

ICA Bylaws
as approved by membership vote, Summer 1994

ILLINOIS CORRECTIONAL ASSOCIATION

BYLAWS

ARTICLE I TITLE

The name of the Association is the Illinois Correctional Association, a dual membership state chapter of the American Correctional Association.

ARTICLE II INCORPORATION

The Chapter is incorporated as a not-for-profit organization as defined in the Illinois Revised State Statutes, Chapter 32, Paragraph 163.

ARTICLE III PURPOSE

The purpose and objectives of the Illinois Correctional Association are identical to those of the American Correctional Association Constitution, Section III.

ARTICLE IV EQUAL OPPORTUNITY STATEMENT

The business affairs and programs of the Chapter shall be conducted on a non-discriminatory basis.

- A. Membership shall be available to anyone regardless of race, creed, color, or sex.
- B. The Chapter shall encourage non-discriminatory activities and programs within its origin.

ARTICLE V MEMBERSHIP

Individuals and organizations shall be admitted to membership in the Chapter when accepted for membership in the American Correctional Association or as otherwise provided by the Chapter Bylaws.

Section 1 TYPES OF MEMBERSHIP

Categories of membership shall be those established by the American Correctional Association. Membership in ICA is automatically granted to Illinois residents who become members of ACA.

Section 2 APPLICATION FOR MEMBERSHIP

Application for membership and payment of membership dues must be made to the American Correctional Association. A member is in good standing when dues are paid.

Section 3 MEMBER RESPONSIBILITIES

No Chapter member shall speak on behalf of the Association without the written approval of the Board of Directors.

Section 4 SUPPORTING/PATRON MEMBERSHIP

Dues shall be as determined by the Illinois Correctional Association. This fee shall not provide dual membership or privileges in the American Correctional Association. Dues may include sponsorship of programs and events or miscellaneous donations from individuals or organizations.

ARTICLE VI DISSOLUTION STATEMENT

Section 1

The Chapter is not organized for profit, and no part of its net earning shall ensure to the benefit of any director, officer, employee, or individual, and no director, officer, employee, or individual of the Chapter shall receive or be entitled to receive any income of any kind therefrom, except for reasonable compensation for services rendered to or for the Chapter in effecting one or more of its purposes. No director, officer, or employee of the Chapter or private individual shall be entitled to share in the distribution of the Chapter's property or assets in the event of liquidation or dissolution of the Chapter, whether voluntary or involuntary, and In such event, all of the remaining property and assets of the Chapter shall, after deducting all necessary expenses of liquidation or dissolution, as the case may be, be distributed to such organizations as shall qualify under Section 501 (3) of the Internal Revenue Code of 1954.

Section 2

The business of the association shall be conducted according to written policies and procedures established and approved by the Board and according to these Bylaws.

ARTICLE VII PRINCIPAL OFFICE

The Office of the Illinois Chapter shall be located in Springfield, Illinois, and a Post Office box number shall be maintained by the Chapter.

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ARTICLE VIII GOVERNMENT

Section 1 GOVERNING BODY

The Association shall be governed by the Board of Directors.

Section 2 OFFICERS

- A. The Officers of the Association shall be a President, President-Elect, Vice-President, Secretary and Treasurer. The Past President shall serve as a non-voting Officer of the Association.
- B. Only persons who are at least Professional Members in current good standing shall be eligible for office.
- C. The Officers shall be elected by plurality vote of the professional membership of the Association by mail ballot as prescribed in Article X of these Bylaws.
- D. The term of office of each elected officer shall be one year (or until the end of the respective term of the predecessor if the person shall not have completed such term), or until the election of a successor. The Treasurer shall be elected to a two year term and may serve a consecutive term.
- E. In the event of death, disability, incapacity, or resignation of an Officer, the vacancy shall be filled by appointment by the Board of Directors until the next scheduled election, conducted according to Article X. An Officer or Board member who fails to attend three or more consecutive meetings of the Board of Directors shall be considered to have tendered resignation of her/his Board position, and shall be notified by mail of the Board's intention to appoint a replacement.

Section 3 DUTIES OF OFFICERS

- A. The duties of the Officers shall be such as are implied by their respective titles and such as are specified in these Bylaws. Each officer shall keep accurate records of his/her work and turn them over to his/her successor.
- B. President: The President shall preside at the Annual Conference of the Association and at all meetings of the Board of Directors, shall appoint the Chairperson of each Standing committee and have final appointment of all committee members, shall be ex-officio member of all committees except the Nominating Committee, shall serve as the Chairperson of the Board of Directors, shall represent the Board of Directors between its meetings, shall appoint an Awards Committee to select honorees at the annual conference, and shall report to the Board of Directors all important interim actions. The Presidents term of service on the Board shall be three years, including one year as President-Elect, one year as President and one year as Past President.
- C. President-Elect: The President-Elect shall have such general administrative and other duties that may be assigned to him/her from time-to-time by the Board of Directors or the President, and shall have the responsibility for carrying out the Resolutions which have been approved by the Board of Directors. In the absence of the President, the President-Elect will preside at the ICA meeting. In the event of a vacancy in the office of the President, the President-Elect shall succeed to that office for the unexpired term of office.
- D. Vice-President: The Vice-President shall have general administrative duties under the direction of the President and such other duties as may be assigned to him/her from time-to-time by the Board of Directors. The Vice-President shall be the chairperson of the Program Committee, coordinate the statewide Annual Conference, and be available to consult with and be of assistance to other committee Chairpersons. In the event of a vacancy in the office of the President-Elect, the Vice President shall succeed to that office for the unexpired term of office as President-Elect and subsequently as President.
- E. Secretary: The Secretary shall keep an accurate and permanent written proceeding of the meetings of the Association and of the Board of Directors, which will be distributed to all board members prior to the next meeting. A summary of the Board meetings will be provided for the Newsletter of the Association. The Secretary shall be responsible for answering all correspondence on behalf of the President and the Board of Directors; shall maintain a current mailing list of all Association members; shall maintain a current mailing list of all Task Force, Standing, and Ad Hoc Committee chairpersons and their respective committee members; and shall preserve, in a permanent file, all records and letters of value to the Association and Its officers.
- G. Treasurer: The Treasurer shall be the Financial Officer of the Association, shall be responsible for the custody and the disbursement of the Association funds and other assets, shall be custodian of the financial records of the Association, and shall have charge of the investment of the Associations funds subject to the approval of the Board of Directors. The Treasurer shall give such bond for the faithful discharge of his/her duties as the Board of Directors may require, at the expense of the Association, and shall perform such duties as may from time-to-time be assigned to him/her by the Board of Directors. He/she shall keep an itemized record, in a permanent file, of all receipts and expenditures, prepare and present a financial report quarterly to the Board of Directors, and shall turn over to his/her successor, within thirty days of vacating office, all books, records and papers.

ARTICLE IX BOARD OF DIRECTORS

Section 1 COMPOSITION AND DUTIES

- A. The Board of Directors shall consist of the elected Officers of the Association, including the immediate Past President, and five Standing Committee Chairs appointed for a term of one year by the President from among the major disciplines of the criminal justice field represented in the membership of the association.

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B. Duties - The Board of Directors shall:

1. Supervise the affairs of the Association and shall transact any business of the Association in the interim between Annual Conferences.
2. Make recommendations to the Association regarding proposed amendments to the Bylaws.
3. Consider all recommendations proposed by committee Chairpersons. or by the Association, before such recommendations are presented at the Annual Conference.
4. Establish and/or dissolve ad hoc committees and task forces based on the program and administrative needs of the Association.
5. Have responsibility for the financial policy of the Association, adopt the budget, and prepare an annual financial report to be sent to all Association members.
6. Supervise and support programs for the recruitment of new members.
7. Be responsible for all other business of the Association that fulfills Association purposes.

Section 2 MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall hold quarterly meetings. one of which shall be at the Annual Conference.
- B. Special meetings shall be held at the call of the President or by petition of the majority of the members of the Board of Directors.
- C. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of all business.
- D. The meetings conducted by the Board of Directors shall be governed by "Robert's Rules of Order Newly Revised."

ARTICLE X ELECTION AND INSTALLATION

Section 1 MAIL BALLOTING

Election of the Officers of the Board of Directors shall be by ballot mailed to each Professional Member eligible to vote. Such ballot shall contain a slate of candidates for each office drawn up by the Committee on Organization and Operation, and shall contain a provision for write-in votes. Election of all Officers shall be by a plurality of those voting. Procedures for counting the mailed ballots will be established by the Board of Directors in accordance with the procedure for a mailed secret ballot outlined in parliamentary authority of the Association. "Robert's Rules of Order Newly Revised." Ballots will be mailed to voting members at least 45 days prior to the Election. The marked ballot shall be returned to a place designated by the Board of Directors no later than two weeks prior to the Election. There will be no voting by proxy. Elections to positions not heretofore provided by these Bylaws shall be held at the Annual meeting.

Section 2 INSTALLATION

The elected Officers shall be installed at the annual conference and shall assume their respective duties upon installation. The five Standing Committee Chairs of the Board of Directors shall be appointed by the new President. and shall assume their duties effective January 1 following the annual conference. To insure a smooth transition, the outgoing Treasurer shall continue to serve, with the Treasurer-Elect, during the period between the annual conference and the following January 1.

ARTICLE XI COMMITTEES AND TASK FORCES

Section 1 FORMATION OF STANDING COMMITTEES

The President of the Association shall appoint the Chairperson of each Standing Committee and shall have final approval of all committee members. The Chairpersons of the Standing Committees shall be voting members of the Board of Directors. In making the appointments of the Standing Committee Chairpersons. the President shall give consideration to:

- A. Representation of a variety of criminal justice work
- B. Geographical distribution
- C. Special competence
- D. Association membership in good standing

Section 2 OTHER COMMITTEES AND TASK FORCES

The President shall appoint from time to time such other committees or task forces as may be desirable in forwarding the purposes of the Association. Such committees or task forces shall exercise such powers and perform such duties as may be prescribed by the President. Members of such committees or task forces need not be members of the Board of Directors, but shall be members of the Illinois Correctional Association. The Board of Directors shall review annually the composition and duties of such committees or task forces. All committees and task forces shall keep accurate records of their work and turn them over to the successor or to the President if the committee or task force is abolished.

Section 3 TERM OF OFFICE

The term of office for each committee or task force member shall be one year, effective January 1 following the annual conference. Members may be reappointed.

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Section 4 COMMITTEE REPORTS

All committees and task forces shall file written reports to the Board of Directors at least annually and shall present oral reports when requested.

Section 5 DUTIES OF STANDING COMMITTEES

- A. Legislative Committee: It shall be the duty of the Legislative Committee to stimulate interest and activity in state and national legislation pertaining to local and state juvenile and criminal justice concerns; to maintain close ties with the American Correctional Association relating to legislative concerns; to review state and national legislation related to the fields of juvenile and criminal justice; and, to take whatever action is appropriate in support of the Association's purposes and the American Correctional Association's Principles and Policies, subject to the approval of the President. The President shall serve as liaison to this committee.
- B. Publications/Public Relations Committee: It shall be the duty of the Publication Committee to develop and publish an Association newsletter for the membership; to develop and publish public education materials for the members for use in speaking engagements; to gather and maintain criminal justice information on exemplary programs in and outside of Illinois; and, to disseminate such information upon request. The Chair of this Committee shall also serve as liaison to the American Correctional Association. The President-Elect shall serve as liaison to this committee.
- C. Program Committee: It shall be the duty of the Program Committee to plan a well coordinated Association training and continuing education program in harmony with the objectives of the Association and to accept bids from any interested city in choosing the site for the Association's Annual Conference and other planned training events. There shall be at least three planning meetings per year to prepare for the Annual Conference. The Vice-President shall serve as liaison to this Committee.
- D. Committee on Organization and Operation: It shall be the duty of the Committee on Organization and Operation to form an ad hoc Nominating Committee to coordinate the screening, selection, and election of nominees for all elected offices. There shall be a minimum of two nominees for each office. It shall also be the duty of this Committee to review the Association's Bylaws and to propose such revisions as appear necessary. It shall be the further duty of this committee to examine the books of the Treasurer annually and to submit a written report to the President and Board of Directors by the first Board meeting of the calendar year. The Committee report will also be presented to the membership at the next Annual Conference. The immediate Past President shall serve as liaison to this Committee.
- E. Membership Committee: It shall be the duty of the Membership Committee to promote participation in the Association and membership recruitment and retention. The committee shall update the mailing list of all Association members. The Secretary shall serve as liaison to this Committee.

ARTICLE XII MEETINGS

Section 1 ANNUAL CONFERENCES

There will be an Annual Conference each year no earlier than the second week of September and no later than the second week in October at a site approved by the Board of Directors. The details of such meetings shall be prepared and disseminated to the membership by the Program Committee Chairperson.

Section 2 ANNUAL MEETINGS

The annual meeting shall be held during the annual conference.

Section 3 DELEGATES TO THE ANNUAL CONGRESS OF CORRECTIONS

The State Association shall send Its President as Delegate and President-Elect as representative, or alternate designated by the President If either is unable to attend the Annual and Mid-Winter Congress of Corrections of the American Correctional Association each year. The President's and President-Elect's expenses, or their alternates. will be defrayed by the Association, if funds are available.

ARTICLE XIII AMENDMENTS

Section I

Amendments may be recommended by any member of the Illinois Correctional Association. Such recommendations shall be referred to the Board of Directors. Approval by a simple majority of the board members present and voting is necessary before presentation of the proposal to the general membership. Proposed amendments accompanied by a petition bearing the signature of at least 10% of the active members of the Illinois Correctional Association shall be placed on the agenda of the annual meeting.

Section 2

Proposed Amendments shall be presented to the general membership by mail ballot and, upon majority of those voting, the amendment shall be approved. The effective date of the amendment shall be contained within the amendment. Ballots shall be mailed to voting members at least fo-five (45) days prior to the tabulation of the vote. All other procedures for mail balloting shall be in accordance with Article X, Eⁿlection and Installation.

ARTICLE XIV FISCAL YEAR

The Fiscal Year of the Association shall be July 1 through June 30.