

BYLAWS

LITERACY RESEARCH ASSOCIATION, INC.

ARTICLE I

Name

The name of this corporation shall be the Literacy Research Association, Inc., hereinafter referred to as LRA, incorporated as a non-profit corporation under the laws of the State of Illinois in January 1991.

ARTICLE II

Object (or Purpose)

- Section 2.1 The purpose of LRA shall be to promote the study and dissemination of information about literacy, literacy instruction, and related fields (e.g., literacy in content areas, teacher education, public policy, information studies, and multimedia).
- Section 2.2 Neither the name of nor membership in LRA shall be used to promote personal benefit.

ARTICLE III

Members

- Section 3.1 Members in good standing shall be persons interested in promoting the purpose and welfare of LRA and who pay membership dues.
- Section 3.2 Membership is comprised of four categories: professional, emeritus, student, and family.
- Section 3.3 Professional members are individual researchers, teachers, policy makers, administrators, consultants, and scholars who currently draw a primary income from these positions. Professional members have the right to vote and hold office.
- Section 3.4 Emeritus members are individuals who have been members in good standing for at least 10 consecutive years, are at least 55 years of age, are no longer employed full-time, and are interested in promoting the purposes of LRA. Emeritus members have the right to vote and hold office.
- Section 3.5 Student members are individuals enrolled in full-time study in pursuit of a graduate degree, who do not draw a primary income as researchers, teachers, policy makers, administrators, consultants, or scholars. Applications and renewals for student membership must be accompanied

by evidence of graduate-student status by a professor or administrator. Student members have the right to vote but not hold office.

Section 3.6 Family members are two individuals who share a primary income. The family unit shall receive one copy of LRA publications. Both family members have the right to vote and hold office.

Section 3.7 Membership shall be for 12 months effective the date of joining. Members who fail to pay their dues will be dropped from membership.

ARTICLE IV

Officers

Section 4.1 The elected Executive Officers shall be the President, President Elect, Vice President, and Past President.

Section 4.2 The Executive Officers shall serve for a term of one year, such office to start at the close of the Annual Business Meeting.

Section 4.3 The President shall act as the chief executive officer, chairing meetings of the members and of the Board of Directors, and exercising general leadership and supervision over the affairs of the organization in implementing and representing its purposes. The President shall be responsible for approving and signing all contracts and other instruments of LRA and, along with the Treasurer, authorizing the disbursement of funds in accordance with the annual budget. The President shall fulfill other duties as directed by the Board of Directors and shall assume the duties of the Treasurer in the event that the office of the Treasurer becomes vacant, until such time as the office is filled. At the expiration of the term of office, the President shall automatically become Past President.

Section 4.4 The President Elect shall chair the Program Committee, organize the Annual Meeting, and fulfill other duties as directed by the Board of Directors. In the absence of the President, the President Elect shall perform the duties of the President at any meeting of the members or of the Board of Directors. At the expiration of the term of office, the President Elect shall automatically become President. In the event that the office of President becomes vacant, the President Elect shall immediately become President and serve the remaining portion of the term plus their regular term, thereafter succeeding to the office of Past President.

Section 4.5 The Vice President shall serve as the associate chair of the Program Committee, prepare the Call for Proposals for the Annual Meeting, oversee the function and maintenance of the Innovative Community Groups (ICGs), and fulfill other duties as directed by the Board of Directors. In the absence of the President Elect, the Vice President shall perform the duties of the office. At the expiration of the term of office, the Vice President shall automatically become President Elect. In the event that the office of

President Elect becomes vacant, the Vice President shall immediately become President Elect and serve the remaining portion of the term plus their regular term, thereafter succeeding to the office of President.

Section 4.6 The Past President shall chair the Management Relations Committee, solicit nominations and make appointments to the Standing and Awards Committees and ICGs, and fulfill other duties as directed by the Board of Directors. In the event that the office of the Vice President becomes vacant, the Past President shall immediately assume the duties of that office until the next election. At the next election, the membership shall elect both the new Vice President and a President Elect to serve out the normal sequence of offices.

Section 4.7 The Appointed Officers shall include the Secretary, Treasurer, and the Chair of each Standing Committee who is not already an officer.

Section 4.8 The Appointed Officers shall be named by the President with the advice of the Nominations Committee and approval of the Board of Directors. Approval will be determined by a majority vote of the Board of Directors. The Appointed Officers will be appointed for a term of three years, such office to start on the date specified at the time of appointment. Appointed Officers may be re-appointed. Appointed Officers may be removed from office at any time by an affirmative vote of three-quarters of the members of the Board of Directors.

Section 4.9 The Secretary shall perform the duties necessary for the maintenance of records and correspondence of LRA, ensure the recording of an accurate record of discussions and actions taken at meetings of the members and the Board of Directors, oversee the election process, keep abreast of and inform the Board of Directors of any necessary actions relative to incorporation, work with the President to update annually the LRA Policy and Procedures Handbook, and fulfill other duties as directed by the Board of Directors.

Section 4.10 The Treasurer shall ensure the maintenance of all fiscal records and reports, oversee the custody of all LRA funds and the receipt of all dues and other monies due to LRA, authorize the disbursement of funds in accordance with the annual budget approved by the Board of Directors, cooperate with the Executive Committee and Headquarters staff in preparing the annual budget, authorize the annual audit, and fulfill other duties as directed by the Board of Directors.

Section 4.11 The Publications Chair shall oversee the general operations of the *LRA Yearbook* and the *Journal of Literacy Research (JLR)*; oversee the selection of new Editors; provide a yearly evaluation of the Editors' work; work with the Treasurer to ensure reasonable publishing costs and distribution methods; oversee and execute the duties of the Publications Committee; represent the Publications Committee, the *LRA Yearbook* Editors, the *JLR*

Editors, and the Newsletter Editors at the Board of Directors' meetings; promote new visions for using publications to enhance LRA's role in promoting literacy research; and fulfill other duties as directed by the Board of Directors.

Section 4.12 The Technology Chair shall oversee the coordination of the LRA Web site and the LRA Listserv, as well as facilitate the distribution of information within and outside of the LRA organization; provide evaluation on a yearly basis of the quality and cost-effectiveness of current Web sites and the Listserv; oversee and execute the duties of the Technology Committee; represent the Technology Committee and the e-Editors at the Board of Directors' meetings; promote new visions for using electronic publications to enhance LRA's role in promoting literacy research; and fulfill other duties as directed by the Board of Directors.

Section 4.13 The Field Council Chair shall oversee the duties and dispensations of the Field Council, appoint Field Council Representatives for different states, coordinate LRA promotion strategies, oversee initiatives to welcome new members at the LRA Annual Meeting, provide promotional literature to members interested in joining LRA, represent the Field Council at the Board of Directors' meetings, propose new visions for promoting LRA membership and distribution of LRA publications and Web sites, and fulfill other duties as directed by the Board of Directors.

Section 4.14 The Ethnicity, Race and Multilingualism (ERM) Chair shall oversee the duties of the ERM Committee; increase LRA members' awareness of and knowledge about issues of diversity and equity in literacy research and education; promote an interest in conducting or supporting literacy research aimed at improving educational opportunity, access, achievement, and empowerment of students of diverse cultural, linguistic, and socio-economic backgrounds; increase the participation of scholars of diverse backgrounds in LRA as members, presenters, committee members, and officers; and fulfill other duties as directed by the Board of Directors.

Section 4.15 The Policy and Legislative Chair shall collect and disseminate information about policy and legislation to the Board of Directors and the membership on a regular and timely basis; advise the Board of Directors on actions it might take pertaining to policy and legislation; with the direction of the Board of Directors, act in a liaison role with other organizations regarding legislation, policy and standards impacting reading professionals; and fulfill other duties as directed by the Board of Directors.

Section 4.16 Nine elected Board Representatives with voting privileges shall serve a three-year term of office or until a successor is elected, with three Representatives being elected each year. Representatives may be re-elected following completion of their term and contingent upon being nominated by the Nominations Committee.

Section 4.17 If the position of any elected Board Representative becomes vacant for any reason, the Nominations Committee, in consultation with the Board Representatives, shall appoint a representative to fill the empty position. The newly elected Board Representative will serve out the term of the Representative whom they replaced.

Section 4.18 As directed by the President, each Board Representative shall serve as a liaison to at least one Awards Committee or one ICG. Board Representatives shall be responsible for ensuring that the consideration of new policies, practices and procedures of LRA are consistent with the views and best interest of LRA's voting membership. In addition, Board Representatives are required to attend and participate in the winter and Spring Board of Directors' meetings during their tenure on the Board of Directors.

Section 4.19 The Board of Directors may contract for the day-to-day operations of the organization. The person exercising responsibility for the daily management operations of LRA shall be called the "Executive Director." The duties of the Executive Director are defined in the scope of services as outlined in the LRA Policy and Procedures Handbook.

Section 4.20 The assignment of management duties to the Executive Director in no manner relieves the members of the Board of Directors from any responsibilities assigned to them in these Bylaws. The Executive Director shall facilitate the work of the Board of Directors and the members of LRA. However, the Board of Directors assumes the ultimate responsibility for overseeing that the policies, practices and procedures of the organization are effectively and efficiently carried out.

Section 4.21 The President Elect shall solicit advice and recommendations from the Nominations Committee, the Board of Directors, and the voting membership to secure a list of nominations for positions to be filled (See Sections 4.5 and 4.16 for definition of these). From this list, the President Elect shall, with a majority approval from the Executive Committee, prepare a slate for each position to be filled. This slate shall have at least two eligible members for each position who have consented to serve. This slate will then be announced at the Annual Business Meeting.

Section 4.22 The slate shall be given to the Secretary, who will then prepare the official election ballot. In addition, the Secretary will compile the position statements for each candidate. These statements should include mention of the candidate's: (1) affiliation, (2) brief academic record of accomplishment, (3) history of involvement and past contributions to LRA, and (4) platform for future contributions to LRA as an officer of the organization.

Section 4.23 The Secretary shall oversee the distribution of the position statements and election instructions to all voting members in the organization. These will

be distributed after March 1st but no later than March 10th.

Section 4.24 The Executive Director shall be responsible for counting the ballots. Those persons obtaining the highest number of votes shall fill positions of elected officers. In the case of a tie, the Board of Directors will vote to break the tie by a majority vote. The Executive Director shall certify the results to the President, who shall report the results to the candidates via telephone.

Section 4.25 The President shall make public the results of the election no later than the end of May preceding the Annual Meeting.

Section 4.26 The Board of Directors shall meet at least twice a year, normally at the time and place of the Annual Meeting (winter) and at a spring meeting. Additional meetings may be held at the call of the President or upon the written request of any four members of the Board of Directors. The time and place of additional meetings shall be determined by the President, or by the group calling the meeting, so long as all members of the Board of Directors are given at least 60 days' advance notice of the meeting. Members of the Board of Directors are authorized to use all forms of appropriate communication technologies (e.g., standard mail delivery, fax, e-mail, phone conferencing, and video conferencing) to conduct the necessary business of LRA.

Section 4.27 All meetings of the Board of Directors are open to LRA members, except in sessions that the Board of Directors designates as closed. In terms of the latter, results of these actions will be reported to the membership in general terms only. Chairs of Awards Committees, the Newsletter Editor, Historian, e-Editors, Publications Editors, Chairs of the ICGs, and other individuals, at the President's discretion, are invited to attend and participate in the Board of Directors' meetings. The Appointed Officers, Executive Committee, Elected Board Representatives, and Parliamentarian are required to attend and participate in the Board of Directors' meetings. Chairs from the Executive, Standing and Awards Committees, and ICGs are required to provide committee reports updating their accomplishments at each meeting of the Board of Directors.

Section 4.28 The Secretary shall ensure the maintenance of a full set of minutes of all meetings of the Board of Directors, including closed sessions. The legal minutes of the closed sessions shall be available for inspection by any member of the Board of Directors. The Secretary shall send "Quick Minutes" to all Board Members no later than two weeks after the winter and spring Board of Directors' meetings. In addition, a copy of the legal minutes of the most recent past Board of Directors' meeting will be distributed to all Board Members two weeks prior to an upcoming winter or spring Board of Directors' meeting so that these minutes can be considered and approved.

Section 4.29 A quorum shall consist of at least nine voting members of the Board of

Directors, one of whom shall be an elected officer. A quorum is necessary before any vote is considered legal and binding. A motion is considered "passed" if a majority of the Board of Directors approves it.

Section 4.30 The Parliamentarian shall advise the meeting participants as to the proper administration and interpretation of parliamentary procedure as business is transacted.

ARTICLE V

Meetings

Section 5.1 The Annual Business Meeting shall occur during the Annual Meeting of LRA.

Section 5.2 The program of the Annual Meeting shall serve as official notification of the Annual Business Meeting, and no notification shall be given other than mentioning of the time, date and location of the Annual Business Meeting in an announcement 30 days prior to the Annual Meeting. In the case of special meetings, a written notice stating the date, time and location of the meeting and indicating the purpose(s) for which the meeting is being called shall be mailed to the full membership list not less than 30 days (and not more than 60 days) before the date of such meeting.

Section 5.3 Fifty voting members or 10 percent of the members in good standing (whichever is fewer) shall constitute a quorum at any meeting of the members.

Section 5.4 At any meeting which will have a vote on issues that have been mailed to the members in advance, any member entitled to vote who will not be present at the meeting may vote by proxy, provided that the written proxy is received at least 14 days prior to the scheduled meeting date. The opportunity for this initiative must be publicized to the full membership.

ARTICLE VI

Board of Directors

Section 6.1 The Board of Directors shall be the legal representative of the corporation and shall be empowered to hold and administer all property and funds and to direct the affairs of the organization pursuant to its Articles of Incorporation. The Board of Directors shall maintain and advance the organization based on the Bylaws herein and the policies of the organization as detailed in the LRA Policy and Procedures Handbook. The Board of Directors will consider new policies and procedures in order to best advance the purpose of the organization as specified in ARTICLE II.

Section 6.2 The Board of Directors with voting privileges shall consist of the Elected Executive Officers and Elected Board Representatives. The Board of Directors will also include the Executive Director, who will have a voice in

meetings but no voting privileges.

- Section 6.3 The Board of Directors shall have the power to allocate funds to carry out the purposes of the organization.
- Section 6.4 All receipts and disbursements shall be made through accounts authorized by the Board of Directors. The President and Treasurer shall be responsible for authorizing the disbursement of funds in accordance with the annual budget.
- Section 6.5 The Board of Directors shall be responsible for adopting an annual budget; the Treasurer shall be responsible for preparing the budget for the Board of Directors' consideration.
- Section 6.6 The Board of Directors shall determine the fiscal year.
- Section 6.7 The Board of Directors in consultation with the Executive Director shall establish membership dues, subscription rates, and conference fees.
- Section 6.8 The Executive Director shall be bonded at the expense of the organization.

ARTICLE VII

Committees

- Section 7.1 The Executive Committee shall be responsible for overseeing the operations of LRA. It shall consist of the President, President Elect, Vice President, Past President, Treasurer, Secretary, Parliamentarian (non-voting member), and the Executive Director (non-voting member). The Executive Committee will meet as required and may take interim action as appropriate to the interests of LRA. Such interim action shall be communicated to the Board of Directors in a timely fashion and shall be subject to ratification and/or revision at the next Board of Directors' meeting. The Secretary shall keep and disseminate minutes of the Executive Committee meetings to the Board of Directors and retain these as part of the official LRA minutes.
- Section 7.2 The Management Relations Committee shall be an administrative committee and shall be chaired by the Past President and shall consist of the Vice President and a current Elected Board Representative chosen by the President. The committee shall conduct an annual review of the performance of the Executive Director and Headquarters staff and submit a written report to the Board of Directors at the next scheduled Board of Directors' meeting.
- Section 7.3 The Program Committee shall be an administrative committee and shall advise the President Elect on the planning and organization of the Annual Meeting and function as a review board for program proposals. The President Elect shall serve as Chair, and the Vice President shall serve as

Associate Chair.

Section 7.4 The Nominations Committee shall be an administrative committee and shall function as defined in these Bylaws (see Section 4.21). The Nominations Committee shall be composed of the President Elect, Vice President, Past President, and an equal number of non-Board of Directors members. The President Elect shall serve as Chair.

Section 7.5 Additional Administrative Committees may be established and their members appointed by the President in consultation with the Board of Directors.

Section 7.6 The Publications Committee shall be a standing committee shall be responsible for overseeing the publications of LRA. The Publications Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President with approval of the Publications Committee Chair in consultation with the Board of Directors. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing to participate on this Committee. In addition, the Editors of authorized LRA publications shall serve as voting members of the Committee. The duties of the Publications Committee include the following: (1) recommending and securing Editors for LRA publications as the need arises, (2) conducting periodic evaluations of LRA publications, (3) facilitating the work of the Editors of LRA publications, and (4) exploring possible collaborative publication ventures with other scholarly organizations.

Section 7.7 The Technology Committee shall be a standing committee shall be responsible for maintaining the effective use of technology within the organization and exploring new ways that technology can be integrated into current LRA activities for the benefit of the membership and the organization. The Technology Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President with approval of the Technology Committee Chair in consultation with the Board of Directors. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing to participate on this Committee. In addition, the e-Editors shall serve as voting members of this Committee.

Section 7.8 The Field Council shall be a standing committee shall be responsible for informal membership services and communication as well as the promotion of LRA goals. The Field Council shall be comprised of the Chair, appointed

by the President, and two Regional Chairs per designated region, appointed by the Past President. The Regional Chairs shall be appointed for three-year terms, with an equal number of Regional Chairs being appointed each year, such that an equal number of Regional Chairs join the Field Council, an equal number of Regional Chairs leave the Field Council, and an equal number of Regional Chairs remain on the Field Council each successive year. The Regional Chairs must be members in good standing to participate on the Field Council. A subcommittee of Field Council Representatives, appointed by the Field Council Chair, will work with the Field Council. It will consist of two representatives from each state and Canadian province, with each representative serving a three-year term. The members of the subcommittee must be members in good standing to participate on the Field Council.

Section 7.9

The Ethnicity, Race and Multilingualism (ERM) Committee shall be a standing committee shall be responsible for increasing LRA members' awareness of and knowledge about issues of diversity and equity in literacy research and education. The ERM Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President with approval of the ERM Committee Chair in consultation with the Board of Directors. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing to participate on this Committee.

Section 7.10

The Policy and Legislative Committee shall be a standing committee shall be responsible for collecting and disseminating timely information about literacy policy and legislation for the membership of LRA. The Policy and Legislative Committee shall be comprised of the Chair, appointed by the President, and six other voting members appointed by the Past President with approval of the Policy and Legislative Committee Chair in consultation with the Board of Directors. The six Committee members shall be appointed for three-year terms, with two members being appointed each year, such that two members join the Committee, two members leave the Committee, and four remain on the Committee each successive year. The six Committee members must be members in good standing to participate on this Committee.

Section 7.11

The Board of Directors shall establish and maintain Awards Committees to recognize the extraordinary achievement and effort by those who significantly enhance literacy research and scholarship, as well as those who significantly promote the welfare of LRA. The policies and procedures of the Awards Committees are detailed in the [LRA Policy and Procedures Handbook](#).

Section 7.12

Each Awards Committee shall consist of a Chair appointed by the Past

President in consultation with the Board of Directors. Each Chair shall serve a three-year term. Chairs may be re-appointed at the discretion of the Past President. The Past President shall appoint Committee members to each Committee in consultation with the Chair of the respective Committee. The members of Awards Committees shall serve one three-year term, with an equal number of members going off the Committee, an equal number of members staying on the Committee, and an equal number of members being added to the Committee each year. In order for individuals to be appointed to and to serve on an Awards Committee, they must be members in good standing.

Section 7.13 The call for creating a new Awards Committee must be brought forth by a member of the Board of Directors. The name of the Committee; its purpose; and its policies, practices and procedures must be delineated in a proposal at the time of its presentation at either the winter or spring Board of Directors' meeting. At least three-quarters of the Board of Directors must vote in favor of establishing a new Awards Committee. Once established, its name, policies, practices, and procedures must be included in the LRA Policy and Procedures Handbook.

Section 7.14 The Board of Directors shall promote the development and maintenance of Innovative Community Groups. These ICGs shall serve the purpose of representing members' concentrations of interest as they relate to the promotion of research, practice, policy, justice, equity, equality, diversity, and innovations associated with LRA's welfare in particular and literacy and society writ large. The policies and procedures of the ICGs are detailed in the LRA Policy and Procedures Handbook.

Section 7.15 Each ICG shall consist of a Chair elected by the members of the ICG. Each Chair shall serve a three-year term. Membership in ICGs is open to members in good standing. For an ICG to remain viable and functioning within LRA, it must secure a membership subscription of no fewer than 25 members as shown by letters of members wishing to participate in that ICG (these may be in the form of e-mails or written correspondence submitted to the ICG Chair).

Section 7.16 The Vice President shall oversee the function and maintenance of the ICGs. ICG Chairs shall represent the interests and concerns of their respective ICGs at the Board of Directors' meeting.

Section 7.17 The ICGs shall meet formally at least once at the Annual Meeting.

Section 7.18 The process for creating an ICG may be initiated by any member in good standing. A proposal to create an ICG must be brought forth by a member of the Board of Directors. The name of the ICG; its purpose; and its policies, practices and procedures must be delineated in the proposal at the time of its presentation at either the winter or spring Board of Directors' meeting. A majority of the Board of Directors must vote in favor

of establishing a new ICG. Once established, its name, policies, practices, and procedures must be included in the LRA Policy and Procedures Handbook.

ARTICLE VIII

Parliamentary Authority

Section 8.1 The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the corporation in all cases to which they are applicable, and in which they are not inconsistent with these bylaws or any special rules the corporation may adopt.

ARTICLE IX

Amendments

Section 9.1 Amendments to these Bylaws may be initiated in three ways. For one, the Board of Directors may formulate amendments and submit them, with any arguments it chooses, to the voting members for action. Second, any 10 percent of the voting members, as sponsors, may submit to the Board of Directors proposed amendments in writing and signed by the sponsors, along with any arguments they choose. The Board of Directors shall then submit the proposed amendments, with the arguments developed by the sponsors, along with any recommendations and arguments it chooses, to the voting members for action, subject to review and comment by legal counsel. Third, the Board of Directors may initiate and advance written amendments themselves, along with any recommendations and actions it chooses, for due consideration by the Board of Directors for approval.

Section 9.2 Amendments may be adopted by the affirmative vote of a majority of the voting members present at a regular or special meeting called according to these Bylaws, provided that the proposed amendments have been mailed to each member in good standing at least 30 days prior to the meeting at which the vote takes place.

Section 9.3 One or more amendments shall be adopted by the Board of Directors upon receiving the affirmative vote of a majority of the Directors in office.

Section 9.4 Amendments to these Bylaws become effective upon adoption unless otherwise specified. Amendments that might affect the Articles of Incorporation become effective upon review and approval by legal counsel.

ARTICLE X

Working Policies and Procedures

Section 10.1 The Policies and Procedures that guide the day-to-day workings of LRA shall be detailed in the official LRA Policy and Procedures Handbook. This

Handbook establishes the precedents by which all principal operations of LRA are to be carried out, as well as identifies those individuals responsible for carrying out these operations in an effective and timely manner.

Section 10.2 Apart from changing the Bylaws, changes of LRA's policies and procedures must be formally initiated by members of the Board of Directors and approved with a majority vote of the Board of Directors.

Section 10.3 The Secretary must enter all approved changes to LRA's policies and procedures in the LRA Policy and Procedures Handbook within 30 days after the changes have been approved. These changes must be overseen by the President and reviewed by the Board of Directors at the next Board of Directors' meeting.

Section 10.4 The most recent Bylaws, the LRA Policy and Procedures Handbook, and the Ethics Statement shall be posted on the LRA Web site for all members to view.

ARTICLE XI Indemnification

Section 11.1 LRA shall indemnify any officer or director through the purchase of director and officer errors and omissions insurance.

Section 11.2 LRA must maintain insurance to cover any or all possible revenue loss in the event that the Annual Meeting cannot be held.

Section 11.3 The LRA Executive Director must keep all insurance policies up to date.

Adopted and Revised: April 2001, October 2001, April 2003, October 2008, and July 2009