

South Carolina Reading Recovery® Advisory Council By-Laws

Article 1 – Name

The name of this organization shall be the South Carolina Reading Recovery Advisory Council called hereafter RRAC.

Article 2 – Mission Statement

The mission of the RRAC is to form a partnership and foster communication between the State Department of Education (SCDE), the Reading Recovery University Training Center at Clemson University (UTC), school district and university personnel, community members and other state agencies; to coordinate efforts to support RR implementation in school districts around the state; support the Reading Recovery training; and to recognize excellence in the school districts. The RRAC serves as an advocacy group for Reading Recovery in South Carolina.

Article 3 – Composition of the RRAC Executive Board

The South Carolina Reading Recovery Advisory Council Executive Board shall be comprised of an elected President, Vice President, Secretary, Treasurer, as well as appointed liaisons from the UTC and the State Department of Education. The President, Vice President, Secretary, and Treasurer are elected positions. The RRAC shall appoint Committee Chairpersons when needed. The RRAC President will call meetings as needed.

Article 4 – Composition of the RRAC Membership

Membership in RRAC is by appointment by the RRAC Executive Board with recommendations by the Council. A letter of invitation will be sent from the President to new members of affiliated sites and other RR advocates.

Article 5 – Election of Executive Board

The incoming President, Vice President, Secretary, and Treasurer shall be elected for a two-year term by the RRAC membership before the end of the academic school year in order to provide ample planning time prior to the new year. Nominations for the positions should be solicited prior to this meeting and those nominated should be contacted prior to the election regarding their willingness to serve. The outgoing Executive Board members shall be retained until the following August in order to effect a smooth transition to the newly elected Executive Board members. The outgoing Executive Board members shall train the incoming Executive Board members regarding the duties and responsibilities of their new position.

Article 6 – Duties of RRAC Executive Board

President - The President shall be elected every other academic year. The duties of the President will include, but not be limited to: set the meeting agenda from input from RRAC members, conduct the meetings, sign checks in the absence of the Treasurer, and communicate with RRAC members via email or by phone as needed. The President should meet with stakeholders as needed throughout the school year. The President and the Treasurer must coordinate a time to meet at the bank to legally transfer all bank records over to the correct names. If the President resigns or is removed for ethical reasons, he or she is no longer allowed to access RRAC bank accounts and all RRAC records, banking documents, or other property must be returned to the Council within two business days.

Vice President – The Vice President shall be elected every other academic year. The Vice President conducts the duties of the President in his or her absence. If any other officer or committee chair position is vacant, the Vice President will assist in that capacity until a replacement is selected. If the Vice President resigns or is removed for ethical reasons, all records and property of the RRAC must be returned within two business days.

Secretary – The Secretary shall be elected every other academic year. The Secretary is responsible for communicating an agenda, recording all minutes for every meeting the RRAC conducts, keeping detailed records of all agendas and minutes, and disbursing a report of the previous meeting's minutes at each meeting. If the Secretary resigns or is removed for ethical reasons, all records and property of the RRAC must be returned within two business days.

Treasurer – The Treasurer shall be elected every other academic year. The Treasurer is responsible for and has custody of all funds, makes deposits and/or withdrawals, and keeps detailed records (7 years) of all incoming and outgoing funds. The Treasurer will also prepare a report to be disbursed at each meeting. After receiving funds, the money must be deposited in the bank on the next business day. Upon expiration of the Treasurer's term of office, the Treasurer must coordinate with the new Treasurer a time both can meet at the bank so all financial records can be legally transferred. The Treasurer can only reimburse members for RRAC related purchases if they submit a receipt from the retailer. The Treasurer must not allow the RRAC bank account to decrease below \$1,000.00 at anytime. If the Treasurer resigns or is removed for ethical reasons, he or she is no longer allowed to access RRAC bank accounts, and all RRAC records, banking documents, or other property must be returned to the council within two business days.

Committee Chairpersons - The RRAC shall organize various committees, as needed to effectively conduct RRAC business and/or functions including, but not limited to, such as Membership, Fundraising/Advocacy, Literacy Spot, etc. The Chairperson of each committee shall be a member of the RRAC.

Article 7 – Meetings

The RRAC will meet twice each academic year. The RRAC will determine the common date and time of each meeting at the beginning of each academic year. An emergency meeting can be called by a majority of the RRAC Executive Board members during the academic year for issue(s) that cannot wait until the next regularly scheduled meeting.

Article 8 – Bylaw Amendments

The RRAC can amend the bylaws after adequate consideration of proposed amendments and by a majority of the RRAC comprised of at least three Executive Board members with one being a representative of the UTC or the representative from SCDE.

Article 9 – Goals

The RRAC will set goals for each academic year for expenditure of funds for advocacy efforts and/or overall service to the children and teachers of RR.

Article 10 – Advocacy

The RRAC will conduct advocacy events during the school year as directed and voted upon by the RRAC.

Article 11 – Communication

In an effort to conduct effective communication, all Executive Board members shall exchange contact information. Actions of the Executive Board will be communicated to the RRAC and are subject to approval by the Council.