

Bylaws of the (Chapter Name) of the College Reading and Learning Association

Article 1: Name

The name of this organization shall be the (Chapter Name) Chapter of the College Reading and Learning Association, hereinafter referred to as “the Chapter,” consisting of (number) states: (list of states).

Article II: Purpose

Section 1. In accordance with the policies and programs of the College Reading and Learning Association (hereinafter referred to as “CRLA”), the purpose of the Chapter is to advance the knowledge and interests of postsecondary educators working in reading, learning assistance, developmental education, tutorial services, and peer education.

Section 2. The Chapter is organized exclusively for nonprofit educational purposes and is incorporated in the state of (state) with (make note of non-profit tax status).

Article III: Membership

Section 1. Any individual who has an interest in college learning assistance, tutorial programs, peer education programs, reading, and developmental education is eligible for membership. Membership application formats, types of membership, and dues shall be determined by the (Chapter Name).

Section 2. Members of national CRLA who reside or work in the (list of states within Chapter Name) shall automatically be considered members of the Chapter. The Chapter shall maintain a number of members to ensure Chapter sustainability.

Section 3. Qualified individuals who are not national CRLA members may become members of the Chapter by paying annual Chapter dues. Dues are (insert dollar amount).

Article IV: Board of Directors

Section 1. The administration of the affairs of the Chapter is vested in the Board of Directors, which is responsible for carrying out the directives of the membership and any duties prescribed in these bylaws.

Section 2. The Board of Directors consists of five elected officers (President, President-Elect, Secretary, Treasurer, and Past President) and non-voting appointed members (Membership Coordinator(s), Webmaster, and Historian).

Section 3. Only those with active membership within national CRLA are eligible to serve on the Board of Directors.

Section 4. The duties of the Board of Directors are as follows:

A. The President

1. chairs the Board of Directors meetings and all general membership meetings;
2. with the approval of the Board of Directors, appoints:
 - a. the Membership Coordinator(s), Historian, and Webmaster;
 - b. ad hoc committees as needed;
 - c. members of the Nominating Committee; and
 - d. the auditors of the Chapter's financial records;
3. serves as a voting member of all committees except the Nominating Committee;
4. serves as the liaison between the Chapter and national CRLA, including submission of required Goals and Activity Reports by the deadline;
5. seeks national CRLA reimbursement funding for the professional development opportunities for Chapter members as early as possible whenever it is needed;
6. represents the Chapter at the annual national CRLA conference and pre-conference Leadership Summit with basic conference registration provided through Chapter reserves, if available;
7. approves all the content on the Chapter's website and social media pages;
8. communicates with Chapter members to keep them informed about Chapter's activities and information from national CRLA;
9. shares all important records with the new President-Elect upon induction; and
10. mentors the President-Elect and maintains all records in order to conduct the business of the Chapter.

B. The President-Elect

1. serves as the Conference Chair for the Chapter conference in accordance with the Conference Planning Guide;
2. chairs the Board of Directors and general membership meetings in the absence of the President;
3. represents the Chapter at the annual national CRLA conference and pre-conference Leadership Summit with basic conference registration provided through Chapter reserves, if available;
4. assists the President in administration of Chapter business; and
5. updates the Conference Planning Guide as needed at the conclusion of the Chapter conference.

C. The Past President

1. chairs the Nominating Committee;
2. chairs the Board of Directors and the general membership meetings in the absence of the President and President-Elect;
3. serves as parliamentarian when requested;
4. assists the President in the administration of Chapter business; and
5. oversees the induction ceremony and administers the oath of office to new officers at the spring conference.

D. The Secretary

1. records and reports minutes of all Board of Directors meetings and general membership meetings;
2. sends draft and approved minutes to the Board of Directors within 30 days of any Chapter meeting;
3. maintains and passes to the successor the records of all minutes and Chapter correspondence; and
4. provides copies of approved documents to the Historian.

E. The Treasurer

1. pays all bills substantiated by receipts and falling within approved Chapter activities;
2. keeps accurate financial records of Chapter funds;
3. prepares books for audit each fiscal year (January 1 thru December 31); and
4. files required tax forms for the purpose of maintaining the Chapter's (insert tax status)

F. The Membership Coordinator

1. maintains an electronic record that identifies national CRLA members living or working in the (insert Chapter states), Chapter members, and qualified non-members in the (Chapter Name) Chapter states;
2. supplies electronic mailing lists as requested by other members of the Board of Directors;
3. reports on membership and related communications to the Board of Directors; and
4. communicates with Chapter members regarding current contact information and Chapter membership dues.

G. The Webmaster

1. maintains the Chapter website pages; and
2. collaborates with the President and/or President-Elect about webpage content although the President must approve documents added to the webpages.

H. The Historian

1. maintains an archive of photos, documents, and other Chapter memorabilia;
2. updates the Chapter history; and
3. prepares archived materials for submission and display on the Chapter website and at conferences.

College Reading and Learning Association
Chapter Bylaws Template
Adopted from the Heartland CRLA Chapter Bylaws

Section 5. The members of the Board of Directors shall submit reports of activities, accomplishments, and goals at each general membership meeting.

Section 6. The Board of Directors shall review annually the Bylaws of the (Chapter Name) Chapter; approval for all changes to the bylaws shall be acquired at a spring or fall general membership meeting. Changes to the (Chapter Name) Manual may be made by a majority vote of the officers on the Board of Directors.

Section 7. The President, President-Elect, and Past President each serve terms of one administrative year, while the Secretary and Treasurer serve terms of two administrative years selected in different years. The officers' terms of office begin immediately after the close of the spring Chapter conference.

Section 8. It is recommended that no officer is eligible to serve more than two consecutive terms in the same office but may return to a previously held office after two years.

Section 9. Vacancies

A. A vacancy on the Board of Directors may occur whenever any director ceases to be a Chapter member, resigns from office, or is removed from the Board due to consistent non-performance of duty or ethical violations. Any director may be removed from the Board by a majority-of-those-present vote attending a regular meeting or a meeting called for that purpose. Any such director proposed to be removed shall be notified of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

B. A vacancy in the office of President shall immediately be filled by the President-Elect.

C. If vacancies occur in the offices of the President and President-Elect, the Past President shall call a meeting of the Board of Directors for the purpose of electing or appointing an eligible successor to fill the unexpired term of President.

D. A vacancy in the office of President-Elect, Secretary, or Treasurer shall be filled by appointment of the President with the approval of the Board of Directors. Such appointed officers shall serve until their successors are elected.

E. If the immediate Past President is unable to serve on the Board of Directors, the most recent Past President who consents to serve shall fill this vacancy.

F. Other vacancies on the Board of Directors not previously provided for shall be filled by appointment of the President with the approval of the Board of Directors. Such appointees shall serve until their successors are elected.

G. These officers shall perform the duties as described by the Chapter bylaws, by the Parliamentary authority adopted by the Chapter, and by the directives of national CRLA.

Article V. Ethics

Section 1. The guidelines for professional ethics adopted by national CRLA shall at all times constitute the guidelines of professional activity of the Chapter and its members.

Section 2. No member of the Board of Directors shall participate in any discussion or vote on any matter in which the Director or an immediate family member has a potential conflict of interest.

Article VI: Meetings

Section 1. Board of Directors Meetings

A. The Board of Directors shall hold at least one annual meeting.

B. Although face-to-face meetings are preferable, conference calls or other technologies may be utilized for Board of Directors meetings when time and distance necessitate such actions.

C. Special meetings may be called at any time by the President at the request of a majority of the Board of Directors.

D. A majority of the voting members of the Board of Directors constitutes a quorum.

Section 2. General Membership Meetings

A. The Chapter shall hold one meeting for all members attending the annual spring Chapter conference.

B. A fall membership meeting shall be held in conjunction with CRLA's conference.

C. The Board of Directors by a majority vote may cancel or postpone any meeting when such action is deemed necessary.

Section 3. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Chapter in all cases to which they are applicable unless any such rule is inconsistent with these bylaws.

Article VII: Fiscal Policy

Section 1. The fiscal year shall be January 1 – December 31.

Section 2. At the end of each fiscal year, a review of the financial records shall be conducted by a committee of two or more members appointed by the President.

Section 3. No part of the net earnings or assets of the Chapter shall be used to the benefit of any officer or member except for payment of reasonable compensation for services required by these bylaws.

Article VIII: Elections

Section 1. The Nominating Committee shall be chaired by the Past President and shall include two other members in good standing appointed by the President.

Section 2. The Nominating Committee shall publish a slate of officer candidates at least two weeks prior to the spring conference.

Section 3. Only members in good standing who have been members of national CRLA or the Chapter for at least three years may be elected or appointed to office.

Section 4. Election of officers shall be held during the general membership meeting, at which time additional nominations may be made from the floor only with the consent of the nominee.

Section 5. When more than one candidate has been nominated for an office, the election shall be by ballot and a plurality shall elect. When there is only one candidate for an office, the election may be by voice vote and a majority shall elect.

Section 6. Elected officers shall be inducted at the spring conference and shall assume office immediately after the close of the Chapter conference.

Article IX: Amendments

Section 1. These bylaws may be amended at any general membership meeting of the Chapter by a two-thirds vote of members present, provided those present constitute a quorum of the Chapter.

Section 2. All amendments adopted by the Chapter shall be submitted to CRLA for approval before becoming effective.

Section 3. When amendments to CRLA bylaws affect the Chapter's bylaws, such amendments shall become automatically effective for the Chapter. Notice in writing shall be sent to the membership.

Section 4. If the Chapter is recognized as tax exempt within a specific state: Once bylaw amendments have been approved by CRLA, the revised Bylaws of the (Chapter Name) Chapter shall be filed with the Secretary of State for (State) within thirty (30) days.