

MODEL BYLAWS
FOR ESTABLISHING CAMPUS CHAPTERS OF
ALPHA UPSILON ALPHA
The Honor Society of the International Reading Association

ARTICLE I. NAME

The chapter shall be the _____ (Greek letter or letters to be assigned by the Society) Chapter of _____ (Name of Institution).

ARTICLE II. PURPOSES

The purposes of the chapter shall be: 1) to recognize and encourage scholarship, leadership, and service in the field of reading; 2) to stimulate interest in and understanding of research within the field and in related areas; 3) to develop an appreciation for the importance of reading in society, the need for effective teaching of reading at all levels, and the ever-increasing literacy demands of modern society; 4) to broaden the understanding of literacy and to enhance international communication in this field.

ARTICLE III. MEMBERSHIP

Membership in Alpha Upsilon Alpha, the reading/language arts Honor Society of the International Reading Association, shall be based upon character and the academic and professional attainment of candidates.

Section A-- Election to Membership. Election to membership in Alpha Upsilon Alpha shall be conducted by the active members of the Society from among those candidates presented by the chapter's Membership Committee, which shall be appointed by the Chapter Advisor.

Section B--Standards. Membership shall be conferred in strict accordance with standards no lower than those established by Alpha Upsilon Alpha. (Chapter bylaws may specify higher minimum standards for undergraduate candidates and may also specify the minimum scholastic standards for undergraduate candidates in terms of the local grading system).

Section C--Membership in the International Reading Association. All members of the Society must be members in good standing of the International Reading Association.

Section D--Undergraduates. For undergraduate students, the minimum requirements for Alpha Upsilon Alpha membership within this chapter shall be as follows:

1. Shall have completed at least five semesters of undergraduate study or equivalent.
2. Shall be elected from the upper 25% of the class in scholarship.
3. Shall have completed at least one course in reading and/or language arts and be recommended by a reading/language arts faculty member in the institution.

Names of candidates will be submitted to the Membership Committee, and individuals will be elected to membership by a favorable vote by the active members of the chapter.

Section E--Graduate. For graduate students, the minimum requirements for Alpha Upsilon Alpha membership within the chapter shall be as follows:

1. Must be a major in the field of reading and/or language arts, and be recommended by a reading/language arts faculty member in the institution. (In institutions that do not offer this major, a "specialization" or "concentration" in reading within another field of study may be accepted.)

2. Shall have completed a minimum of nine semester hour or the equivalent in reading or related areas of study at the graduate level.
3. Shall have completed at least half of the course work required for the advanced degree.
4. Shall have 3.5 or higher grade point average in all graduate work, in addition to a 3.5 or higher grade point average in the field or area of concentration.

Names of candidates will be submitted to the Membership Committee, and individuals will be elected to membership by a favorable vote by the active members of the chapter.

Section F--Faculty.

1. Any member of the faculty of the department of reading, or whose major area of responsibility is in reading/language arts or a closely related area, may be elected to membership in the _____ chapter of Alpha Upsilon Alpha by applying to the Membership Committee and with a favorable vote by the active members of the chapter. Member will be accepted on the basis of their advanced study (Ed.D. or Ph.D.) or by demonstrating they have met the academic requirements for graduate students (see Article III, Section E-4).
2. A faculty member of _____, or an alumni whose graduate degree was in reading or a closely related field, may be elected to membership in a chapter of Alpha Upsilon Alpha by applying to the Membership Committee and with a favorable vote by the active members of the chapter. Members will be accepted on the basis of their advanced study (Ed.D. or Ph.D.) or by demonstrating they have met the academic requirements for graduate students (see Article III, Section E-4).

Section G--Reception into Membership. The chapter shall use the official procedure for accepting members into the Alpha Upsilon Alpha Honor Society. Temporary changes in the procedure in individual cases may be approved by the Chairperson of the Executive Committee of the Society.

NOTE: The charter members of the chapter shall be approved by the Executive Council of the Society. These names will be submitted with the application for charter and the bylaws. The three faculty members signing the application shall also attest to the academic standing of the student members, both undergraduate and graduate, and that faculty members meet the membership requirements as specified in Article III, Section F, Subsections 1 and 2.

ARTICLE IV. DUES

There will be three levels of dues in Alpha Upsilon Alpha.

Section A--Dues in the International Reading Association. Active membership in the Society requires membership in the International Reading Association. Annual membership dues may be sent directly to Association Headquarters or paid to the chapter treasurer, who will forward them to Headquarters.

Section B-- Society Dues. Dues for Alpha Upsilon Alpha shall be set by the Executive Council of the Society, with approval of the International Reading Association Board of Directors. These dues may be paid either to Association Headquarters or to the chapter treasurer, who will forward them.

Section C--Chapter Dues. Chapter dues shall be determined by the Assembly and shall be collected annually by the treasurer.

Section D--Standing of Members. Any member who is delinquent in paying Alpha Upsilon Alpha or International Reading Association dues for more than three months shall be removed from the rolls of active membership, with consequent loss of all privileges. Such a member may be reinstated to the chapter and/or Society's roll upon full payment of dues and a reinstatement fee assessed by the chapter and/or Society.

ARTICLE V. OFFICERS

Section A--Elected Officers. The elected officers of the chapter shall be a president, vice president, secretary, and treasurer. The latter two of these offices may be combined.

Section B--Term of Office. The term of office for the president and vice president shall be one year. The terms of treasurer and secretary shall be one year; however, these officers may serve a second term immediately following their first term in office.

Section C--Time of Assuming Office. Each officer shall assume the duties of office immediately following the spring elections.

Section D--Duties of the President. The president shall act as the executive officer of the chapter. The president shall preside at all meetings of the chapter, shall act (ex officio) as chairperson of the Executive Committee, and shall exercise general leadership and supervision in implementing the chapter's purposes.

Section E--Duties of the Vice President. The vice president shall serve as the chairperson of the Program Committee and fulfill such other duties as are assigned by the Executive Committee or Chapter Advisor. The vice president shall assume and perform the duties of the president in the event of the absence, incapacity, or resignation of the president. Should the office of president become vacant, the vice president shall become president immediately and shall serve the unexpired portion of the president's term.

Section F--Duties of the Treasurer. The treasurer shall: 1) maintain accurate and up-to-date records; 2) have custody of the funds of the chapter, which shall be deposited in the name of the _____ Chapter, of the (name of institution); 3) sign checks on behalf of the chapter; 4) cooperate fully with the annual audit and, within 30 days of retirement from office, turn over to the successor all funds, accounts, and books of the treasurer; and 5) forward promptly to Association Headquarters all dues and other fees.

Section G--Duties of the Secretary. The secretary shall: 1) record the events of all chapter meetings and all meetings of the Executive Committee; 2) keep a permanent book of the minutes of all meetings; 3) notify the total membership of the date, time, and place of all general meetings at least two weeks before the meeting; 4) circulate proposed amendments to each member at least 30 days before the meeting at which the amendments are to be voted upon; 5) cooperate fully with the Executive Committee and chapter officers on needed correspondence and notices; 6) maintain and transmit promptly the membership records of the chapter; 7) send articles and notices to Association Headquarters; and 8) cooperate fully with the successor by turning over an up-to-date record of correspondence within 30 days of retirement from office.

Section H--Interim Replacement. In the event of a vacancy in the office of vice president, treasurer, or secretary, the Executive Committee, with the approval of the Chapter Advisor, shall have the power to fill the vacancy until the next regular election.

ARTICLE VI. CHAPTER ADVISOR

Section A--Appointment of Chapter Advisor. The Chapter Advisor shall be a full-time faculty member, appointed by the chairperson of the reading department or the appropriate administrator in the education area.

Section B--Duties of Chapter Advisor. The Chapter Advisor shall: 1) act as a liaison between the chapter, the institution, and the International Reading Association, acting on behalf of the Society; 2) provide assistance with programs and other activities and serve as an ex officio member of the Executive Committee; 3) appoint the Nominating Committee; 4) appoint the members of the Membership Committee and serve as its chairperson; 5) submit the chapter's yearly activity report to the Association on or before the specified date; and 6) assist the secretary in furnishing the Society with required data and help the treasurer with submitting membership fees and other dues to Association Headquarters.

ARTICLE VII. ASSEMBLY

Section A--Composition. The assembly shall consist of the officers and all other members of the chapter who are in good standing.

Section B--Function. The assembly shall be the legislative body of the chapter and shall have full power and authority over the affairs of the chapter within the limits set by these bylaws. It shall have authority to review decisions made by the Executive Committee and to accept or reject them.

Section C--Vote on Membership. The assembly shall, at least yearly, vote on the candidates for membership in Alpha Upsilon Alpha that have been reviewed and submitted by the Membership Committee.

Section D--Quorum. A quorum shall consist of 40% of all those eligible to vote in the assembly.

Section E--Meetings. The assembly of the chapter shall meet at least once each year, at which time officers will be elected and members initiated. (Chapters may, however, decide to meet more frequently and are encouraged to do so.)

Section F--Notification of Meetings. At least two weeks before each meeting, the secretary shall notify all members of the date, place, and time of the meeting.

Section G--Amendments to these Bylaws. The assembly shall have the power to amend these bylaws as provided for in Article XIV.

ARTICLE VIII. NOMINATION AND ELECTION OF OFFICERS

Section A--Election. All officers shall be elected in the spring.

Section B--Nominating Committee. The Nominating Committee shall be composed of at least three members appointed by the Chapter Advisor. The Committee shall prepare a slate of nominees annually. Each nominee must be a member of the Society in good standing. Advance consent from each nominee shall be secured by the Committee.

Section C--Election Procedures. The voting shall take place at the spring meeting of the chapter. At this meeting, the president shall provide an opportunity to propose nominations for each office from the floor after the slate from the Nominating Committee has been presented. Voting shall be by ballot. Space shall be provided on the ballot form for the names of candidates nominated from the floor. A plurality of the votes cast shall constitute an election. In case of a tie, a ballot of the two highest nominees shall then be distributed. The results of the election shall then be announced.

The Chapter Advisor shall be responsible for reporting the newly elected officers to International Reading Association Headquarters, by the specified date, on the appropriate form.

Section D--Term of Office. Each elected officer shall assume the duties of office immediately following the election and shall continue to serve for the duration of the term.

ARTICLE IX. COMMITTEES

There shall be such standing committees as specified in Sections A through D of this Article.

Section A--Executive Committee. The Executive Committee shall be composed of the president (who shall serve as chairperson), the vice president, treasurer, secretary, and Chapter Advisor (as an ex officio member). The responsibilities of the Executive Committee are: 1) to approve the establishment of other committees as outlined in this article; 2) to conduct the initiation ceremony in accordance with the official procedure; and 3) to install the officers.

Section B-- Membership Committee. The Membership Committee shall consist of at least three members appointed by the Chapter Advisor to serve for a period of one year. The Chapter Advisor shall chair this committee, and it shall have student representation. The Membership Committee shall: 1) screen all application for membership to determine eligibility; 2) report to the assembly the names of those candidates eligible for membership in Alpha Upsilon Alpha; and 3) review and report the committee's recommendations regarding applications for all faculty and alumni applying for membership.

Section C--Nominating Committee. The Nominating Committee shall function as defined in Article VIII, Section B, of these bylaws.

Section D--Program Committee. The Program Committee shall be chaired by the vice president and shall make plans for all meetings of the chapter. The chapter shall meet at least once a year. (It is recommended that the chapter meet more frequently, if possible.)

Section E--Number of Committees. The number of committees may be increased or decreased upon the approval of the Executive Committee.

Section F--Appointment and Terms of Committees. Committee members shall be appointed by the president, with the approval of the chapter's Executive Committee, and shall serve for the term of the president unless otherwise specified in the committee's charge.

ARTICLE X. CHAPTER IN GOOD STANDING

The chapter, to remain in good standing, shall meet the following criteria: 1) have a minimum of ten members in good standing, which must include active student members; 2) submit a yearly activity report; and 3) hold at least one meeting during the year (except in national emergencies) at which time officers are elected and new members are initiated. If the chapter fails to meet these requirements, it shall be placed on probation for a period of one year. The chapter must submit a written report to the

Executive Council of the Society, presenting evidence that the cause for probation has been removed, to be reinstated. A chapter on probation for more than two consecutive years shall have its charter revoked.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the proceedings of the chapter, except in cases governed by these bylaws and special rules adopted by the chapter.

ARTICLE XII. DISSOLUTION

In case of the dissolution of the chapter, any assets remaining after paying, or making provisions for the payment of, all liabilities of the chapter will revert to the Society.

ARTICLE XIII. AFFILIATION WITH STATE/PROVINCIAL COUNCILS

Chapters are encouraged to seek affiliation with the appropriate state or provincial council in order to benefit from its program, activities, and conferences. In any country where there is a national affiliate, the chapter is urged to develop an appropriate relationship with that body in order to accrue similar benefits.

ARTICLE XIV. AMENDMENT OF BYLAWS

Amendments to these bylaws shall be proposed by two or more members of the Executive Committee. Amendments may be adopted by a two-thirds vote of the Assembly. The proposed written copies of amendments must have been sent to all members of the chapter at least 30 days before the meeting at which the voting on the amendment is to take place.

All bylaws, as amended, shall be submitted immediately to International Reading Association Headquarters for review and final approval.

All amendments shall conform to the guidelines established by the Executive Council of the Alpha Upsilon Alpha Honor Society.