

## BYLAWS

### *Professors of Reading Teacher Educators (PRTE)*

#### **ARTICLE I: Name**

The Professors of Reading Teacher Educators (PRTE) is a Special Interest Group (SIG) of the International Reading Association (IRA).

#### **ARTICLE II: Purpose**

##### **Section I: Mission**

The mission of PRTE is to:

- provide a professional community for professionals who educate future teachers, including, but not limited to, university faculty and graduate students
- provide a professional forum for discussing literacy education
- provide a mentoring environment for professionals who educate future teachers
- provide high quality professional development for professionals who educate future teachers

##### **Section II: Charges**

PRTE is charged with the following actions, which provide benefits to its members:

- hosting an annual Invited Speaker, Roundtable Session, and Business Meeting at the IRA Annual Convention
  - The Roundtable Session is a peer-reviewed forum for PRTE members to present their scholarship and engage in professional development
  - The Business Meeting is a context for enacting the purposes of PRTE and a forum for all members to express themselves
- publishing an academic journal, *The Reading Professor*, a peer-reviewed publication for PRTE members to publish their scholarship
- maintaining an electronic presence for members, in the form of any or all of the following (i.e., in the form of appropriate current technologies, digital media, and/or social media): a member newsletter, member emails, a public Web site with members-only pages, a Facebook page, a LinkedIn group, or other available technologies; these means share information among PRTE Officers, Executive Committee members, committees, and the general membership; the Web site is an archive of PRTE information
- by vote of the Officers, PRTE may affiliate with other organizations and institutions and may participate in or lend sponsorship to conferences or meetings held by other groups (for example, the European Reading Conference)

**ARTICLE III: Membership, Dues, and Voting Privileges****Section I: Membership Eligibility and Good Standing**

Membership in PRTE shall be open, without discrimination, to any IRA member in good standing who supports the mission and purposes of PRTE. Upon receipt of IRA and PRTE dues, an individual shall be regarded as a member of PRTE.

Only members of PRTE in good standing shall be eligible to serve in PRTE elected or appointed positions and participate in PRTE business and activities.

**Section II: Membership Dues**

Annual dues are payable to the PRTE Treasurer on or before April 1<sup>st</sup>. Membership dues paid at any time throughout the year provide partial-year membership through March 31<sup>st</sup> of that year.

The amount of dues will be established by the Officers and Executive Committee (See **ARTICLE IV, Section V**). The amount of dues will be reviewed and reapproved by the Officers and Executive Committee each year by June 1<sup>st</sup>. Annual dues amounts will be continually posted on the PRTE Web site. Changes in dues will be posted by June 1<sup>st</sup> to alert members to changes that will go into effect for the following April 1<sup>st</sup>. (The establishment of dues includes incentives, promotions, discounts, etc.)

Members of PRTE whose dues to IRA or PRTE are in arrears shall not participate in PRTE business and shall not vote until dues payments are up-to-date. Members will then vote in the next election that occurs after their payment of dues. (See **ARTICLE III, Section III**)

The PRTE Life Achievement Award may be conferred by the Officers and Executive Committee for distinguished service. This entitles a recipient to life membership without dues payment and all membership benefits and rights.

Honorary Life Membership in PRTE may be conferred by the Officers and Executive Committee for distinguished service. This entitles a recipient to life membership without dues payment, with all membership benefits and rights, with the exception of voting privileges.

**Section III: Voting Privileges**

The PRTE voting body shall consist of all members in good standing, including members who hold offices or positions on the Executive Committee. Each member has one vote even though a member may hold more than one position. Members must cast their own votes and may not appoint a second, a delegate, or a designee to vote on their behalf. Voting includes voice vote at PRTE business meetings or electronic/email ballots.

Voting issues shall be put before the membership by the Officers and Executive Committee. The voting body shall vote on routine matters, such as adoption of Bylaws, adoption of amendments to the Bylaws, position statements, and election of officers.

Electronic/email voting shall take place between April 5<sup>th</sup> and April 15<sup>th</sup> annually, unless no voting issues are at hand in a given year. Officers shall be elected via electronic/email voting.

Electronic/email voting or voice voting at the Annual Business Meeting at the IRA Annual Convention are both permitted for all issues with the exception of the election of Officers, which must be conducted by electronic/email voting. (See **ARTICLE IV, Section II**)

## **ARTICLE IV: Officers and Executive Committee**

### **Section I: Officers**

The Officers of PRTE shall include a Chair, a Program Chair or two Program Co-chairs, a Secretary, a Treasurer, and a Membership Chair. Officers vote on all PRTE governance issues.

### **Section II: Nomination and Election of Officers**

Each year at the Annual Business Meeting, a Nominating Committee will be confirmed by simple majority voice vote of members present at the meeting. The Nominating Committee shall consist of one current Officer and three members (who may be general members, Officers, and Executive Committee members). Prospective members of the Nominating Committee need not be present at the Annual Business Meeting in order to be confirmed. The Nominating Committee will elect its own Chair.

Each year, commencing immediately after the Annual Business Meeting, the Nominating Committee will begin the process of nominating a slate of Officers to fill vacancies for the next year. The Nominating Committee shall nominate an eligible person for each Officer vacancy and report its nominees to the Officers and the Executive Committee by January 1<sup>st</sup>. The Officers and Executive Committee will reply to the Nominating Committee Chair by January 15<sup>th</sup>. Any deliberations between the Officers and the Executive Committee and the Nominating Committee will conclude before March 1<sup>st</sup>, at which time a slate of Officer candidates will be determined and the candidates' biographies and candidacy statements will be made available to the membership via electronic means/email. Officer candidates may run unopposed.

The Membership Chair and the Nominating Committee shall coordinate the electronic/email voting process. Electronic/email voting shall take place between April 5<sup>th</sup> and April 15<sup>th</sup> annually. Candidates, current Officers, and the Executive Committee will be informed of the election results by April 20<sup>th</sup> (but no later than three days before the Annual Business Meeting). Election results will be announced at the Annual Business Meeting and then disseminated to the membership via electronic/email means.

In the event that nominees cannot be secured for vacancies or if an Officer vacancy occurs between April 15<sup>th</sup> and the Annual Business Meeting, additional nominations may be made from the floor at the Annual Business Meeting and candidates shall be voted into office by a simple majority voice vote of members present. If electronic/email voting ends in a tie, a run-off election will take place at the Annual Business Meeting and candidates shall be voted into office by a simple majority voice vote of members present.

Mid-term Officer vacancies shall be filled by action of the remaining Officers, who will nominate an interim Officer and confirm the Officer by a simple majority vote of the Officers. The interim Officer will serve only until a candidate can be duly elected. An interim Officer is eligible to be a candidate. If an Officer vacancy occurs between March 1<sup>st</sup> and January 1<sup>st</sup>, the Nominating Committee will be asked to nominate a candidate for election at the upcoming voting period (between April 5<sup>th</sup> and April 15<sup>th</sup>). An Office filled by appointment after January 1<sup>st</sup> will be held until the election of the following year. At no time should an interim term of office exceed two years.

### **Section III: Terms of Office**

Officers serve two-year terms. An officer who serves at least one-half of a term is credited with having served a full term.

An individual may serve two consecutive or non-consecutive terms in an office. Members who have served in one office are eligible to serve in other offices.

All Officers commence their roles at the conclusion of the Annual Business Meeting at which their election is announced, with the exception of the Treasurer, whose term of office is August 1<sup>st</sup> through July 31<sup>st</sup>. (See **ARTICLE IV, Section V.D**)

### **Section IV: Executive Committee**

The Executive Committee shall consist of members who are not Officers but who are appointed by the Officers to roles within the SIG. Executive Committee members do not vote on all PRTE governance issues, but will be solicited to vote upon issues brought to the Executive Committee by consensus agreement of the Officers.

The Executive Committee members shall be nominated by the Officers and confirmed by a simple majority vote of the Officers. Appointment and confirmation may take place via electronic/email means (including telephone and teleconferencing) or in-person in advance of the Annual Business Meeting. Appointments are announced at the Annual Business Meeting and then announced and posted via electronic/email means. Terms of appointment commence at the conclusion of the Annual Business Meeting.

Executive Committee appointments are put forth singly and are unopposed. Executive Committee appointments are for one year and may be renewed for an unlimited time. In the

event of a mid-term vacancy, a new appointee will be nominated by the Officers and confirmed by a simple majority vote of the Officers.

Executive Committee members may not hold more than one role concurrently. An Executive Committee member may, upon completion of the appointment, serve in another role, and may return to a role previously held.

The Executive Committee shall consist of persons whose roles are central to the functioning of PRTE. These roles include, but are not limited to, Journal Editor, Newsletter Editor, Webmaster/Media, International Membership Chair, and International Liaison. Roles are initiated, maintained, and suspended by the consensus of the Officers and the Executive Committee.

All past PRTE Chairs are permanent members of the Executive Committee.

All members of the Executive Committee report to the PRTE Chair (See **ARTICLE IV, Section V.F**)

#### **Section V: Duties of Officers and the Executive Committee**

All Officers and Executive Committee members shall perform the duties outlined in these Bylaws and those assigned as needed. Upon the expiration of terms of service or in case of resignation, Officers and Executive Committee members shall turn over to the Chair, without delay, all electronic files, printed records, and other materials and documents pertaining to the office or appointed role.

The business of the Officers and the Executive Committee shall be conducted via electronic means, including email and telephone/teleconferencing, as well as in-person. A quorum for an in-person meeting of the Officers, or a joint meeting of the Officers and the Executive Committee, consists of 50% of the Officers, or of the Officers and the Executive Committee, respectively. Minutes shall be taken at in-person meetings of the Officers or of the Officers and the Executive Committee. Minutes shall be taken at the Annual Business Meeting. All minutes shall be ratified at the next in-person meeting of these respective groups.

**Section V.A: Chair:** The Chair is the lead Officer. The Chair:

- is the liaison between PRTE and IRA
- is the liaison between the Officers and the Executive Committee
- is the liaison between the Officers (and the Executive Committee) and the membership
- communicates with the membership on behalf of the Officers and the Executive Committee regarding the actions of the Officers and the Executive Committee
- provides general leadership and supervision of PRTE affairs, its Officers, Executive Committee, and committees
- is the presiding officer at all PRTE meetings

- assists the Program Chair (or Co-Chairs) in coordinating the Annual Session at the IRA Convention
- chairs the Annual Session
- prepares, coordinates, and chairs the Annual Business Meeting held in conjunction with the Annual Session
- prepares and coordinates an annual Officers and Executive Committee meeting held at the IRA Convention in advance of the Annual Session and Business Meeting
- prepares the annual report to IRA
- responds to all IRA correspondences and requests
- maintains open communication with IRA
- responsibly contacts IRA for guidance as needed
- previews public correspondence prior to its issuance, with the exception of the journal, which is under the authority of the Journal Editor
- solicits the participation of members to engage in necessary tasks, projects, or ad-hoc committees
- participates, with the Officers, in the nomination and appointment of members of the Executive Committee
- brings issues to the attention of the Officers, the Executive Committee, and the membership
- participates in decision-making on matters such as establishing dues, budget, adoption of projects, position statements, etc.
- may call for a vote of the Officers or a vote of the combined Officers and Executive Committee on issues pertinent to PRTE governance
- participates, with the Officers, in determining when issues need to go before a vote of the general membership
- develops goals as needed and presents these to the Officers and Executive Committee for approval
- may propose amendments to or revisions of the Bylaws

**Section V.B: Program Chair or Two Program Co-Chairs:** The Officers will determine whether there is need for one or two Program Chairs. In practice, two Program Co-Chairs shall be the norm. The Program Chair or Two Co-chairs:

- coordinate the Annual Session (See a separate non-Bylaws document prepared by the Program Chair(s) on the procedures for coordinating the Annual Session)
- solicit the participation of members to engage in necessary tasks or projects, for example, as Program Committee members, proposal reviewers, to assist at the Annual Session, etc.
- participate in the nomination and appointment of members of the Executive Committee
- bring issues to the attention of the Officers, the Executive Committee, and the membership
- participate in decision-making on matters such as establishing dues, budget, adoption of projects, position statements, etc.
- may request that the Chair call for a vote of the Officers or a vote of the combined Officers and Executive Committee on issues pertinent to PRTE governance

- participate in determining when issues need to go before a vote of the general membership
- will develop goals as needed and present these to the Officers and Executive Committee for approval
- may propose amendments to or revisions of the Bylaws

**Section V.C: Secretary:** The Secretary:

- records the minutes of all meetings
- keeps a permanent record of the minutes of all meetings
- disseminates minutes by electronic means to the Officers and Executive Committee, and to the general membership in coordination with the Membership Chair
- handles correspondence and notices as requested by the Chair
- participates in the nomination and appointment of members of the Executive Committee
- brings issues to the attention of the Officers, the Executive Committee, and the membership
- participates in decision-making on matters such as establishing dues, budget, adoption of projects, position statements, etc.
- may request that the Chair call for a vote of the Officers or a vote of the combined Officers and Executive Committee on issues pertinent to PRTE governance
- participates in determining when issues need to go before a vote of the general membership
- will develop goals as needed and present these to the Officers and Executive Committee for approval
- may propose amendments to or revisions of the Bylaws

**Section V.D: Treasurer:** The Treasurer has financial authority for PRTE. This includes, but is not limited to:

- obtaining and maintaining the legalities necessary to have financial authority
- keeping accurate and current financial records, including deposits, expenditures, and receipts; tax records and tax-related correspondences
- keeping custody of all the funds of the association
- disbursing funds as authorized by the Chair or other Officer or Executive Committee Member
- participating in preparing budgets and budgetary information
- transacting necessary financial business, most notably the deposit of membership dues, in coordination with the Membership Chair
- providing a copy of the PRTE financial statement to every Officer and Executive Committee member for review at the annual Officers and Executive Committee meeting held at the IRA Convention in advance of the PRTE Annual Session and Business Meeting
- being prepared and willing to disseminate financial records as requested at any time in a timely fashion to the Officers, the Executive Committee, IRA, or for tax audit, or for any other reason

- maintaining ongoing and prompt communication with the Officers and the Executive Committee via email/electronic means or telephone/teleconferencing
- managing signature rights and passwords for PRTE bank accounts and credit cards (the use of which is carried out in cooperation with the Membership Chair and the Webmaster)
- promptly preparing the financial portion of PRTE's annual report to IRA and PRTE's annual Internal Revenue Service (IRS) forms; the Treasurer maintains accurate and up-to-date financial records and is proactive in meeting IRA and IRS reporting deadlines, which occur in the early summer. As such, the Treasurer's term of office is August 1<sup>st</sup> through July 31<sup>st</sup>
- cooperating fully in all financial matters and providing signature rights, passwords, accounting records, banking materials, etc., to authorized Officers and Executive Committee Members upon request, while in office and when transitioning out of office
- participating in the nomination and appointment of members of the Executive Committee
- bringing issues to the attention of the Officers, the Executive Committee, and the membership
- participating in decision-making on matters such as establishing dues, budget, adoption of projects, position statements, etc.
- requesting that the Chair call for a vote of the Officers or a vote of the combined Officers and Executive Committee on issues pertinent to PRTE governance
- participating in determining when issues need to go before a vote of the general membership
- developing goals as needed and presenting these to the Officers and Executive Committee for approval
- proposing amendments to or revisions of the Bylaws

**Section V.E: Membership Chair:** The Membership Chair maintains all membership databases. This includes, but is not limited to:

- having full responsibility for the domestic membership database and the institutional membership database
- having co-responsibility for the International Membership database, along with the International Membership Chair
- designing and disseminating a current membership application (updating as needed)
- responding to every membership application to confirm membership (via email)
- handling members' questions about dues, etc.
- sending annual renewal notices and reminders to all members
- having a current and regularly updated email distribution list that covers all membership databases
- being prepared and willing to provide membership statistics upon request
- being prepared and willing to send broadcast emails to the membership at any time in a timely fashion
- being prepared and willing to prepare postal mailings to the membership at any time in a timely fashion, particularly to distribute the Journal



- receiving all membership applications and renewals and working with the Treasurer to make timely bank deposits of funds
- working to enhance the number of PRTE members
- working with the Nominating Committee to conduct the electronic/email voting process
- soliciting the participation of members to engage in necessary tasks or projects, for example, as Membership Committee members
- bringing issues to the attention of the Officers, the Executive Committee, and the membership
- participating in decision-making on matters such as establishing dues, budget, adoption of projects, position statements, etc.
- requesting that the Chair call for a vote of the Officers or a vote of the combined Officers and Executive Committee on issues pertinent to PRTE governance
- participating in determining when issues need to go before a vote of the general membership
- developing goals as needed and presenting these to the Officers and Executive Committee for approval
- proposing amendments to or revisions of the Bylaws
- maintaining social media/digital media accounts (e.g., Facebook and LinkedIn accounts), with Webmaster

#### **Section V.F: Executive Committee Roles**

##### **Journal Editor:**

- Full and final responsibility for:
  - manuscript solicitation, review, and editing
  - communication with authors
  - establishing and maintaining a review board
  - working with graphic artist/layout artist and printers
  - producing the journal on publication deadline
  - distributing the journal to members, in conjunction with the Membership Chair
  - working with Treasurer on Journal budget and finances
  - soliciting the participation of members to engage in necessary tasks or projects
  - developing goals as needed and presenting these to the Officers and Executive Committee for approval
  - Journal awards for excellence

##### **Newsletter Editor:**

- Full and final responsibility for:
  - obtaining newsletter submissions
  - communication with authors
  - working with graphic artist to produce .pdf file (or appropriate technology for electronic dissemination)
  - observing publication deadlines
  - electronic distribution to members, in conjunction with Membership Chair
  - working with Treasurer on newsletter budget and finances

- soliciting the participation of members to engage in necessary tasks or projects
- developing goals as needed and presenting these to the Officers and Executive Committee for approval

**International Membership Chair:**

- send international memberships (applications and payments) to Membership Chair in a timely fashion
- correct exchange of international currency
- maintain the International Membership database; sharing this database with the Membership Chair
- responding to every membership application to confirm membership (via email)
- with the Membership Chair, handling members' questions about dues, etc.
- with the Membership Chair, sending annual renewal notices and reminders to all members
- working to enhance the number of PRTE members
- soliciting the participation of members to engage in necessary tasks or projects
- developing goals as needed and presenting these to the Officers and Executive Committee for approval

**International Liaison:**

- serves as Program Chair for the European Reading Conference (See a separate non-Bylaws document prepared by the Program Chair(s) on the procedures for coordinating the session)
- ad-hoc responsibilities involving international programming and travel opportunities for PRTE members
- soliciting the participation of members to engage in necessary tasks or projects
- developing goals as needed and presenting these to the Officers and Executive Committee for approval

**Webmaster:**

- Full and final responsibility for:
  - designing, hosting, and maintaining the PRTE Web site, including posting updates in a timely fashion
  - working with Chair on approval of postings
  - working with Treasurer on Web site budget and finances
  - soliciting the participation of members to engage in necessary tasks or projects
  - developing goals as needed and presenting these to the Officers and Executive Committee for approval
  - maintaining current and relevant social media/digital presence (e.g., Facebook and LinkedIn accounts), with Membership Chair

**ARTICLE V: Finances****Section I: Fiscal Year**

The fiscal year for PRTE will be April 1<sup>st</sup> through March 31<sup>st</sup>

**ARTICLE VI: Parliamentary Authority**

PRTE shall use Robert's Rules of Order Newly Revised to govern proceedings in all cases where they are applicable, unless alternative procedures are specified.

**ARTICLE VII: Bylaws and Amendments****Section I: Process**

Bylaws shall be approved by a two-thirds affirmative vote of the Officers and Executive Committee. Upon approval of the Officers and Executive Committee, the Bylaws shall be made available electronically to the general membership by March 1<sup>st</sup> in order to provide an opportunity for comment. Bylaws shall be voted upon by the membership at the Annual Business meeting and shall be approved by a simple majority voice vote. The Bylaws will go into effect immediately.

**Section II: Review**

The Bylaws shall be reviewed by the Officers and Executive Committee once every five years during the month of January, beginning in 2018.

**Section III: Revisions and Amendments**

Bylaws shall be revised or amended according to the following procedures:

Officers or Executive Committee members may propose a revision or amendment by sending an email describing the revision or amendment to all Officers and Executive Committee members, or by introducing the revision or amendment at a meeting of the Officers and Executive Committee. General members may contact an Officer(s) or member(s) of the Executive Committee to request that they introduce a revision or amendment on their behalf.

Notice of proposed Bylaws revision or amendment shall be sent to the general membership via electronic means no less than 30 days in advance of the vote of the Officers and Executive Committee in order to provide an opportunity for comment.

Revisions or amendments to these Bylaws shall be approved by a two-thirds affirmative vote of the Officers and Executive Committee.

Revisions or amendments will go into effect immediately or at the time stipulated within the language of the revision or amendment.

The Officers and Executive Committee may amend the Bylaws only once during any given calendar year.