



Procedures for the Canadian Network of International Reading Association Councils (CNIRAC)

ARTICLE 1. NAME AND AREA SERVED

The organization shall be called the Canadian Network of International Reading Association Councils in Canada, also referred to as CNIRAC, serving the members of provincial reading associations, local reading councils, Canadian special interest councils and Canadian special interest groups of the International Reading Association (IRA) in Canada.

ARTICLE 11. NATURE AND PURPOSE

ARTICLE 11. SECTION 1. NATURE

CNIRAC shall be a network of provincial associations, local reading councils, special interest councils and special interest groups of the IRA in Canada concerned with communication among Canadian reading councils of the IRA and shall serve as a forum for discussion of Canadian literacy issues. CNIRAC is a non-profit, unincorporated organization whose activities shall be carried out without purpose of financial gain.

ARTICLE 11. SECTION 2. PURPOSES

The purposes of CNIRAC shall be:

- 1) to serve as a network for communication among Canadian councils
- 2) to enhance professional development in literacy instruction and assessment in Canada
- 3) to support and/or initiate advocacy on literacy issues in Canada.
- 4) to increase the visibility of the provincial associations, local reading councils, special interest councils and special interest groups of the IRA in Canada
- 5) to promote Canadian IRA membership and encourage active involvement of members in the IRA
- 6) to respond to emerging global literacy issues from a Canadian perspective
- 7) to coordinate the Canadian reception at the IRA annual convention.

ARTICLE 111. MEMBERSHIP AND DUES

ARTICLE 111. SECTION 1. ELIGIBILITY

Membership in CNIRAC shall be open to all provincial reading associations, local reading councils, special interest councils and special interest groups in Canada in good standing with the IRA.

ARTICLE 111. SECTION 2. ACTIVE MEMBERS

All active members will have paid membership dues to the IRA for the current year.

ARTICLE 111. SECTION 3. ASSOCIATE MEMBERS

The President of IRA, the Executive Director of IRA, the Director of Professional Development of IRA, the Leadership Development Associates of IRA, Chairperson of the International

Development Committee of IRA, and any elected Canadian IRA Board Members shall be associate members of CNIRAC.

ARTICLE 111. SECTION 4. MEMBERSHIP DUES

Any dues for annual membership in CNIRAC shall be set by the Executive Board. Currently, no annual membership dues have been assessed.

ARTICLE 111. SECTION 5. FISCAL YEAR

The fiscal year of CNIRAC shall begin June 1st and end May 31st.

ARTICLE 1V. OFFICERS

ARTICLE 1V. SECTION 1. OFFICERS

The officers of CNIRAC shall be the Chairperson, the Vice-Chairperson, and the Secretary/Treasurer.

ARTICLE 1V. SECTION 2. TERM OF OFFICE

The terms of office for the Chairperson, Vice-Chairperson and Secretary/Treasurer shall be for two consecutive years. The Vice-chairperson shall assume the role of Chairperson upon the completion of the Chairperson's term of office.

ARTICLE 1V. SECTION 3. TIME OF ASSUMING OFFICE

The officers of CNIRAC shall assume office at the beginning of the fiscal year following their election.

ARTICLE 1V. SECTION 4. DUTIES OF THE CHAIRPERSON

The Chair shall:

1. preside at all meetings of CNIRAC
2. exercise general leadership and supervision over the affairs of CNIRAC, carrying out its purposes
3. communicate closely with the Vice-Chairperson, the Secretary/Treasurer and the members of the Executive Board
4. co-sign with the Secretary/Treasurer any cheques issued on behalf of CNIRAC
5. conduct annual surveys of provincial associations regarding significant Canadian literacy issues
6. report annually the list of CNIRAC Officers to IRA Headquarters by the date specified by IRA.

ARTICLE 1V. SECTION 5. DUTIES OF THE VICE-CHAIRPERSON

The Vice-Chairperson shall:

1. fulfill such duties as assigned by the members of the Executive Board
2. assume and perform the duties of the Chairperson in the event of the absence, incapacity, or resignation of the Chairperson
3. serve the unexpired portion of the Chairperson's term in addition to the term for which the Chairperson was elected, should the office of the Chairperson become vacant
4. assume the office of Chairperson following the Chairperson's two-year term.

ARTICLE 1V. SECTION 6. DUTIES OF THE SECRETARY/TREASURER

The Secretary/Treasurer shall:

1. notify the elected officers and members of the Executive Board of the date, time, and place of all meetings at least thirty (30) days before the meeting

2. record and distribute the minutes of all CNIRAC meetings to the elected officers and members of the Executive Board
3. keep a permanent book of the financial transactions and minutes of all meetings
4. report the current financial status of CNIRAC at each meeting
5. maintain records of attendees, including e-mail and postal addresses, telephone and FAX numbers
6. circulate proposed amendments of CNIRAC Procedures to the elected officers and members of the Executive Board at least thirty (30) days in advance of the meeting at which the amendments are to be voted upon
7. have custody of the funds of CNIRAC which shall be deposited in the name of the Canadian Network of International Reading Association Councils, also referred to as CNIRAC
8. handle correspondence and notices
9. co-sign cheques with the Chairperson or Vice-chairperson on behalf of CNIRAC
10. co-operate fully with an annual audit, which shall take place before the end of the fiscal year.

ARTICLE IV. SECTION 7. INTERIM REPLACEMENT

In the event of vacancies in the office of the Chairperson, Vice-Chairperson and/or Secretary/Treasurer the members of the Executive Board shall have the power to fulfill the vacancies until the next regular election.

ARTICLE V. EXECUTIVE BOARD

ARTICLE V. SECTION 1. COMPOSITION

The Executive Board of CNIRAC shall consist of the Chairperson, Vice-Chairperson, Secretary/Treasurer and IRA Provincial Coordinators or provincial designates of each provincial reading association in good standing with IRA. If an office position is filled by a Provincial Coordinator, a provincial designate shall fill that coordinator's position on the Executive Board.

ARTICLE V. SECTION 2. FUNCTION

The Executive Board of CNIRAC shall exercise general supervision over the property and affairs of CNIRAC. It shall have the general power to administer the affairs of CNIRAC between meetings and shall report its actions to the membership for approval.

ARTICLE V. SECTION 3. MEETINGS

The Executive Board shall be empowered to hold meetings as it shall deem necessary on the call of the Chairperson, at such times and places as the Chairperson may determine. No less than one (1) meeting shall be held each year.

ARTICLE V. SECTION 4. QUORUM

A quorum is established when 60% of the Executive Board members are present.

ARTICLE V. SECTION 5. VOTING PRIVILEGES

Voting privileges at all CNIRAC meetings shall be carried by each provincial coordinator or provincial designate. Each province has one vote. In addition the C-SIG Chair or designate has one vote.

ARTICLE VI. CNIRAC MEETINGS

ARTICLE VI. SECTION 1. COMPOSITION

CNIRAC meetings shall consist of the Executive Board and members of provincial associations, local reading councils, special interest councils and special interest groups of IRA in Canada.

ARTICLE VI. SECTION 2. FUNCTION

CNIRAC meetings shall serve as a forum for discussion of Canadian literacy issues. Voting privileges shall be reserved for the Executive Officers and members of the Executive Board of CNIRAC or provincial designates only.

ARTICLE VII. NOMINATION AND ELECTION OF OFFICERS

ARTICLE VII. SECTION 1. ELECTION

The offices of the Vice-Chairperson and the Secretary/Treasurer shall be announced at the annual IRA convention.

ARTICLE VII. SECTION 2 NOMINATING COMMITTEE

Candidates for the positions of Vice-Chairperson and Secretary/ Treasurer shall be nominated by those serving on the Executive Board and sent to the outgoing chairperson by January 31. Each nominee must be a member of the International Reading Association and must have served on the executive of a Canadian local and/or provincial council and /or a Canadian special interest group and/or a Canadian special interest council. Advance consent to serve if elected from each nominee shall be secured by the nominator.

ARTICLE VII. SECTION 3. MODE OF ELECTIONS

The outgoing chairperson shall distribute the names and credentials of each candidate to each provincial coordinator by February 28. Each provincial coordinator in consultation with the provincial executive shall make recommendations for selection and shall report the selection results to the Chairperson by March 31. Should only one nomination be received by March

31st, the candidate shall be declared elected by acclamation. The outgoing Chairperson shall then notify all provincial coordinators and the C-SIG chairperson regarding the new executive.

ARTICLE VII. SECTION 4. REPORTING OF ELECTIONS

The outgoing chairperson will inform all candidates of the election results and forward the names of the successful candidates to all members and associate members of CNIRAC.

ARTICLE VII. SECTION 5. TERM OF OFFICE

Each elected officer shall assume the duties of office at the beginning of the fiscal year following their election and shall continue to serve for the duration of the term set in Article IV. Section 2.

ARTICLE VIII. SPECIAL COMMITTEES

ARTICLE VIII. SECTION 1. STANDING COMMITTEES

The Canadian Network of International Reading Association Councils shall form standing committees at its discretion, appoint members to such committees and establish parameters for each committee. One Standing Committee shall be the Canadian Reception at the Annual IRA Convention. The Executive Board shall designate one person to be the Convenor of this standing committee.

ARTICLE VIII. SECTION 2. SPECIAL COMMITTEES

Special committees may be authorized from time to time by the officers and members of the Executive Board of CNIRAC and shall serve for a specified period. All appointed special committee members must be in good standing with IRA.

ARTICLE VIII. SECTION 3. MODE OF APPOINTMENT OF SPECIAL COMMITTEES

The members and chairpersons of special committees shall be appointed by the Chairperson of CNIRAC with the consensus of members of the Executive Board.

ARTICLE IX. PARLIAMENTARY AUTHORITY

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

ARTICLE X. DISSOLUTION

In case of the dissolution of CNIRAC, any assets remaining after paying or making provision for the payment of all liabilities of CNIRAC shall revert to the member provincial reading associations and the Canadian Special Interest Group or at the discretion of the Executive Board.

ARTICLE XI. AMENDMENTS

ARTICLE XI. SECTION 1. ORIGIN

Amendments to The Procedures may be proposed to the Chairperson by any member of CNIRAC sixty (60) days prior to a CNIRAC meeting. The proposed amendments shall have a mover and a seconder and shall contain reasons for the suggested amendments to the CNIRAC Procedures.

ARTICLE XI. SECTION 2. PROCEDURES FOR AMENDING

The Chairperson shall forward the amendments, the names of the mover and seconder and reasons for the amendment to the Executive Board at least thirty (30) days in advance of the meeting. The proposed amendment along with rationale must be presented at the next CNIRAC meeting. Amendments may be adopted by the affirmative vote of two-thirds of the voting members of the Executive Board at the meeting providing that a quorum has been declared.

ARTICLE XI. SECTION 3. INCORPORATION OF AMENDMENTS

Amendments adopted as described in Section 2 shall be incorporated into The Procedure of CNIRAC. The revised procedures containing all amendments shall be adopted immediately, sent to all members of the Executive Board, and posted on the web-site by the Chairperson.