



Constitution & By-Laws

CONSTITUTION & BY-LAWS

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Constitution
of the
Association of
Literacy Educators and Researchers
(ALER)

Article I

NAME AND PURPOSE

- Section 1. The name of this organization shall be THE ASSOCIATION OF LITERACY EDUCATORS AND RESEARCHERS, INC. (See Note 4 of the Amendments listed at the end of this document.)
- Section 2. The Association shall be a professional, educational, non-profit organization devoted to the specific purposes of fostering and promoting directly or indirectly the growth and development of the teaching and learning processes related to literacy at all levels.
- Section 3. The specific purposes of the Association shall be:
- a) to promote professional standards of competency within the field of literacy;
 - b) to develop, disseminate, and implement a professional code of ethics;
 - c) to encourage and stimulate the study and research of the teaching and learning processes of literacy at all academic levels;
 - d) to stimulate the self-development and professional growth of all teachers and literacy specialists;
 - e) to promote the improvement of preparation programs and curricula for teachers and literacy specialists engaged in study at the college and university levels;
 - f) to improve clinical, administrative, diagnostic, and instructional practices related to the learning process;
 - g) to act as a resource body for the consideration and dissemination of information related to the field of literacy;
 - h) to prepare and distribute professional publications of a scholarly nature;
 - i) to sponsor conferences and meetings to implement the objectives of the Association.
- Section 4. To further the specific purposes of the Association, a divisional structure is provided under Association authority to foster, promote, and implement the growth and development of literacy at all professional levels.

The following unitary Divisions are herein provided:

- a) Clinical Division
- b) Teacher Education Division
- c) College Literacy Division
- d) Adult Learning Division

- Section 5. Provision is made to allow for additional Divisions as necessary to further the business and purposes of the Association.
- Section 6. There shall be such standing Committees and Commissions as necessary to further the business and purposes of the Association.
- Section 7. The Association shall not engage in political activity to influence legislation, or participate as an organization in political action for or against any candidate for public office.
- Section 8. In accordance with its not-for-profit status, the Association, in the event of dissolution, shall direct its assets to another tax-exempt organization with the same or similar purposes; no part of the assets of the Association shall accrue to the benefit of any individual.

Article II MEMBERSHIP

- Section 1. Membership in the Association and its Divisions shall be open to any eligible individual regardless of color, creed, race, sex, or national origin.
- Section 2. Eligibility for membership in the Association and its Divisions shall be established solely on the basis of a professional identification by previous experience or current affiliation with the purposes of the Association, and shall be provided to any person:
- a) affiliated with college, secondary, elementary and/or adult literacy programs, public or non-public;
 - b) engaged in the preparation of teachers of literacy on any academic level;
 - c) employed as a teacher on any academic level, public or non-public;
 - d) identified as a teacher or consultant in government, industry, education, or special agency literacy programs.

- Section 3. Categories of membership in the Association are classified as follows:
- a) Associate
 - b) Student
 - c) Honorary
 - d) Family
 - e) Retired
- Section 4. In addition to membership in the Association, any member in good standing shall have the option to affiliate and participate in any of the Divisions of the Association.
- Section 5. The good name of the Association shall not be compromised through use by any member for purposes of personal advertising or private gain. Alleged violations shall be reported to the Committee on Professional Affairs for investigation, as provided in the Code of Professional Ethics.
- Section 6. The standards for professional ethics adopted by the Association shall be enforced, and at all times shall constitute the guidelines for professional activity.

Article III

EXECUTIVE COMMITTEE

- Section 1. The Executive Committee of the Association shall be the:
- a) President
 - b) President-elect
 - c) Vice President
 - d) Past-President
 - e) Past-past President
 - f) Business Manager /Treasurer
 - g) Executive Secretary
- Section 2. The term of the President shall be one (1) year. This term shall begin at the close of the Annual Meeting following the election, and shall continue through the close of the next Annual Meeting. At the expiration of this term of office, the President shall automatically become the Past-President for one (1) year.

- Section 3. The term of the President-Elect shall be one (1) year. This term shall begin at the close of the Annual Meeting following election, and shall continue through the close of the next Annual Meeting. The President-Elect shall then automatically succeed to the office of the President for one (1) year.
- Section 4. The term of the Vice President shall be one (1) year. This term shall begin at the close of the Annual Meeting following election, and shall continue through the close of the next Annual Meeting. The Vice President shall then automatically succeed to the office of the President-Elect for one (1) year.
- Section 5. Following the expiration of the term as a member of the Executive Committee, the Past-President shall continue to serve as a member of the Board of Directors for an additional year as the Past-past President.
- Section 6. The term of the Business Manager/Treasurer shall be three (3) years to begin upon appointment by the Board of Directors. The Business Manager/Treasurer may be reappointed to this office for any number of terms.
- Section 7. The term of the Executive Secretary shall be three (3) years to begin upon appointment by the Board of Directors. The Executive Secretary may be reappointed to this office for any number of terms.

Article IV

BOARD OF DIRECTORS

- Section 1. The Board of Directors of the Association shall consist of:
- a) the Executive Committee;
 - b) six (6) directors elected by and from the general membership of the Association;
 - c) Division Chairpersons elected by and from the affiliates of each Division;
 - d) standing Committee and commission Chairpersons appointed by the President, and Editors of the publications of the Association, ex-officio.
- Section 2. The runner-up for the office of Vice President, if not presently a Member of the Board of Directors, shall automatically become a member

of the Board of Directors for the term of one (1) year.

- Section 3. The term of office of an elected director shall be three (3) years.
- Section 4. The term of office of an elected Division Chairperson shall be established by the affiliates of each Division, but in no case shall be for less than two (2) years.
- Section 5. The Board of Directors shall conduct the affairs of the Association in accordance with the provisions of the Constitution and By-Laws of the Association.
- Section 6. Newly elected members of the Board of Directors shall assume office at the close of the Annual Meeting following their election.
- Section 7. Members of the Board of Directors must be members in good standing in the Association.

Article V **DUES**

- Section 1. Annual dues to the Association shall be determined by the Board of Directors.
- Section 2. A member in good standing shall be one who has paid the annual dues to the Business Manager/Treasurer for the fiscal year.

Article VI **MEETINGS**

- Section 1. The Annual Meeting of the Association for the purpose of conducting its professional activities shall be held at such time and place as may be determined by the Board of Directors.
- Section 2. In conjunction with the Annual Meeting, a Legislative Assembly shall be held for the purpose of transacting the business affairs of the Association.
- Section 3. A quorum shall consist of the members in good standing present and voting at the Legislative Assembly. A majority vote of this quorum shall be required for the passage of any action brought to its attention, except as otherwise provided.
- Section 4. In conjunction with the Annual Meeting, each Division shall schedule such formal meetings as required for the conduct of those affairs unique to

its purposes and objectives.

Section 5. Additional meetings may be called by the Chairpersons of established and authorized Committees, commissions, and Divisions at any other time of the year for the purpose of conducting its professional and business affairs.

Section 6. The rules incorporated in the current edition of Robert's Rules of Order shall govern the procedure at all meetings in which such rules are applicable and consistent with the provisions elaborated in the Constitution and By-Laws of the Association.

Article VII

AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to the Constitution of the Association may be sponsored by any member in good standing provided that such proposals are submitted in writing to the Executive Secretary.

Section 2. Written proposals for amendment, received by the Executive Secretary, shall be forwarded to the President for presentation to the Board of Directors at its next meeting. Proposals for amendment shall be submitted to the membership for ratification as prescribed in Section 3 of this Article.

Section 3. Two (2) procedures for voting on amendments are provided:

- a) Amendments may be adopted by a two-thirds (2/3) vote of the members in good standing in the Association, present and voting at the annual Legislative Assembly provided that the proposed amendment has been circulated in writing to the membership at least thirty (30) days in advance of the meeting of the Legislative Assembly.
- b) Amendments may be adopted by a mail ballot submitted to the members in good standing in the Association. If a mail ballot is taken, the polls shall close thirty (30) days after the date on which the ballots are mailed. An amendment shall be declared passed if it is approved by two-thirds (2/3) of the membership voting, provided that ballots are returned to the Executive Secretary by no fewer than twenty-five (25) percent of the members in good standing.

Section 4. Amendments adopted by the membership shall immediately be incorporated into the Constitution of the Association.

Section 5. Provision is made in the Constitution for the establishment of by-laws whose purpose shall be to delineate the practices, policies, and procedures of the Association. These by-laws may be amended in a manner consistent with amendment provisions established in the Constitution of the Association.

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By-Laws
to the
Constitution
of the
Association of
Literacy Educators and Researchers
(ALER)

Article I

MEMBERSHIP

- Section 1. An eligible person may become a member of the Association upon submission of an official application to the Membership Chairperson or to the Business Manager/Treasurer. Payment of the annual dues must accompany the official application form.
- Section 2. Any member of the Association may become an affiliate of a Division by identifying this intention on the official application form or directly to the Chairperson of the Division. Payment of Division dues, if applicable, shall be made at the time of affiliation.
- Section 3. The Membership Committee may make additional inquiries into the eligibility of any applicant as it appears appropriate or necessary.
- Section 4. Membership in the Association shall extend for one (1) fiscal year in which dues are paid, unless suspended or revoked under the conditions provided in Section 8 of this Article.
- Section 5. Membership categories are established in Article II of the Constitution and are further described in the official brochure and application form of the Association.
- Section 6. Members shall have the right to discuss, debate, and vote on all matters presented at the Legislative Assembly, to hold office, and to elect the officers of the Association. Members may participate in the business meetings of the Association, offer motions, and sponsor amendments to the Constitution and By-laws, as provided. This section applies to all categories of membership except honorary.
- Section 7. Members in good standing shall receive the official publications of the Association.
- Section 8. Membership may be suspended or revoked for a proved violation of the Code of Professional Ethics following recommendation by the Committee on Professional Affairs and final action by the Board of Directors.
- Section 9. Dues are payable to the Business Manager/Treasurer by November 1 for the ensuing fiscal year. The fiscal year extends from November 15 through November 14. Renewal notices shall be sent to members not later than one (1) month prior to the date dues are payable.

Section 10. Any member in arrears of dues from November 1 shall be dropped automatically from active membership. Reinstatement of membership may be made upon payment of dues by February 1 of the fiscal year in which application for reinstatement is made.

Section 11. New members must pay their dues by February 1 within the fiscal year in which application is made if credit for membership is to be honored within that year. New members who comply with this provision shall be entitled to receive the official publications of the Association for the year in which this membership applies.

Article II

EXECUTIVE COMMITTEE

PRESIDENT

Section 1. The President shall:

- a) preside at all meetings of the Association;
- b) serve as Chairperson of the Board of Directors;
- c) hold membership, ex-officio on all standing Committees other than the Elections Committee;
- d) co-sign all contracts and other instruments of the Association;
- e) present with the Business Manager/Treasurer and the Executive Secretary the annual budget to the Board of Directors;
- f) supervise the affairs of the Association in the implementation of its purposes;
- g) present an annual report to the membership at the Legislative Assembly;
- h) collaborate with the Executive Secretary and the Vice President to appoint Committees and commissions, designate Chairpersons of all Committees and commissions, and define in writing the duties and responsibilities of the Committees and commissions;
- i) discharge and remove any Committee Chairpersons who fail to fulfill their delegated and authorized duties or cease to be members of the Association in good standing. In such cases, the President shall appoint a successor.

- Section 2. In the event of extended absence, incapacity, or resignation by the President resulting in an inability to perform prescribed functions, this office shall be filled by one of the following procedures in the order indicated:
- a) the President-Elect shall be invited to assume this office;
 - b) should the President-Elect be unable to assume this office, the Vice President shall be invited to assume this office,
 - c) should the Vice President be unable to assume this office, the Board of Directors shall elect a successor by majority vote.

PRESIDENT-ELECT

- Section 3. The President-Elect shall serve as:
- a) Chairperson of the Program Committee;
 - b) President pro-tem of ALER in absence, incapacity, or resignation of the President;
 - c) member of the Board of Directors; and
 - d) member of the Executive Committee

- Section 4. In the event of extended absence, incapacity, or resignation by the President-elect resulting in an inability to perform prescribed functions, this office shall be filled by one of the following procedures in the order indicated:
- a) the Vice President shall be invited to assume this office;
 - b) should the Vice President be unable to assume this office, the Board of Directors shall elect a successor by majority vote.

VICE PRESIDENT

- Section 5. The Vice President shall serve as:
- a) member of the Board of Directors; and
 - b) member of the Executive Committee;
 - c) President-Elect pro-tem due to the absence, incapacity, or resignation of the President-Elect;

Section 6. In the event of extended absence, incapacity, or resignation by the Vice President resulting in an inability to perform prescribed functions, the voting members of the Board of Directors shall elect a successor by majority vote.

PAST-PRESIDENT

Section 7. The Past-president shall:

- a) serve as Chairperson of the Awards Committee;
- b) provide guidance to the President and to the Board of Directors;
- c) fulfill such other responsibilities as assigned by the President;
- d) mentor newly elected board members.
- e) provide leadership to Directors for recruitment of new members.

PAST-PAST PRESIDENT

Section 8. The Past-past President shall:

- a) serve as Chairperson of the Elections Committee;
- b) provide guidance to the President and the Board of Directors.

BUSINESS MANAGER/TREASURER

Section 9. The Business Manager/Treasurer shall:

- a) execute the duties essential to the maintenance of records and correspondence;
- b) exercise custody over the funds of the Association;
- c) collect dues and other monies related to the business of the Association;
- d) sign checks and drafts on behalf of the Association;
- e) keep the books and submit these ledgers for an annual audit;
- f) submit semi-annual financial reports to the Executive Committee and Board of Directors;

- g) prepare with the President and the Executive Secretary, the annual budget of the Association;
- h) delegate, when appropriate, the responsibilities of this office with the consent of the Board of Directors.

Section 10. In the event of extended absence, incapacity, or resignation by the Business Manager/Treasurer resulting in an inability to perform prescribed functions, the Board of Directors shall appoint a successor from the membership.

EXECUTIVE SECRETARY

Section 11. The Executive Secretary shall:

- a) execute the duties essential to the maintenance of records and correspondence;
- b) act as Secretary of the Association at all meetings;
- c) prepare with the President and the Business Manager/Treasurer, the annual budget of the Association;
- d) send an official election ballot and bio of each candidate for office to the membership, and perform such other functions related to election procedures as defined in Article III of the by-laws;
- e) facilitate and coordinate the efforts, duties, and responsibilities of the Chairpersons of Committees, Commissions, and Divisions;
- f) report to the Executive Committee and the Board of Directors on all matters pertaining to the planning of the Annual Meeting of the Association;
- g) serve as Secretary to the annual Legislative Assembly;
- h) distribute activities summaries, at the direction of the Executive Committee, to the Board of Directors, Committee, Commission, and Division Chairpersons, the Conference Coordinator, and Editors of the official publications of the Association;
- i) execute all signatory rights entitled to the Business Manager/Treasurer;
- j) be the point of contact for Board of Directors and general members of the Association;

The membership shall return these ballots directly to the Executive Secretary. Voting shall close one (1) month from the date the ballots are mailed. Ballots are mailed by March 1 and are to be returned by April 1.

Section 6. Chairpersons, Chairpersons-elect, and such other officers deemed necessary to Division operations shall be elected by the affiliates of each Division in accordance with the official election policies established in the Division.

Section 7. Election procedures shall be conducted as follows:

- a) An Election Committee, chaired by the Past-past President shall prepare a roster of nominees for elective office. This Committee shall determine the eligibility of candidates for elective office.
- b) The Executive Secretary shall prepare the official ballot and send it along with bios of each candidate to all members of the association.
- c) The Executive Secretary shall count the returned ballots in the presence of two (2) disinterested persons;
- d) A plurality of votes cast shall constitute election to office;
- e) The results shall be certified promptly in writing by the Executive Secretary to the President and the Chairperson of the Elections Committee;
- f) The Executive Secretary shall notify the President, the Chairperson of the Elections Committee, and the candidates by telephone and shall send an official letter reporting the election results to the President, the Elections Chair, and each nominee and shall similarly advise the Editors of the publications;
- g) The election results shall be announced formally by the President to the membership during the Annual Meeting of the Association;
- h) In case of a tie for office, a printed ballot shall be prepared by the Executive Secretary and submitted to the membership present and voting at the Legislative Assembly. A plurality of the votes cast at that time shall constitute election to office;
- i) In elections in which the Executive Secretary is a nominee and elective officer, the President shall appoint a disinterested person to perform the duties of the Executive Secretary as specified in this section;

- j) In the instance a person is elected to two concurrent offices, the newly elected officer relinquishes the post she/he is previously holding; and
- k) The Board of Directors shall appoint a successor to the relinquished post.

Article IV

BOARD OF DIRECTORS

Section 1. The Board of Directors shall:

- a) assume responsibility for all actions on behalf of the membership and shall report this action at the annual Legislative Assembly;
- b) exercise supervision and control over the affairs of the Association;
- c) review the performance of the Executive Committee of the Association;
- d) approve the annual budget;
- e) accept responsibility for approving all plans, projects, and programs consistent with the purposes of the Association;
- f) authorize the President to establish Committees, commissions, and Divisions to carry out the purposes of the Association;
- g) make or amend rules for the conduct of its business, and keep a full record of such rules and business which it conducts;
- h) take such steps as may be necessary to carry out any programs or actions authorized by the membership;
- i) fill vacancies in its own body due to extended absence, incapacity, resignation, or inability of any of its members to perform prescribed functions;
- j) fix the time and place of its meetings; and
- k) enforce the Code of Professional Ethics of the Association.
- l) recruit new members under the leadership of the Past-President

and in conjunction with the Membership Committee,

- Section 2. Appointees to fill vacancies on the Board of Directors shall serve in this capacity for the duration of the unexpired term.
- Section 3. The Board of Directors shall meet at least twice a year, once in conjunction with the Annual Meeting, and at such other time or times at the discretion of the President or the Executive Committee.
- Section 4. No less than fifty (50) percent of the voting members of the Board of Directors shall constitute a quorum for the conduct of the official business of the Association.
- Section 5. In the event of a meeting of the Board of Directors in which a quorum does not exist, the following procedures are provided for:
- a) voting authority may be granted by proxy from any absent member regarding any issue upon which a quorum action is required;
 - b) the President shall request a written decision from each absent member regarding any issue upon which quorum action is required.
- Section 6. Absence from two (2) consecutive meetings of the Board of Directors may result in removal from the Board. Replacement of the member for the unexpired term shall be made by the President subject to majority approval by the Board of Directors.
- Section 7. Failure to maintain membership in the Association shall result in the termination of Board membership and all official or delegated responsibilities pertaining to that position.

Article V

MEETINGS

- Section 1. The Executive Secretary shall notify all members of the Board of Directors at least four (4) weeks in advance of all meetings of the Board of Directors and/or the Association.
- Section 2. Notice to the membership of the Annual Meeting, Division meetings, and the Legislative Assembly shall be communicated at least six (6) weeks prior to such meetings. This notice shall specify the nature and purpose of the program and/or business to be conducted at that time.
- Section 3. Notice of the meetings of the Board of Directors and a summary of its

business at that time shall be reported to the membership. Meetings of the Board of Directors are open to all members in good standing in the Association. Voting privilege is limited to the Executive Committee, elected members of the Board of Directors, and Division Chairpersons.

- Section 4. The Annual Meeting shall be conducted to further the professional objectives of the Association in a manner consistent with its purposes and objectives.
- Section 5. Meetings of any Division, Committee or commission of the Association shall be held at the discretion of its Chairperson at a time and place designated. Announcements must be coordinated with the Executive Secretary. Written minutes or reports of such meetings shall be submitted to the Board of Directors within ninety (90) days, and at other times at the request of the President.
- Section 6. The Legislative Assembly, composed of members in good standing, shall have the authority to review decisions and actions taken by the Executive Committee and the Board of Directors, to act upon any matter brought to its attention, and to vote on motions and amendments to the Constitution and By-laws. A majority decision by those members in good standing present and voting shall be required for passage of any resolution or motion except as otherwise provided. The Legislative Assembly shall meet during the Annual Meeting of the Association.

Article VI

DIVISIONS

- Section 1. Divisions may be established as required by the developing affairs of the Association.
- Section 2. New Divisions may be established by the presentation of a formal petition of the President followed by approval by the Board of Directors. A petition for a new division must be signed by no less than ten (10) percent of the total membership in good standing and submitted within thirty (30) days prior to the next meeting of the Board of Directors.
- Section 3. Each Division of the Association must submit operational guidelines for approval by the Board of Directors.
- Section 4. The objectives of the Divisions of the Association are defined as follows:
- a) The Clinical Division shall support the advancement of understanding of the learner and the learning process at the clinical, diagnostic, instructional, and administrative levels within

- the professional field of literacy.
- b) The Teacher Education Division shall advance the improvement of preservice and inservice preparatory programs and curricula for teachers and literacy personnel engaged in professional study at a college or university, public or private.
 - c) The College Literacy Division shall encourage the development of efficient literacy and study strategies designed to improve the scholastic success of students at the community college, junior college, college, technical college, and university levels.
 - d) The Adult Learning Division shall promote literacy and methodology pertaining to the adult learner by facilitating communication among professionals in areas such as identifying successful programs, defining instructional competencies, and conducting research appropriate to the field of adult learning.

Section 5. The purpose of these Divisions shall at all times be consistent with those of the Association, but shall broadly include as additional functions:

- a) assistance in the planning and preparation of programs at the Annual Meeting;
- b) dissemination of information, program developments, policies, and research among its affiliates and to the membership at large through the official publications of the Association and other informal means;
- c) encouragement and support at state, regional, and national levels of programs related to the development and implementation of Association objectives;
- d) establishment of standards, guidelines, and qualifications for professional practitioners in the field of literacy education and instruction;
- e) cooperation in and promotion of basic research in all phases of literacy;
- f) promotion of multi-disciplinary programs among and between the Divisions of the Association;
- g) improvement of training and professional preparation programs in the field of literacy; and

- h) acceptance and support of critical self-assessment, and the establishment of evaluation guidelines to upgrade the objectives, purposes, and functions related to its special and particular concerns.
- Section 6. Each Division shall establish rules, regulations, and policies to facilitate the conduct of its separate and distinctive activities.
- Section 7. Division Chairpersons shall submit in writing, to the President, their budget requests for the fiscal year.
- Section 8. Division affiliates shall have the right to vote on any matter pertaining to the professional activities and business affairs of that Division.
- Section 9. The Board of Directors of the Association shall retain the right of final approval of all matters pertaining to Division policies, programs, and practices. It shall offer counsel and recommend operational guidelines consistent with the objectives and purposes of the Association.
- Section 10. Division Chairpersons shall be voting members of the Board of Directors.
- Section 11. Each Division shall have representation on the Publications Committee.

Article VII COMMITTEES AND COMMISSIONS

- Section 1. There shall be such standing Committees and Commissions as required by the developing affairs of the Association.
- Section 2. Ad hoc Committees and special Commissions may be established as necessary and appropriate to the conduct of the affairs of the Association.
- Section 3. Chairpersons of all standing Committees and commissions, and Editors of the publications of the Association not already elected members of the Board of Directors shall be members of the Boards of Directors, ex-officio.
- Section 4. Committee and commission Chairpersons shall submit, in writing, to the President their budget requests for the fiscal year.
- Section 5. The Board of Directors shall retain the right of final approval of all matters pertaining to Committee and commission policies, programs, and practices. It shall offer counsel and recommend operational guidelines consistent with the objectives and purposes of the Association.

- Section 6. A Membership Committee shall promote interest in and recruit members for the Association. This Committee shall keep membership records and relevant statistics pertaining to the status of the members of the Association.
- Section 7. An Elections Committee, chaired by the Past-past President, shall prepare a roster of nominees for elective office. This Committee shall determine the eligibility of candidates for elective office. The Executive Secretary shall prepare the official ballot and send it along with bios of each person. Ballots are returned to the Executive Secretary and are counted in the presence of two disinterested persons.
- Section 8. A Professional Affairs Committee shall promote and implement the Code of Professional Ethics of the Association. The Committee is empowered to investigate violations of the code and shall report such violations to the Board of Directors for final action, as provided.
- Section 9. A Program Committee shall plan, in cooperation with the Board of Directors, the time, place and program activities at the Annual Meeting of the Association.
- Section 10. A Publications Committee shall oversee the official publications of the Association. It shall study plans for improving the effectiveness and significance of those publications, and shall establish and supervise editorial policy and practice as defined by the objectives of the Association. This Committee shall appoint the Editors of the publications, and with the Business Manager/Treasurer, will supervise its financial affairs. This Committee shall submit semi-annual reports to the Board of Directors for approval of its activities. The Editors of the official publications of the Association shall be members of the Publications Committee.
- Section 11. A Resolutions and Rules Committee shall make periodic reviews of the Constitution and By-laws of the Association. This Committee shall consider and sponsor amendments to the Constitution and By-laws, and shall offer clarification and interpretation of the provisions set forth in this document. The Chairperson of the Resolutions and Rules Committee, or an appointee, shall serve as official parliamentarian of the Association.
- Section 12. An Awards Committee, on behalf of the Association, shall select for formal recognition at the Annual Meeting a professional educator or practitioner whose outstanding contributions to the field of literacy are considered worthy of singular recognition. The selection of award candidates shall be subject to the approval of the Executive Committee. The Awards Committee is empowered to select individuals from the

membership of the Association for presentation of an award acknowledging special services and/or significant contribution to the Association, or who, by personal example and leadership, has actively contributed to the progress and growth of the Association.

- Section 13. A Public Information Committee shall publicize and disseminate information regarding the objectives and functions of the Association. This Committee shall establish relationships with other professional organizations, and with institutions at national, state, and local levels, public and non-public. This Committee shall represent the Association at meetings and conferences sponsored by other associations and institutions where such attendance is sanctioned officially.

The position of Webmaster shall be a member of this Committee. The Webmaster shall maintain and update the ALER Website, edit and process incoming requests for inclusion on the Website.

- Section 14. A Legislative and Government Affairs Commission shall study legislative and government affairs affecting the field of literacy. This Commission shall publicize and disseminate such information to the membership of the Association.

- Section 15. A Research Commission shall solicit, generate, and coordinate the research activities of the Association, and shall sponsor cooperative projects and studies consistent with Association objectives. It shall serve as a clearing-house for research in literacy, and shall design and promote conferences and seminars on literacy research. This commission shall establish research guidelines consistent with accepted professional practice, and shall supervise all projects and studies under its jurisdiction.

The following Committees are requested to be added to Article VII, Committees and Commissions of the ALER By-laws:

- Section 16. A Conference Coordinator is appointed by the President and approved by the Board of Directors for a term of three (3) years. The Conference Coordinator will receive a stipend annually for completing all conference work and related activities. ALER members wishing to be Conference Coordinator will complete an application for this position and participate in an interview. The President and an assigned subcommittee will review all applications, complete the interview and make a recommendation based on the application criteria. This recommendation will be voted upon by the Board of Directors.

- Section 17. A Reading Room/Exhibits Committee shall organize and oversee an exhibit of professional publications written by ALER members and donated for sale in a silent auction format for conference attendees at the

Annual Meeting.

- Section 18. The Reading Room/Exhibits Committee shall identify and arrange for publishers to exhibit at the annual conference for the conference attendees to learn about new textbooks and materials available for use in teaching various courses.
- Section 19. The role of Historian is to secure all relevant historical documents of the Association. The Historian shall develop and annually supplement an archival home for historical documents. The Historian shall complete a history of the Association of Literacy Educators and Researchers. The ALER The President with approval of the Board of appoints historian Directors.
- Section 20. The Photographer of ALER shall be responsible for photographing special events of the organization and organizing these photographs into a pictorial history. The Photographer shall work in cooperation with the various Committees and other members on special projects, which might be enhanced by photographs.
- Section 21. Detailed descriptions of the function of newly established Committees and Commissions shall be appended to this Article, consistent with the format in Sections 6-21 above.
- Section 22. No Committee or commission of the Association, its Chairpersons or its members, regardless of status or purpose, shall undertake to represent or commit the Association in an official capacity to any matter or issue without the expressed written authorization of the Board of Directors.
- Section 23. Committee and Commission Chairs and Editors of the Association's publications do not have voting privileges or rights.

Article VIII

AMENDMENTS TO THE BY-LAWS

- Section 1. Amendments to the By-laws of the Association may be sponsored by any member in good standing provided that such proposals are submitted in writing to the Executive Secretary and Chairperson of the Resolutions and Rules Committee.
- Section 2. Amendment proposals received by the Executive Secretary and Chairperson of the Resolutions and Rules Committee shall be forwarded to the President for presentation to the Board of Directors at its next meeting. Proposals for amendment shall be submitted to the membership for ratification as prescribed in Section 3 of this Article.

Section 3. Two (2) procedures for voting on amendments are provided:

- a) Amendments may be adopted by a two-thirds (2/3) vote of the members in good standing in the Association, present and voting at the annual Legislative Assembly provided that the proposed amendment has been circulated in writing to the membership at least thirty (30) days in advance of the meeting of the Legislative Assembly.
- b) Amendments may be adopted by a mail ballot submitted to the members in good standing in the Association. If a mail ballot is taken, the polls shall close thirty (30) days after the date on which the ballots are mailed. An amendment shall be declared passed if it is approved by two-thirds (2/3) of the membership voting, provided that ballots are returned to the Executive Secretary by no less than twenty-five (25) percent of the members in good standing.

Section 4. Amendments adopted by the membership shall immediately be incorporated into the by-laws to the constitution of the Association.

Note 1: The Code of Professional Ethics, adopted by the membership in 1977, as published in the March 1978 issues of Reading World and Reading News. Copies of this code may be secured from the Executive Secretary or the Committee on Professional Affairs.

Note 2: The Constitution and By-laws of the College Reading Association was amended according to established procedures and ratified by vote of those assembled at the Legislative Assembly session at the 37th Annual Meeting of the Association held in Richmond, Virginia, on November 6, 1993.

Note 3: The Constitution and By-laws of the College Reading Association was amended according to the established procedures and ratified by vote of those assembled at the Legislative Assembly session at the 44th, 45th, 46th, and 49th Annual conferences of the Association held in St. Petersburg, Florida on November 2, 2000, Orlando, Florida on November 3, 2001, Philadelphia, Pennsylvania on November 2, 2002, and Savannah, Georgia on November 2, 2005.

Note 4: The name of the College Reading Association was amended according to established procedures and ratified by vote of those assembled at the Legislative Assembly session held in Salt Lake City, Utah on November 3, 2007.

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11/03
11/2/05
4/29/07
11/4/10
11/3/11