

Idaho Council of the International Reading Association
POLICY MANUAL

Updated February 1997

1. OFFICERS

ARTICLE IV

- A. The elected officers of ICIRA shall be President, Vice President, Vice President Elect, Treasurer, and Secretary who are selected as per procedures listed in the ICIRA Bylaws. The director of Membership Development and State Coordinator are selected in accordance with procedures outlined by the International Reading Association. The above listed officers constitute the Executive Committee. The Executive Committee shall determine the goals and the action plans for ICIRA.

- B. Specific duties are listed in the ICIRA Bylaws.

II. COMMITTEES

ARTICLE VIII

Standing Committees

- A. **BUDGET COMMITTEE** (Bylaws, Article VIII, Section 5A)
 - 1. The Budget Committee shall examine the income and expenditures of the Council and shall draft the annual budget.
 - 2. Members of the Budget Committee shall be the President, Vice President, Vice President-Elect, State Coordinator and Treasurer. The Treasurer will chair the committee.
 - 3. The committee shall submit a tentative budget to the Board of Directors for its adoption at a regular meeting, recommend to the Board of Directors any additions or deletions to budget categories or expenditures as needed during the year, and notify members of the Board of Directors or

committee chair when they are spending more funds than allotted or deemed feasible.

4. The annual budget shall be submitted at the annual meeting of the General Assembly. A budget report for the past year's operation will be presented at the same meeting.
5. Detailed budget requests should be submitted to the Treasurer by April 1 for consideration in the next fiscal year's budget. The Treasurer will submit a budget proposal to the ICIRA Executive Committee.
6. If a request for payment should exceed the office or committee budget by more than 10 percent, written approval by four ICIRA Executive Officers must be obtained before payment will be made.
7. There will be an annual audit of ICIRA financial records immediately following the close of the fiscal year (June 30). The audited books will be ready for the State Treasurer by the first meeting of the new fiscal year.
8. The Executive Committee will arrange for a comprehensive audit at the conclusion of each treasurer's term.
9. The Committee shall provide information to conference budget committees regarding efficient and acceptable procedures.
10. The Budget Committee will receive the conference financial records.
11. The Budget Committee will be responsible for an audit of the conference financial records.

B. BYLAWS COMMITTEE (Bylaws- Article VIII, Section 6-A)

1. The Bylaws Committee shall consist of persons appointed by the ICIRA Executive Committee.
2. The Bylaws Committee shall review the Bylaws and Policy Manual, make recommendations for revisions, and oversee the Bylaws amendment process.

C. EXECUTIVE COMMITTEE (Bylaws- Article VIII, Section 7-A)

1. The Executive Committee shall consist of the ICIRA President, Vice President, Vice-President-Elect, Past President, Treasurer, Secretary, Director of Membership Development, and State Coordinator as stated in the ICIRA Bylaws.

2. The Executive Committee shall determine the goals and action plans for ICIRA.
3. The Executive Committee will perform the duties of the Board of Directors, following established policies, when the board is not in session.

D. MEMBERSHIP COMMITTEE (Bylaws- Article VIII, Section 8-A)

1. The Director of Membership Development shall chair the Membership Committee.
2. The Membership Committee will provide each Local membership committee.
3. The Director of Membership will plan the IRA/ICIRA membership campaign and membership activities at all state functions.
4. The membership Committee will collect dues and turn all money over to the Treasurer.
5. The Membership Committee will keep an accurate record of total membership, including latest addresses and telephone numbers, provide every board member and chairperson with such current lists, plan ways to secure new members and retain present members at international, state and local levels.
6. The Membership Committee shall keep a current file of reports of activities and materials from IRA and form ICIRA to be given to the next ICIRA Director of Membership.

E. NOMINATING AND ELECTIONS COMMITTEE (Bylaws Article VIII, Section 9-A)

1. The ICIRA Past President shall chair the Nominating and Elections Committee.
2. The Nominating and Elections Committee shall recommend a slate if nominees for office and follow the procedures stated in Bylaws Article VII.

F. PROGRAM COMMITTEE (Bylaws Article VIII, Section 10-A)

1. This four (4) person committee chaired by the Vice President will develop long-range conference planning, explore other state council ideas, collect

professional articles (to be kept on file) which support possible fall conference themes, and work to support the fall conference.

2. The committee will consist of four members appointed on a staggered basis. The responsibilities of the four appointed members are as follows:

a.

- One member- Long Range Conference Planning- Three year term
- secure keynote speakers
- contact other associations for conference collaboration
- collect other associations' conference schedules, future conference plans, and past conference programs
- examine rotation of conference site (have available possible sites from across the state)
- create a list of possible conference themes
- collect information about fee structure for conference:
 - registration, speaker expense, exhibits

b.

- One member – Professional Reading Support- Two year term
- explore Other State Councils' Program Ideas
- collect year's program
- collect conference program
- collect newsletters
- collect professional articles

c.

- Two members- Fall Conference Support- Two year term
- to be determined by the needs of the Vice-President-Elect planning the conference.
- to be appointed by the Vice-President-Elect

3. All members of the Program Committee will be available to support the ICIRA Fall Conference.

G. PUBLICATIONS COMMITTEE

1. The official publication of ICIRA is Portals. This journal will be published in the fall and spring. The Portals staff will be university based and selected for a three-year term.
2. Applications for the editorship will be submitted to the ICIRA Executive Committee and Board of Directors for approval.
3. The editor of Portals is a member of the ICIRA Board of Directors.

III. SPECIAL COMMITTEES

ARTICLE VIII

Special committees may be authorized from time to time by the Board of Directors and shall serve for a specified period. The members and chairpersons of special committees shall be appointed by the President with the approval of the Board of Directors. Special Committees may include those listed in Article VIII, Sections 13B-16B.

A. FAMILY LITERACY COMMITTEE or PARENTS AND READING

1. The Family Literacy Committee will plan programs and projects that promote family literacy, offer appropriate activities for children, and offer parents ways to help their children be more effective readers.

B. COUNCIL OF MERIT COMMITTEE

1. The Council of Merit Committee will oversee the Honor Council Program and such other award programs as are assigned by the President.

C. LEGISLATIVE COMMITTEE

1. The Legislative Committee will explore issues to be considered by the council, make recommendations, and prepare implementation plans.

D. STUDIES AND RESEARCH COMMITTEE

1. The Studies and Research Committee will explore research issues and disseminate information about reading research. They shall also encourage the members of ICIRA to engage in worthy reading research.

IV. EXPENDITURES

All reimbursements are based on available funds and are subject to further limitation as deemed necessary by the ICIRA President.

A. MILEAGE: Mileage for ICIRA business will be paid at the rate of fifteen cents per mile both ways as computed by the Official State of Idaho Mileage Schedule.

1. Mileage will be paid for one car per local council.
2. Mileage will be paid for state officers and committee chairs. (Only the driver will be paid mileage for ICIRA officers and committee chairs traveling in the same car.)
3. Designated meeting participants may be reimbursed actual airfare costs when fares are preapproved by the ICIRA President or Vice-President a minimum of three (3) weeks prior to the meeting date. If airfares are less than the mileage rate allowed, no preapproval is needed.

B. MEALS: ICIRA will provide for meals during scheduled meetings for state officers, committee members and members whose participation is required. In the event common meals are not scheduled, actual costs of meals during the time of the meeting will be reimbursed up to maximums as follows: Breakfast up to \$5.00, lunch up to \$7.00, and dinner up to \$12.00. Receipts must be submitted along with your request for reimbursement.

C. LODGING: ICIRA will bear the cost of rooms for state officers, committee members and members whose participation is required at the double occupancy rate for the location. Participants who choose single occupancy will pay any difference between the single and double occupancy rates.

D. BOARD MEETING HELD IN CONJUNCTION WITH ICIRA AND IRA CONFERENCES:

1. Reimbursements for actual costs incurred for travel meals and lodging for state officers, committee members and members whose participation is requested in conjunction with ICIRA conferences will be calculated as in

A, B, and C above. Meals will be paid only during the actual Executive Board meeting and lodging will be limited to one night at the double occupancy rate.

2. The conference fee will be waived for members of the Executive Committee.
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- E. IRA CONVENTION:** ICIRA will reimburse the President, Vice president and State Coordinator or their official designees for attendance at the IRA Convention up to the amount specified in the annual budget. It is anticipated that the budgeted amount be divided equally among attendees.
 - F. IRA REGIONAL TRAINING MEETINGS:** ICIRA may pay expenses for designated officers to attend one IRA regional meeting up to the amounts specified in the approved budget.
 - G. BUDGET:** Detailed budget requests should be submitted to the Treasurer by April 1 for consideration in the next year's fiscal budget. The Treasurer will submit a budget proposal to the ICIRA Executive Committee, who in turn will revise it as needed and present to the ICIRA Board for adoption.
 - H. PROJECT OR COMMITTEE FUNDING:** Before any project may be funded, the officer or committee chairperson must submit a proposed budget for approval to the ICIRA Officers' Committee. Over-runs in excess of ten percent of budgeted amounts must be approved by a minimum of four members of the ICIRA Executive Committee before payment will be made by the Treasurer.
 - I. REQUESTS FOR PAYMENT:** Requests for payment or reimbursements of authorized expenditures with bills or receipts attached should be submitted in a timely manner (within 30 days) to the Treasurer for payment. All claims for the fiscal year must be received by June 10 of the current year in order that annual reports may be completed before the books are closed for audit.

V. DUES

- A. Annual dues for regular membership in ICIRA and its affiliated councils are \$15.00.
- B. Annual dues for retired and student memberships are \$75.00.
- C. Dues are to be collected by local councils. Councils and ICIRA will each receive one-half of membership dues. The ICIRA Director of Membership will determine the procedure to be used in collecting dues and membership forms.

VI. AWARDS

- A. **LIFETIME MEMBERSHIPS:** Lifetime memberships, based upon meritorious service, may be awarded to individuals by vote of the Executive Board. Present lifetime memberships are all past ICIRA Presidents and past ICIRA State Coordinators.
- B. **STATE COUNCIL OF MERIT:** ICIRA will award \$100.00 to each local council achieving State Council of Merit status, provided sufficient funds are available. The award will be made no later than the Fall Conference for councils meeting the criteria during the previous year.
- C. **MEMBERSHIP:** Each local council may select one of its members to be honored by being awarded a one year membership in IRA, ICIRA and the local council shall provide the one year membership for its own member.

Criteria used in selecting the recipient are:

1. The person elected for the award may be any person, i.e., parent, teacher, administrator, volunteer, etc., who has held membership in ICIRA and the local council for at least two years.
2. The person selected must not be an elected officer of either ICIRA or the local council.
3. The person selected must have made a specific contribution to the improvement of reading within the school district where he/she resides or in which he/she works. This contribution must be described briefly in the nomination letter.

4. Selections must be approved by the State Officer's Committee of the local council and by the Executive Board of ICIRA. Nominating letters containing a description of the qualifications of the candidate for the award should be mailed to the President of ICIRA no later than May 15.

D. STUDIES AND RESEARCH: Two Studies and Research Awards may be made each year for outstanding research in reading. The research must have been completed during the eighteen months preceding the call for nominations. Research papers being nominated must be received by the chairperson of the Studies and Research Committee no later than May 15. Complete guidelines for these research awards may be obtained from that chairperson, the local council president, or the State Coordinator.

E. CELEBRATION OF EXCELLENCE: ICIRA would like to encourage its local affiliate councils to seek out and recognize the innovation and excellence of a teacher or group of teachers in its area. The Program Committee for ICIRA will showcase selected examples of such teaching excellence at the Fall Conference of the ICIRA. A \$100.00 stipend per selected program is offered to help defray conference costs for the person(s) involved.

Local councils have the following tasks:

1. Notify their membership of this opportunity to present their ideas/techniques to Idaho's teachers of reading.
2. Make available to interested parties a copy of the conference call for proposals.
3. Receive complete proposal forms in advance of state deadlines and choose one proposal as their council's nominee.
4. The Council will then send their nomination for this award to the Program Chair for the Fall Conference with a letter indicating the reason for the nomination. The Program Chair had the right to reject a proposal, or to ask that it be altered to suit the particular needs of the conference.

The person(s) applying for the "Celebration of Excellence" Award had the following tasks:

1. Complete the proposal form completely and return it to the local council liaison in at a timely manner.

2. Attend the Fall Conference of ICIRA. Persons presenting will be expected to pay their own expenses, including conference registration, but a \$100,00 stipend to help offset those expenses will be paid per accepted proposal.
3. Each team is strongly urged to prepare a paper for the submission to Portals. This will allow the good ideas of Idaho's teachers to reach the ICIRA members and friends who receive Idaho's reading journal.

Individuals or groups selected to present at the state conference will be given special recognition by the Conference Program Committee. Local councils are encouraged to promote press releases which give appropriate local recognition to the accomplishments and the recognition being afforded teachers in their area.

VII. COUNCIL DEVELOPMENT

ICIRA Development may be provided with the following kinds of funding according to available resources.

- A. ICIRA may provide a newly formed and chartered council with a grant of \$200.00. The money will be granted when the new council qualifies for its charter.
- B. Any council in financial distress may apply for up to \$200.00 assistance funding provided it has not received this support within the past two years. The application for this support must be approved by the Executive Board.
- C. No more than 50% of all funds budgeted for new or innovative grants may be awarded to a single council in a given year. This grant must be matched in dollar amount by the local council. Grant proposals are due by September 1.
- D. Applications for these various types of funding must be submitted by writing a letter to the ICIRA President providing specific information regarding the needs and interests of the applying council.

VIII. CONFERENCE POLICY

- A. Committee Membership:** See Program Committee in Policy Manual.
- B. The Fall Conference will be held in October.** Conference dates and sites will be approved by the Executive Board.
- C. Conference Funds**
1. Conference funds are to be deposited in a separate account under the name, Idaho Council of the International Reading Association.
 2. A person will be designated to handle finances for each conference/institute. This person will open the conference account, receive all monies, pay all expenses, and close out the account no later than three months after the conference. Each council will receive its own membership dues. ICIRA will receive state dues. The audited books will be sent to the State Treasurer along with conference profits no later than six months following the conference.
 3. To facilitate the prompt cashing of checks, notice will be included noting the account closure date.
 4. Local councils involved in the conferences will share a percentage of the profit of conferences. The ratio will be set by the Conference Planning Committee. The State Treasurer will make the payments.
- D. Fees**
1. Fees and expenditures for each conference will be determined by the Conference Planning Committee.
- E. Registration Guidelines**
1. Membership fees are included in the registration fee. Current members pay \$15.00 less.
 2. The committee may negotiate with school districts who wish to send large groups. The school district typically does not pay the membership dues for the staff members. Such negotiation should keep in mind the projected income needed from the conference.
 3. The committee may establish fee structures for specified groups (students, parents) or for partial conference attendance.
 4. Pre-registration may be encouraged through the establishment of a reduced fee.

F. Exhibitor Fee Guidelines

1. Fees will be established according to the size of the conference. \$150.00 per eight-foot table for the publishing houses is a suggested fee. Local business who wish to participate may be charged less. Title I, Councils, IRA, etc. may receive complimentary tables for display and sales.

G. Speaker Fee Guidelines

1. The recommended limit is \$1500 for speakers. Every attempt should be made to enlist publisher or IRA Executive Board support for speakers expense, plus honorariums, if possible.
2. Confirm all arrangements with speakers in writing far in advance of each conference.
3. Aside from keynote speakers, conference presenters do not usually receive compensation. The conference committee may choose to: 1) Extend complimentary registration, 2) Extend complimentary (non-transferable) luncheon ticket, 3) Pay a specified travel allotment or 4) Provide a complimentary hotel room.

H. Meal Function Guidelines: Charge 10 to 20% more than the cost of the meal to cover extra costs.

- I. Refund Guidelines: Refunds must be requested by a date specified on the registration form. No meals and or/registration fees will be refunded after the cut-off date. The registration form should clearly identify the refund policy.

J. Conference/Institute Planning Agenda

1. Date
2. Site
3. Theme and Strands
4. Budget
 - A. Income
 1. Registration Fee: Full Conference one Day
 - a. Members
 - b. Non-Members
 - c. Group Rates
 - d. Refund Policy
 2. Exhibitor Fees:
 - a. Publishers
 - b. Local Businesses
 - c. Non-profit organizations
 3. IRA/ICIRA/Local Council Sales

- a. Meals
- b. Books, etc.
- c. Seed Money

Estimated Total Income:

B. Expenditures

- 1. Site cost or custodial fee
- 2. Keynote Speakers
 - a. Number of Keynote speakers
 - b. Number sponsored by publishers
 - c. Honorarium limits
- 3. Other Presenters
 - a. Expenses paid
- 4. Meal Functions
 - a. Luncheon and/or dinner
 - b. Speaker
 - c. Meal Costs
 - d. Entertainment
 - e. Decorations
 - f. Door Prizes
 - g. Snacks or Breakfasts
 - h. Head table
- 5. Publicity
 - a. Advertising
 - b. Program
 - c. Mailing
- 6. Miscellaneous
 - a. Packets
 - Registrants
 - Presenters
 - Moderators
 - Name Tags/Ribbons
 - b. Hospitality
 - Exhibitors
 - Speakers
 - c. Audio-Visual Equipment
 - d. Check Charges
 - e. Return of Seed Money

Total Expenditures:

5. Conference Committee
 - A. Committee Chair
 - B. Pre-registration
 - C. On-Site registration
 - D. Treasurer
 - E. Publicity
 - F. Program
 - G. Exhibitors
 - H. Packets
 - I. Hospitality
 - J. Audio-Visual
 - K. Moderators
 - L. Transportation
 - M. Moderators
 - N. Food
 - O. Parking

GUIDELINES FOR SUBMISSION OF RESEARCH AWARD NOMINATIONS TO THE ICIRA STUDIES AND RESEARCH COMMITTEE

I. INTRODUCTION

In accordance with its purpose and with the procedures and conditions described below, the Studies and Research Committee of the Idaho Council of the International Reading Association awards recognition to formal and practical reading research discoveries made by eligible persons. As defined by the committee, reading research is any activity of an intellectual or professional nature which extends knowledge, understanding, and appreciation, or facilitates the extension of knowledge, understanding, and appreciation, or facilitates the extension of knowledge, or contributes something of scholarly value to the field

II. ELIGIBILITY

Any teacher, school administrator, counselor, school psychologist, college/university student, college/university faculty member or research associate, or person holding equivalent status, full or part time, residing in Idaho at the time the research was complete is eligible to be nominated for a research award. To be eligible, at least part of the research itself must have been conducted in Idaho. In addition, the research must have been finalized during the time period specified on the call for nominations, typically the time period will not exceed the eighteen months immediately preceding the call for nominations.

III. RESEARCH AWARD CATEGORIES

The Idaho Council of the International Reading Association (ICIRA) grants research awards in the following categories.

A. *FORMAL RESEARCH AWARD*

A recognition plaque awarded in competition for formal reading research studies. Research eligible for this category includes both descriptive and experimental studies of a practical or theoretical nature dealing with the reading process or with some aspect of reading instruction. The research nominated in this category must be original and have potential for publication. Research already accepted for journal publication or accepted for presentation at a national or regional research conference is also eligible for nomination provided it meets all other criteria specified in this document. The committee will not consider nominations that are continuations of research projects which have previously received an

B. *PRACTICAL DISCOVERY AWARD*

A recognition plaque awarded in competition for practical ideas related to the field of reading that were discovered or developed in a classroom or clinical setting. Research eligible for this category includes reports on specific instructional techniques, lesson plans, or other practical ideas which either develop proficiency or interest in reading or otherwise improve the quality of reading instruction. The discovery or idea must be original or vary in some unique and significant way from known instructional practices in the field of reading. The discovery or idea must demonstrate demonstrated validity.

IV. NOMINATIONS

All nominations are self-nominations. A researcher may be associated with more than one nominated project for a single category. As researcher may also be nominated for both categories simultaneously, although it may not be for the same project. A nominated investigation or discovery may have multiple authors provided it does not exceed three authors. In addition, the co-authors must be willing to submit the work and must agree to all the conditions stated in this document.

V. ADDITIONAL INFORMATION

One award will be given annually in each of the above categories assuming at least one nomination in that category receives the minimum number of required

points from a blind peer-review process. If more than one report earns the minimum number of points, then the report given the highest number of points receives the award. If there are no nominations in a particular category or if none of the nominations obtain the minimum number of points requires, then no award is granted in that category for that year. In the event that the winning report has multiple authors, each author will receive a recognition plaque (up to the limit of three authors).

VI. REPORT PREPARATION

Nominations for either of the Research Awards must include:

- A. A nomination cover sheet (see attached) with all items completed.
- B. Four copies of the nominated research paper to be used to evaluate.

The author(s) should prepare the manuscript according to the Publication Manual of the American Psychological Association (3rd ed.) or some similar writing style manual (APA is preferred). Manuscripts must include an abstract of 100-500 words typed on a separate page (this page usually follows the title page). All copy must be double-spaced and typed (or quality word processing) on 8 1/2" X 11" paper. All tables, figures, references, etc. Should be prepared according to the style manual used.

A paper submitted for the Practical Discovery Award should contain an explicit description of the following:

1. BACKGROUND

The significance of the idea or discovery and how it differs from current or known practices in the field of reading.

2. DESCRIPTION OF THE IDEA OR DISCOVERY

A complete description of the idea or discovery including steps for implementation in a classroom or clinical setting, intended grade level or clinical population, special materials required, etc.

3. EVIDENCE FOR THE VALIDITY OF THE IDEA OR DISCOVERY

As thorough a presentation as possible of any evidence that supports the validity of the idea, technique or discovery. Evidence could include, before and after changes in the performance of

students, a clinical case study, descriptive or qualitative evaluations, responses to questionnaires or even traditional experimental data. Examples of student work may be appended to the report.

4. REFERENCES (if cited)

A paper submitted for the Formal Research Award should explicitly deal with as many of the following as are applicable.

1. INTRODUCTION

Objectives/purpose/research problem(s)
Perspective or theoretical framework
Relevant related research
Significance of the problem

2. METHODS

Subjects
Materials or instruments
Methods and/or techniques of inquiry

3. RESULTS

Report of findings

4. DISCUSSION

Interpretation of results
Educational or scientific importance
Conclusions

5. REFERENCES

C. For one of the copies, the author's name or author's names should appear on the title page. For three of the copies only the title should appear.

D. Two self-addressed, stamped, business-size envelopes for acknowledgment of receipt of the nominated paper and final notification of the decision made by the Research and Studies Committee.

VII. CONDITIONS

- A. Authors of award winning papers agree to be present to accept their award and to be present their work at the ICIRA Fall Reading Conference on October, or arrange for a substitute to accept the award and present the idea or research paper.
- B. The ICIRA will not be responsible for transportation, lodging or meal cost incurred by the award recipient(s). The ICIRA will, however, waive conference registration fees.
- C. The submitted paper must meet the guidelines and deadlines specified on this notice or the Studies and Research Committee Chairperson reserves the right to reject the proposal.
- D. One complete copy of an award winning paper will become part of the archives of the ICIRA reading association. Copies of the paper will be sent to qualified individuals upon request. An announcement of the awards and an abstract of each of the award announcements may also be released to other professional or news media.

Submit nominations to the Chairperson of the Studies and Research Committee.