARTICLE III - MEMBERSHIP AND DUES

### **Section 1 Eligibility**

Membership in the State Council and Local Councils shall be open to all persons interested in furthering the purposes of the Wyoming State Literacy Association.

### **Section 2 Active Members**

Membership in the State Council shall become effective upon payment of State Council dues for the calendar year beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>.

### **Section 3 State Council Dues**

Dues or registration fees shall be determined by the State Leadership Council. Dues are payable to the State Council Treasurer by January 1<sup>st</sup> for the calendar year ending December 31<sup>st</sup>.

### **Section 4 Good Name**

The name of the State Council shall not be used by individual members for the purpose of advertising or personal benefit.

### **Section 5 ILA Membership**

A council shall be in good standing and entitled to representation at the meeting of the International Literacy Association Delegates Assembly if at least 10 members have paid dues to the Association for the current year. (A local council needs 20 members)\*

### **Section 6 ILA Dues**

Membership in the International Literacy Association is strongly recommended for all council members. (Offices must belong to ILA) Dues to the International Literacy Association, which entitles members to certain benefits and services, may be collected by the council and sent to Association Headquarters or paid directly to Association Headquarters.

## ARTICLE IV - OFFICERS

### **Section 1 Officers**

The elected officers of the State council shall be a President and Vice-President. The President shall appoint a Secretary and Treasurer and recommend the Director(s) of Membership Development. Any member in good standing, who is also a member of the International Literacy Association is eligible to election as an officer of the State Council.

## **Section 2 Term of Office**

The term of all state officers will be approved by the Leadership Council at the summer leadership meeting.

## **Section 3 Time of Assuming Office**

Each officer shall assume the duties of office at the conclusion of the summer leadership meeting.

## **Section 4 Duties of the President**

The President shall act as the executive officer of the Leadership Council. She/he as President shall preside at all meetings of the Leadership Council; shall exercise general leadership and supervision over the affairs of the Wyoming State Literacy Association in implementing its purposes; and shall execute such additional duties as are defined by the Leadership Council and ILA.

## **Section 5 Duties of Vice - President**

The Vice-President shall serve as a member of the Leadership Council and as keeper of the Standing Rules shall fulfill such duties as are assigned by the Council. She/he shall assume and perform the duties of the President in the event of the absence, incapacity, or resignation of the President and shall serve the unexpired term.

In the event of a vacancy in the office of Vice-President, the Leadership Council shall have the power to fill this vacancy until the next regular election.

## **Section 6 Duties Past President**

The immediate past president shall serve as a member of the Leadership Council during his/hers successor's presidency and shall fulfill such duties as are assigned by the Leadership Council.

## **Section 7 Duties of State Treasurer**

The Treasurer shall: 1) execute the duties essential to the maintenance of accurate and up-to-date records; 2) have custody of the funds of the Council which shall be deposited in the name of Wyoming State Literacy Association of the International Literacy Association; 3) sign checks on behalf of the State Council for the disbursement of funds, in accordance with the approval of the Leadership Council; 4) cooperate fully with an annual audit and after completion of the general meeting at summer leadership shall turn over to the successor all funds, accounts and books of the Treasurer.

### **Section 8 Duties of Secretary**

The Secretary shall: 1) execute the duties essential to the recording of all business and happenings at all meetings of the Leadership Council 2) keep a permanent book of the minutes of all meetings; 3) cooperate fully with directions from the Leadership Council regarding needed correspondence and notices; 4) cooperate fully with the successor by turning over up-to-date records after completion of the general meeting at summer leadership.

### **Section 9 Duties of State Coordinator**

The State Coordinator shall: 1) establish new councils; 2) strengthen existing councils; 3) serve as a liaison between the International Literacy Association and the State and Local Councils; 4) provide term continuity and advisement to the State Council; 5) work with the state officers at their request; and 6) cooperate fully with her/his successor by turning over up-to-date records after completion of the general meeting at summer leadership. State Coordinator terms are set in accordance with standards set by the International Literacy Association.

### **Section 10 Duties of Director(s) of Membership Development**

The Director(s) of Membership Development shall: 1) establish a strategy to meet the State Council's and ILA's membership goals; 2) review yearly the status of the State Council's membership to determine the total number of members, the number failing to renew, and the composition of members; 3) keep an accurate record of total membership; 4) establish a communications network with the Local Council Membership Directors and/or Local Council Presidents; 5) organize and direct the operation of the membership booth at any WSRC function.

## **ARTICLE V – LEADERSHIP COUNCIL**

### **Section 1 Function**

The Leadership Council shall exercise general supervision over the property and affairs of the State Council, and shall have the general power to administer the affairs of the State Council and shall report its action to Local Councils.

### **Section 2 Composition**

The Leadership Council shall consist of the President, Vice-President, Secretary, Treasurer, Director(s) of Membership Development, Past President and State Coordinator.

### **Section 3 Meetings**

The Leadership Council shall hold such meetings on the call of the President as deemed necessary and at such times and places as the President may determine. Leadership Council members shall attend at least one meeting. In the interim, the President is authorized to consult other committee members by mail, e-mail or telephone.

### **Section 4 Quorum**

One –half of the voting members of the Leadership Council shall constitute a quorum.

### **Section 5 Budget**

A tentative budget shall be presented at summer leadership by the President or State Treasurer. This budget may be subject to change during the ensuing year.

## **ARTICLE VI – ASSEMBLY**

### **Section 1 Composition**

The assembly shall consist of the Leadership Council and all other members of the state council.

### **Section 2 Function**

The assembly shall be the legislative body of the council and shall have full power and authority over the affairs of the council, within the limits set by these bylaws. It shall have authority to review decisions made by the State Leadership Council and to accept or reject them.

### **Section 3 Quorum**

A quorum shall consist of a majority of all those voting.

### **Section 4 Notification of Activities**

All members shall be notified of the WSRC activities through the WIRETAP, various means of communication and the website: [www.wyomingreadingcouncil.org](http://www.wyomingreadingcouncil.org)

## **Section 5 Amendments to the Bylaws**

The assembly of the Wyoming State Literacy Association shall have the power to amend these bylaws as provided in Article X.

## **ARTICLE VII - NOMINATIONS / ELECTION**

### **Section 1 Nominations Committee**

The Nominations committee shall be the Leadership Council. It shall be the responsibility of this committee to prepare a slate for the office of Vice-President. Advance consent shall be secured by the Nominations Committee from the candidate. Recommendations may be made to the Nominations Committee by the Local Councils. Each nominee must be a member of the International Literacy Association.

### **Section 2 Reporting**

The president shall be responsible for reporting the newly elected officers to ILA headquarters via the state coordinator, using the official forms provided by the International Literacy Association by the date specified on the form.

### **Section 3 Appointment of State Coordinator**

Each State Council President and Local Council President will be notified of the impending vacancy of their State Coordinator's position. This notification is sent from ILA Headquarters by the Council and Affiliate Services Division. It is under the direction of the chairperson of the Committee on Councils and Affiliate Services. This notice will be accompanied by the "Procedure for the selection of State Coordinators" and "Application Form for Position of State Coordinator." Applications must be accompanied by three letters of recommendation. The Leadership Council shall make the final recommendation. The State President sends the "Recommendation of State Coordinator" form to the chairperson of the U.S. Membership and Organization. The form must be accompanied by the application and three letters of recommendation. The Vice-President of ILA will make the three-year appointment. The State Coordinator shall be eligible for appointment to a second term.

#### **Section 4 Appointment of Director of Membership**

Upon recommendation by the WSRC Leadership Council, the president shall appoint the Director of Membership Development. The Director of Membership shall be eligible for appointment to a second term.

### **ARTICLE VIII - COMMITTEES**

#### **Section 1 Committees**

The State President shall appoint all committee chairpersons. Recommendations may come from the Leadership Council and Local Councils.

### **ARTICLE IX-LOCAL COUNCILS**

#### **Section 1 Local Councils**

A local council may be formed by twenty (20) or more members in any locality in which no local council is operative. A local council may secure a charter from the office of the executive director with the approval of the chairperson of the ILA Membership and Organization Committee. A local council shall have bylaws which are in accord with the purposes of the bylaws of the Association. It shall elect its own officers, determine the amount of and collect its own dues, and organize its own program. Each local council in good standing is entitled to one or more representatives in the Delegates Assembly.

\*A local council with less than 20 members may be formed with at least three local council officers belonging to Wyoming State Literacy Association and ILA. A local council must be formed in order for local students to qualify to participate in Young Authors, and book award voting, and members to qualify for grants and scholarships.

\*Ruling in effect until ILA establishes rules for formations of new local councils.

#### **Section 2 Standing of Councils and the National Affiliates**

A council or national affiliate shall be in good standing and entitled to representation at the Delegates Assembly if at least ten (10) members have paid dues to ILA for the current year. However, the charter of any council or national affiliate may be suspended or revoked for due cause by the approval of a majority of the Leadership Council.

### **ARTICLE X - AMENDMENTS (AND REVISIONS)**

#### **Section 1 Proposal of Amendments**

Amendments and revisions to the bylaws shall be proposed by: 1) a quorum of the State Leadership Council; 2) two or more Local Councils, but such proposals shall first be submitted to the Leadership Council; 3) a petition of a majority of the state's active Local Council members.



## **Section 2 Voting on Amendments & Revisions**

Amendments and revisions shall be presented to the membership via various communication methods. An amendment shall be declared passed if it is approved by a majority of those voting..

## **Section 3 Incorporation**

Amendments and revisions adopted by the method described in Section 2 of this Article shall be incorporated into these bylaws. Copies of all amendments shall be sent immediately to ILA Headquarters and to the state president and coordinator.

## **ARTICLE XI-PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XII – DISSOLUTION**

### **Section 1 Dissolution**

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

### **STANDING RULES AND FINANCIAL POLICIES - Reviewed, 2013**

\*\*1. The official state delegate to the International Delegate Assembly at the ILA annual Conference will be the State President or a designated representative. A total of \$800.00 may be paid by WSRC if funds are requested and available.

\*\*2. Upon receipt of official notification from ILA Headquarters, a new Local Council will receive \$50.00 from the Wyoming State Literacy Association.

3. Two persons from each Local Council will have expenses paid for leadership meetings. One driver from each Local Council and Leadership Council will be reimbursed at 20 cents a mile for attending Wyoming State Literacy Association leadership meetings.

4. Council members traveling over 300 miles for Leadership meetings, will be reimbursed for overnight expenses. Receipts for reimbursement must be given to the Treasurer within 10 days.
5. Lunch at the Wyoming State Literacy Association leadership meetings will be paid for using Wyoming State Literacy Association funds.
6. Local Councils may apply for grants for special projects. The grants must be approved by the Leadership Council.\*
7. The Wyoming State Literacy Association will award Challenge Grants to teaching professionals who are members of the Wyoming State Literacy Association. The purpose of the grants is to "challenge" teaching professionals to develop and implement "new and innovative" reading curriculum programs.\*
8. Scholarships may be awarded by the Wyoming State Literacy Association in accordance with the scholarship guidelines\*. (\* information - [www.wyomingreadingcouncil.org](http://www.wyomingreadingcouncil.org))
9. WSRC will buy a basic International Membership for any Local Council that achieves Honor Council the previous year.
10. Council Efficiency Awards of \$50.00 will granted to local councils which make ALL reports to State President, Membership Director, ILA, and State Coordinator on time according to due dates posted.
11. Wyoming State Literacy Association annual dues are \$15.00 per year. Student rates and non-certified staff are \$10.00.
12. Young Author Awards will not exceed \$10.00 each. Expenses must be presented to the treasurer for payment.
- 13 .The WSRC treasurer will send cards for Leadership Council members who are hospitalized; a sympathy card with a \$20.00 memorial to Leadership Council members in the loss of their parents, significant others or children. Gestures of thought will be extended to others at the discretion of the Leadership Council.

\*\*Standing Rules 1 & 2 on hold until ILA and Leadership Council have reinstated guidelines for implementation.

\*Monies for these items are being re-established on a year to year basis and must be reviewed by the Leadership Council.