

CONSTITUTION OF THE LITERACY ASSOCIATION OF IRELAND

(An Affiliate of the International Literacy Association)

(Adopted 30 June, 2020)

Article I - Name

The name of the association shall be the Literacy Association of Ireland, hereinafter sometimes referred to as "the Association".

Article II - Purposes

Section 1 Purposes

The purposes of the Association shall be: 1) to encourage the study of reading at all educational levels; 2) to stimulate and promote research on reading; 3) to study the various factors that influence progress in reading; 4) to publish where possible the results of pertinent and significant investigations and practices; 5) to assist or advise in the development of teacher training programmes; 6) to act as a clearing house for information related to reading; 7) to disseminate knowledge helpful in the solution of problems related to reading; and 8) to organise conferences and meetings implementing the purposes of the Association.

Section 2 Affiliation with the International Literacy Association

The Literacy Association of Ireland shall be affiliated with the International Reading Association. In order to establish a liaison group between the two associations, **at least** ten members of the Literacy Association of Ireland shall become members of the International Reading Association.

Article III - Membership

Section 1 Eligibility

Membership of the Literacy Association of Ireland shall be open to all persons interested in the purposes of the Association.

Section 2 Active Members

Membership of the Association shall become effective upon payment of the annual subscription to the Association.

Section 3 Subscriptions

Subscriptions are payable in advance for each year. The treasurer on or before the renewal date shall arrange to notify members of the need to renew their memberships and members may pay their subscriptions any time after receipt of the notice. Subscriptions for annual memberships shall be set by the Annual General Meeting on the recommendation of the executive committee.

Section 4 Standing of Members

Any member whose subscription remains unpaid one month after the due date shall be removed from the list of active members, with consequent loss of all privileges. Such member may be reinstated upon full payment of the subscription for the year in which application for reinstatement shall be made. Membership may also be suspended or revoked by the executive committee.

Such action shall be taken only for due cause and subject of the right of the member concerned to be heard.

*Section 5
Good Name*

The name of the Association shall not be used by individual members for the purpose of advertising or personal benefit. Violations shall be reported to the executive committee who will study them and recommend action.

Article IV - Officers

*Section 1
Officers*

The elected officers of the Literacy Association of Ireland shall be a president-elect, a secretary, and a treasurer. The president-elect automatically succeeds to the office of President for the following year. The President automatically succeeds to the office of past president for the following year.

*Section 2
Term of Office*

The term of office of the president-elect shall be 1 year. S/he shall then automatically succeed to the office of President for a term of 1 year. At the expiration of that his/her term, the President shall become past president for a period of 1 year. The term of secretary and treasurer shall be 3 years; however, these officers may serve a second term immediately following on their first term in office.

*Section 3
Time of
Assuming Office*

Each officer shall assume the duties of office in accordance with Article VII, Sections 1 and 2, and shall continue to serve for the duration of the term or until a successor can assume duty.

*Section 4
Duties of the
President-Elect*

The president-elect shall serve as a member of the executive committee, and shall fulfil such other duties as are assigned by the executive committee or the Annual General Meeting. The president-elect shall assume and perform the duties of the President in the event of absence, incapacity, or resignation of the President. Should the office of President become vacant, the President-elect shall become the President immediately, and shall serve the un-expired portion of the President's term, in addition to the year for which s/he was elected. In the event that, for any reason, the president-elect is unable to assume the duties of President immediately, the executive committee shall by majority vote select a President pro-tem for the remainder of the President's term of office.

In the event of a vacancy in the office of president-elect, the executive committee shall have the power to fill this vacancy until the next regular election.

*Section 5
Duties of President*

The President shall act as an executive officer of the Association. S/he shall preside at all meetings of the Association, act ex-officio as chair of the executive committee, countersign all contracts and other instruments of the Association, exercise general leadership and supervision over the affairs of the Association in implementing its purposes, and execute such additional duties as are defined by the executive committee or the Annual General Meeting.

*Section 6
Past President*

At the expiration of the term of office, the President shall automatically become past president for a period of 1 year. The past president shall serve as a member of the executive committee.

*Section 7
Secretary*

The secretary shall: 1) execute the duties essential to the maintenance of records and correspondence of the Association; 2) act as secretary to the executive committee and the Annual General Meeting.

*Section 8
Treasurer*

The treasurer shall: 1) accept members into the Literacy Association of Ireland and arrange for records of membership to be maintained; 2) maintain custody of the funds of the Association which shall be deposited in the name of the Literacy Association of Ireland, at such banks as the executive committee may specify; 3) collect subscriptions and other monies due to the Association; 4) sign cheques and drafts on behalf of the Association for the disbursement of funds as approved by the executive committee and/or the Annual General Meeting; 5) co-operate fully with the person/s appointed to make the annual audit and 6) report regularly to the executive committee on the state of the Association's finances. The Annual General Meeting shall appoint an auditor/s or authorise the executive committee to do so.

*Section 9
Mode of Election*

The president-elect, secretary and treasurer shall be elected in accordance with the provisions of Article VII, Section 1.

*Section 10
Delegation of Duties*

In consultation with the executive committee, the elected officers may delegate specific duties to other committee members.

Article V - Executive Committee

*Section 1
Function*

The executive committee shall exercise supervision and control over the general affairs of the Association, shall decide all questions involving co-operation with other professional organisations, and shall supervise the execution of approved policies. In the interval between Annual General Meetings, the executive committee shall have authority over the property and affairs of the Association, and shall take such actions as are necessary and proper to facilitate the purposes of the Association, within the powers delegated by the constitution.

*Section 2
Composition*

The executive committee shall consist of twelve members including officers listed in Article IV, Section 1, to which may be added one elected representative from each regional branch.

*Section 3
Meetings*

The executive committee shall be empowered to hold such meetings, on the call of its President, as it shall deem necessary, and at such times and places as the President may determine; however, it shall hold not less than 3 meetings per year. The secretary may, if necessary, arrange an extraordinary meeting of the executive committee on request of five or more members of the committee. The first meeting of the executive committee for their year of office shall be held within four weeks of the Annual General Meeting, to plan for their year of office.

*Section 4
Business between
Meetings* The President is authorised to consult with the executive committee by post, telephone, fax, or e-mail, concerning important decisions which must be made between meetings.

*Section 5
Quorum* One-third of the members of the executive committee shall constitute a quorum.

*Section 6
Sub-Committees* The executive committee shall be empowered to form, from among LAI members, such sub-committees as they deem necessary, and to determine the membership of such sub-committees.

*Section 7
Financial Statement* The executive committee shall request the preparation of an annual financial statement by the treasurer. This statement shall then be presented to the Annual General Meeting for consideration.

*Section 8
Auditor* The treasurer's financial statement shall be submitted to an independent auditor(s) after the Annual General Meeting.

Article VI - Annual General Meeting

*Section 1
Function* The Annual General Meeting shall be the legislative body of the Association and shall have full power and authority over the financial affairs of the Association within the limits set by this constitution. It shall have authority to review decisions made by the executive committee, and accept or reject them.

*Section 2
Meetings* The Annual General Meeting shall be held at a time and place determined by the executive committee. The members shall be notified of the time and place at least three weeks in advance of the meeting.

*Section 3
Amendments to
Constitution* The constitution may be amended only at the Annual General Meeting by a vote of two-thirds of the members present, voting and entitled to vote. Amendments may be proposed by any member of the Literacy Association of Ireland. Proposed amendments must be circulated to each voting member at least three weeks in advance of the Annual General Meeting.

*Section 4
Postal Ballot* The Annual General Meeting shall have the power to call for a postal ballot of the entire membership as a way of deciding an important issue and such a vote shall be binding.

*Section 5
Quorum* A quorum at the Annual General Meeting shall consist of twenty percent of members in good standing or fifteen members, whichever is the lesser.

Article VII - Nomination and Election of Officers

*Section 1
Mode of Election* The President and past president are ex-officio members of the incoming executive committee. The committee shall prepare a list of nominees annually, which shall include a president-elect, a secretary, and a treasurer. Advance consent shall be secured from each candidate by the executive committee.

*Section 2
Term of Office*

The term of office of each elected officer shall begin immediately on election.

*Section 3
Interim
Replacement*

When a vacancy occurs on the executive committee between elections, the executive committee may co-opt a member to serve until the following Annual General Meeting.

*Section 4
Extraordinary
General
Meeting*

An Extraordinary General Meeting of the Association may be summoned at any time on the direction of the executive committee, or on a written request signed by not less than fifty members.

Article VIII - Representation at the Annual Delegates' Assembly of the International Literacy Association

*Section 1
Representation at
Annual Delegates
Assembly of the
International
Literacy
Association*

Representation of the Literacy Association of Ireland at the Delegates' Assembly of the International Literacy Association shall be in accordance with that specified by the byelaws of the International Reading Association in Article VI, Section 1, which reads in part as follows: "Each national affiliate shall be entitled to one delegate for the first 50 members who have paid dues to the **[International Reading]** Association as of January 1 each year, and an additional delegate for every additional 50 IRA members on record on January 1. One person may represent only one council in the Assembly. A council may send an alternative member for each delegate; an alternative member may vote only when the delegate is absent. . .".

Article IX – Regional Branches

*Section 1
Regional
Branch*

A regional branch may be formed by five or more paid-up members of the Literacy Association of Ireland in any locality in which no regional branch is operative, subject to approval by the Executive Committee of LAI

*Section 2
Rights of
Regional
Branch*

The regional branch will remain under the auspices of the national association. Its functions are as follows;

- To promote the **aims of the LAI** as outlined in Article 2 through the organisation of **symposia, seminars, workshops and presentations** on literacy development
- To develop **membership** at local level
- To promote the dissemination of current best practice in literacy research including **practitioner based research** at a local level
- To liaise with local **libraries, parents' / community groups and national organisations with local presence**, in the promotion of all aspects of children' literacy development including children's literature, poetry, technological and new literacies

- To liaise with **first, second and third level institutions** in the advancement of effective pedagogical practice in literacy development

*Section 3
Officers,
Representative
on LAI
Executive*

Officers, executive committee members, and representatives of regional branches must be full members of the Literacy Association of Ireland. The local branch committee should consist of an elected **chairperson, secretary, treasurer, development officer, and parent and student representatives** (where possible). The Secretary shall maintain a list of regional branch members. An AGM must be held every **September** in advance of the National Conference. A delegate to the National Executive of the LAI should be selected with responsibility for representing the branch at national level for a period of one year. It is envisaged that the regional branch committee will organise **at least two seminars** at local level in each academic year.

*Section 4
Finances*

There are no local subscriptions. Each regional branch should negotiate a budget for its activities with the National Association in October of each year.

*Section 5
Standing of
Regional
Branches*

A Council shall be in good standing if the number of memberships (five) laid down in Article IX, Section 1 is paid for the current year. Recognition of a regional branch may be withdrawn by the LAI Executive Committee for due cause.

Income and Property

The income and property of the trust/body shall be applied solely towards the promotion of main object(s) as set forth in this Deed of Trust /Constitution / Rules. No portion of the trust/body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the trust/body. No charity trustee* shall be appointed to any office of the trust/body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the trust/body. However, nothing shall prevent any payment in good faith by the trust/body of:

- reasonable and proper remuneration to any member or servant of the trust/body (not being a charity trustee) for any services rendered to the trust/body;
- interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by charity trustees or other members of the trust/body to the trust/body;
- reasonable and proper rent for premises demised and let by any member of the trust/body (including any charity trustee) to the trust/body;
- reasonable and proper out-of-pocket expenses incurred by any charity trustee in connection with their attendance to any matter affecting the trust/body;

- e) fees, remuneration or other benefit in money or money's worth to any Company of which a charity trustee may be a member holding not more than one hundredth part of the issued capital of such Company;
- f) Nothing shall prevent any payment by the trust/body to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act, 2009 (as for the time being amended, extended or replaced).

*charity trustee as defined by section 2(1) of the Charities Act, 2009

Additions, alterations or amendments

The organisation must ensure that the Charities Regulator has a copy of its most recent governing instrument. If it is proposed to make an amendment to the governing instrument of the organisation which requires the prior approval of the Charities Regulator, advance notice in writing of the proposed changes must be given to the Charities Regulator for approval, and the amendment shall not take effect until such approval is received.

Winding-up

If upon the winding up or dissolution of the trust/body there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the trust/body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the trust/body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the trust/body under or by virtue of Clause hereof. Members of the trust/body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object with the agreement of the Charities Regulator. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.