

Children's Literature and Reading Special Interest Group Bylaws

Revised September 11, 2022

Article I – Name and Area Served

The group shall be called the Children's Literature and Reading Special Interest Group serving the interested members of the International Literacy Association (ILA).

Article II – Nature and Purposes

Section 1 – Nature

The Children's Literature and Reading Special Interest Group (CL/R SIG) shall be a professional organization of individuals who are concerned with the improvement and advancement of literacy through literature.

Section 2 – Purpose

The purpose of this Special Interest Group shall be:

1. To provide a branch of the International Literacy Association that is concerned specifically with literature written for and read by children prekindergarten through grade 12 (preK-12).
2. To maintain an awareness of recent publications in the field of children's literature.
3. To promote the utilization of children's books in the school reading program.
4. To inform the membership regarding results and implications of research in children's literature.
5. To provide an outlet to the membership for expressing varying viewpoints concerning children's literature.
6. To provide a medium for the exchange of creative uses of children's books.
7. To promote reading as a worthwhile recreational activity among children.
8. To publish a refereed journal, titled *The Dragon Lode* (ISSN: 1098-6448) two times a year.

Article III – Membership, Dues, and Participation

Section 1 – Eligibility

Membership in this special interest group shall be open to all members of ILA including classroom teachers, instructors, administrators, publishers, authors, parents, and others interested in children's literature and using children's books for literacy development.

Section 2 – Active Members

Membership in this special interest group shall become effective upon payment of dues for both ILA and the ILA CL/R SIG.

Section 3 – Group Dues

Dues for annual membership in this special interest group (equal to the amount for a subscription to *The Dragon Lode*) shall be set by the Board of Directors. Dues are applicable for 12 months.

Section 4 – Arrears

Any member who has not paid dues by his/her/their renewal date becomes inactive.

Section 5 – International Dues

Membership in the International Literacy Association is required.

Section 6 – Subscriptions to *The Dragon Lode*

Members of the ILA CL/R SIG are entitled to a subscription to *The Dragon Lode*.

Section 7 – Participation of Members

All members in good standing (i.e., members who are current with their dues) are encouraged to participate actively in all aspects of the organization.

Section 8 – Eligibility for Leadership

All Elected Officers, Appointed Officers, members of the Board of Directors, Committee Chairs, and members of Committees, Advisory Boards, and the ILA CL/R SIG Network must (1) be current members of both ILA and the ILA CL/R SIG and (2) be available for communication via email.

Article IV – Elected Officers

Section 1 – Elected Officers

The elected officers of the group shall be a President Elect, a President, a Past President, and a Communications Coordinator.

Section 2 – Term of Office

The term of office of the President shall be two years. The term of office of the President Elect shall be two years. The President Elect progresses to the office of President for two years, and Past President for two years. The term of the Communications Coordinator shall be three years; however, this officer may be reelected for successive

terms. A year prior to the end of the term, the Communications Coordinator shall notify the President and President Elect whether or not he/she/they seeks reelection.

Section 3 – Time of Assuming Office

Each officer shall assume the duties of office on November 1.

Section 4 – Duties of President Elect

The President Elect shall serve as the coordinator of external programs and shall fulfill such other duties as assigned by the Board of Directors. The President Elect serves as a member of the Executive Committee and the Board of Directors and is Executive Committee liaison to the Advisory Board for *The Dragon Lode*, the Ways and Means Committee, and the Membership/Publicity Committee. The President Elect chairs the Program Committee and also shall prepare a proposal for the annual ILA conference program which he/she/they will coordinate for two years as well as assist in ensuring a program proposal is submitted for the annual NCTE conference. The President Elect maintains regular connections with the ILA liaison office, attends meetings of the ILA SIGs, and sustains connections with other SIGs. Should the office of President become vacant, the President Elect shall immediately assume the responsibilities of President and serve the unexpired portion of the President's term. The President Elect shall assume and perform the duties of the President in the event of the absence, incapacity, or resignation of the President.

Section 5 – Duties of President

The President shall act as the executive officer of the group and serve as the coordinator of internal programs. The President shall preside at all meetings of the group, shall serve as Chair of both the Board of Directors and the Executive Committee, and shall exercise general leadership and supervision over the affairs of the group, implementing its purposes. The President is the Executive Committee liaison for the Committee selecting Notable Books for a Global Society. The President also shall appoint an Advisory Board for *The Dragon Lode*. The President maintains regular connections with the ILA liaison office, attends meetings of the ILA SIGs, and sustains connections with other SIGs.

Section 6 – Duties of Past President

The Past President serves as a member of the Executive Committee and the Board of Directors in order to advise, provide continuity of leadership, and fulfill such other duties as are assigned by the Board of Directors.

Section 7 – Duties of Communications Coordinator

The Communications Coordinator serves as a member of the Board of Directors and the Membership/Publicity Committee. The Communications Coordinator shall: (1)

record the happenings of all group meetings and all meetings of the Board of Directors, circulating minutes of board meetings to members via email within two months of the meetings; (2) keep a permanent folder of the approved minutes of all meetings and all Annual Activity Reports submitted to the Board of Directors; and (3) cooperate fully with the successor by turning over up-to-date records within thirty (30) days of retirement from office. The Communications Coordinator shall also produce and disseminate a member newsletter at least twice per calendar year.

Section 8 – Interim Replacement

In the event of a vacancy in the office of President Elect, or Communications Coordinator, or Elected Member-at-Large, the Board of Directors shall have the power to fill the vacancy until the next regular election.

Article V – Appointed Officers

Section 1 – Appointed Officers

Appointed officers include the Editor(s) of *The Dragon Lode*, the Website Coordinator, the Membership Director, the Retention and Recruitment Coordinator, and the Ways and Means Director. These officers are appointed by the Board of Directors and serve as voting members of the Board of Directors. In the final year of service, each appointed officer shall train his/her/their successor.

Section 2 – Term of Office

The term of office of the Editor(s) of *The Dragon Lode* as well as of the Website Coordinator, the Membership Director, the Retention and Recruitment Coordinator, and the Ways and Means Director shall be three years with the option of re-appointment for subsequent terms. A year prior to the end of his/her/their term, each appointed officer shall notify the Executive Committee whether or not he/she/they seeks reappointment. If a person holding an appointed office is unable or unwilling to fulfill designated responsibilities, the President has the authority to appoint a replacement prior to the end of the term.

Section 3 – Time of Assuming Office

Each appointed officer assumes the duties of office on November 1.

Section 4 – Duties of the Editor(s)

The Editor(s) shall appoint and chair Editorial Review Board, and shall publish and distribute *The Dragon Lode* two times a year. The Editor(s) publish in *The Dragon Lode* the annual list of the Notable Books for a Global Society, and they maintain bound copies of all journal volumes for archival purposes.

Section 5 – Duties of the Website Coordinator

The Website Coordinator shall oversee content on the website and encourage networking among members via the internet. The Website Coordinator also serves as a member of the Membership/Publicity Committee.

Section 6 – Duties of the Membership Director

The Membership Director is responsible for developing and disseminating opportunities for active engagement among SIG members. The Membership Director chairs the Membership/Publicity Committee, which includes the Notable Books for a Global Society Award Subcommittee and the Professional Development Subcommittee, and appoints chairs to these subcommittees.

Section 7 – Duties of the Retention and Recruitment Coordinator

The Retention and Recruitment Coordinator is responsible for maintaining the vigor of the group through assertive recruitment of new and renewing members both at the annual ILA convention and throughout the year via multiple venues. The Retention and Recruitment Coordinator provides a welcome letter to new members with information about SIG involvement and sends renewal reminders to members with forthcoming membership expiration dates.

Section 8 – Duties of the Ways and Means Director

The Ways and Means Director is responsible for initiating planning discussions at Board meetings and overseeing fundraising activities. This person chairs and works with the Ways and Means Committee to promote and carry out any such activities as well as encourage the involvement of CL/R SIG membership in these endeavors.

Article VI – Board of Directors

Section 1 – Function

The Board of Directors is the policy-making body acting as stewards on behalf of the membership. It shall exercise general supervision over the property and affairs of the group. It is responsible for approving annual goals; finalizing the annual budget; appointing the Editor(s), the Website Coordinator, the Ways and Means Director, the Retention and Recruitment Coordinator, and the Membership Director; approving committee chairs and members; acting on proposals; reviewing annual reports of various officers and committees; articulating the group's vision; establishing policy; and facilitating the implementation of the purposes of the group.

Section 2 – Composition

Voting members of the Board of Directors shall consist of all current elected and appointed officers, the nine (9) elected members-at-large, and the Co-Chairs of the Notable Books for a Global Society Committee. Chairs of all standing committees not otherwise designated as voting members of the Board serve as non-voting members.

Section 3 – Board Members-at-Large

Annually three new Board members are elected, each serving a three-year term.

Section 4 – Meetings

The Board of Directors shall be empowered to hold such meetings as it shall deem necessary, on the call of the President, at such times and places as the President may determine, and to conduct necessary business online. The Board of Directors will meet a minimum of two times per calendar year. One meeting will be held at the ILA convention when applicable. Active participation in these meetings is a requirement for board membership. Physical attendance at conference meetings is encouraged when applicable; however, members who are unable to make the trip will be given a virtual attendance option. In the event of lack of participation in conference meetings, the Board may appoint a replacement for the unexpired term of a Board member.

Section 5 – Quorum

A quorum for a meeting of the Board of Directors shall consist of 51% of voting members.

Article VII – Assembly

Section 1 – Composition

The Assembly shall consist of the Board of Directors and all other members of the CL/R SIG.

Section 2 – Function

The Assembly shall be the empowerment and accountability body of the Children's Literature and Reading Special Interest Group and shall have full power and authority over the affairs of the group, within the limits set by these bylaws. It elects officers and Board members, authorizes bylaws, and it shall have authority to review decisions made by the Board of Directors and to accept or reject them.

Section 3 – Quorum

A quorum shall consist of 33% of Assembly members.

Section 4 – Meetings

The Assembly of the Children's Literature and Reading Special Interest Group shall meet one time each year at the ILA CL/R SIG program meeting at the ILA annual convention when applicable. Virtual meetings may be held throughout the calendar year at the discretion of the President.

Section 5 – Amendments to the Bylaws

The Assembly of the Children's Literature and Reading Special Interest Group shall have the power to amend these bylaws as provided in Article XIII.

Section 6 – Statement of Objection

When members disapprove of action taken by the Board of Directors and wish to have that action rescinded or changed, they must present to the President within 60 days a written statement of objection, signed by ten members. The statement must be acknowledged at the Assembly or disseminated via email, and all members must have an opportunity to voice opinion on the matter (e.g., via the internet and email). The matter must be resolved by action of the Board within 30 days of the submission of the statement of objection and, when needed, voted on by the members. The final resolution must be announced to the Assembly within 10 days of the Board's action.

Article VIII – Nomination and Election of Officers

Section 1 – Election

The members shall elect a President Elect every two years; three new members-at-large of the Board of Directors annually; and other elected officers as needed. All officers shall be elected by electronic ballot sent to all members by the President. The deadline shall be determined by the President but shall be no later than October 1.

Section 2 – Mode of Election

A call for new officers and members of the Board of Directors shall be published in the *The Dragon Lode* and on the website. Following this announcement and on receipt of nominations, the President will prepare a slate of candidates for the vacant positions. This slate of candidates with their biographical statements and reflections on literature and literacy shall be included with ballot. Voting shall be by electronic ballot and there shall be one or more nominee(s) for each vacant elective office. Space shall be provided on the ballot for the names of write-in candidates for each position. In case of a tie, a ballot for the two highest nominees shall be distributed. The results of the election shall then be announced. The President shall be responsible for reporting the newly-elected officers to ILA Headquarters before November 1.

Section 3 – Term of Office

Each elected officer and Board Member shall assume the duties of office on November 1 and shall continue to serve for the duration of the term ending on October 31 of the appropriate year. Should a Board member be unable to serve, the candidate with the next largest number of votes in the annual election shall be invited to fill the vacancy for the remainder of the term. There being no such candidate, the Board of Directors shall appoint someone to complete the remainder of the term.

Article IX – Committees and Advisory Boards

Section 1 – Standing Committees

There shall be such standing Committees as specified in Article X of these bylaws. Where possible there shall be a carry-over of one or two members on each outgoing Standing Committee into the membership of the newly-formed Standing Committee.

Section 2 – Number of Standing Committees

The number of standing Committees may be increased or decreased upon action by the Board of Directors.

Section 3 – Number of Members on Standing Committees

The number of members on each Standing Committee shall be determined by the Board, provided that each Committee shall not have fewer than two members.

Section 4 – Mode of Appointment and Terms of Standing Committees

The members of the Standing Committees shall be appointed by the incoming President with the approval of the Board of Directors at the spring Board meeting and shall serve for one year with the possibility of renewal for subsequent terms to provide continuity of membership unless otherwise specified in these bylaws. When necessary, the President may appoint additional members to a committee to assure its effective operation.

Section 5 – Chairs of Standing Committees

The Chair of each Standing Committee shall be appointed yearly by the incoming President and approved by the Board of Directors at the spring Board meeting, except as specified in these bylaws.

Section 6 – Advisory Boards

There shall be an Advisory Board for *The Dragon Lode* and an Editorial Review Board for *The Dragon Lode*. These boards shall function as Standing Committees.

Section 7 – Ad Hoc Committees

Ad Hoc Committees may be authorized from time to time by the Board of Directors or members at the Assembly and shall serve for a specified period. The status of the Committee shall be reviewed annually by the Board of Directors.

Section 8 – Number of Members on Ad Hoc Committees

The number of members on each Ad Hoc Committee shall be determined by the Board of Directors provided that the number of members shall not be fewer than two.

Section 9 – Mode of Appointment of Ad Hoc Committees

The members and Chairs of Ad Hoc Committees shall be appointed by the President with the approval of the Board of Directors.

Section 10 – Annual Activity Reports

Chairs of all Standing and Ad Hoc Committees must submit to the Board of Directors via the President an annual written Activity Report prior to the fall Board meeting and, if requested, to orally report at that meeting.

Article X – Standing Committees

Section 1 – Executive Committee

The Executive Committee shall be composed of the President (who shall serve as Chair), the President Elect, and the Past President. The Executive Committee shall meet at the call of the President and shall conduct much of its work via email. The Executive Committee proposes annual goals for the group which are approved by the Board of Directors at the spring Board meeting and initiates action, including delegating responsibility, to implement approved goals.

Section 2 – Membership/Publicity Committee

The Committee on Membership/Publicity, chaired by the Membership Director, is responsible for developing opportunities for member engagement such as special events and professional development functions. The Communications Coordinator and the Website Coordinator serve as members of this committee; the President Elect is Executive Committee liaison.

Section 3 – Program Committee

The President Elect shall chair the Program Committee. This committee shall make and implement all plans for the annual program held at the ILA Convention as well as submitting a proposal for the annual NCTE conference.

Section 4 – The Committee to Select Notable Books for a Global Society (NBGS) Award

The Notable Books for a Global Society (NBGS) Committee shall consist of nine members, including the Chair and the Co-Chair, who must attend all meetings of the Committee (at both ILA and NCTE annual conventions) and perform all duties as directed by the Chair. Additionally, the past Chair serves as an advisor, and the SIG President is the Executive Committee liaison.

The current President, Chair, and Co-Chair select the next Co-Chair in January from among the members of the Committee who have expressed an interest in serving by submitting a letter of interest and current C.V. An individual selected as Co-Chair serves a two-year term: the first year as Co-Chair and the second year as Chair.

Three new members are appointed annually in January by the President, the Chair, and the Co-Chair from among candidates who respond to the call for members for the Committee published in the *The Dragon Lode* and on the website. Applicants must submit a letter of interest and C.V. to the President, Chair, and Co-Chair.

As far as possible, the Committee members shall be representative of the SIG's membership through gender, regions of residence, and professional positions (classroom teachers, teacher educators, librarians, and other such roles). Preference is given to applicants who have not served previously on the committee.

The NBGS Committee solicits nominations for the award through the current Chair, prepares annotated lists of the winners for publication in *The Dragon Lode* and other related publications, orally presents the books at the annual convention of ILA, notifies publishers when their books have won, and conducts other activities to promote this award.

When a member must resign from the Committee, the Chair and President appoint an individual to fulfill the remainder of the member's term.

Section 5 – *The Dragon Lode* Advisory Board

The Advisory Board for *The Dragon Lode* advises the Editor(s) in matters pertaining to publishing and distributing the journal and will offer assistance and support as needed to the current editorial team to ensure a timely publication of a high-quality journal that positively reflects the CL/R SIG. The President Elect is the Executive Committee liaison for this Advisory Board. A minimum of two other board members are appointed by the board to serve on an annual basis and are approved by the Board of Directors at the spring Board meeting. The Advisory Board, in collaboration with the President, will coordinate the search for new editors for *The Dragon Lode* when needed including writing the call for editors, disseminating the call in appropriate venues, receiving and reviewing applications for the editorship, and making a recommendation to the board.

Section 7 – Editorial Review Board for *The Dragon Lode*

The Editorial Review Board for *The Dragon Lode* assists the Editor(s) in selecting articles, themes, etc., for *The Dragon Lode*. Members of this Review Board are appointed by the Editor(s) to serve on an annual basis and are approved by *The Dragon Lode* Advisory Board. The Editor(s) chair this group.

Article XI – Parliamentary Authority

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

Article XII – Dissolution

In the case of the dissolution of this group, any assets remaining after paying or making provision for the payment of all the liabilities of the group will revert to the International Literacy Association (ILA). Rationale: It is necessary for this article to be included in the bylaws of all U.S. groups in order to fulfill the requirements of the ILA Group Income Tax Exemption. All ILA groups are included in the group exemption under the provisions of Section 501(c) (3) of the Internal Revenue Code for nonprofit organizations — this is why groups are also required to obtain an Employer Identification Number from the Internal Revenue Service. This clause in the bylaws is also important when a group applies for a nonprofit mailing permit.

Article XIII – Amendments

Section 1 – Origin

Amendments to the bylaws may be proposed by any member of the CL/R SIG and submitted to the President and President Elect.

Section 2 – Procedures for Amending

Amendments may be adopted by the affirmative vote of two thirds of the CL/R SIG board members at either board meeting (spring or fall) or by balloting the board members by mail or email. The amendments must have been circulated to each voting member of the CL/R SIG board at least thirty days in advance of the board meeting at which the voting on the amendments is to take place.

Section 3 – Incorporation

Amendments adopted as described in Section 2 shall be incorporated into these bylaws. Copies of all amendments shall immediately be sent to ILA Headquarters and posted to the CL/R SIG website.

GOALS

1. To provide a forum for members of the International Literacy Association who are concerned specifically with literature written for and read by children.
2. To maintain an awareness of recent publications in the field of children's literature.
3. To promote the utilization of children's books in the school reading program.
4. To inform the membership regarding results and implications of research in children's literature.
5. To provide an outlet to the membership for expressing varying viewpoints concerning children's literature.
6. To provide a medium for the exchange of creative uses of children's books.
7. To publish in the Spring and Fall, a refereed journal—The Dragon Lode—which includes these features:
 - Articles relating to the use of children's literature in the teaching of reading,
 - Book reviews on recent publications, and
 - News of presentations, institutes or conferences related to literature for children.