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DEPARTMENT OF
CORRECTIONS

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JUVENILE
DIVISION AURORA

ILLINOIS CORRECTIONAL ASSOCIATION

BYLAWS

ARTICLE I

TITLE

Section 1

The name of the Association is the Illinois Correctional Association, a state CHAPTER of the American Correctional Association.

ARTICLE II

INCORPORATION

Section 1

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

Section 1

The purpose and objectives of the Illinois Correctional Association are as follows:

- A. To provide organizational and program representation of the chapters and agencies, public and private, in the correctional field, and individuals engaged in correctional work and closely related fields, either as employed personnel or on a volunteer basis, including ex-offenders.
- B. To encourage and implement the enrollment, as affiliates of the Chapter, of correctional organizations composed of individuals and groups with special skills, knowledge, and interests that are consistent with the principles and objectives of the Chapter.
- C. To extend the scope of the interests and activities of the Chapter to include, in proper proportion, efforts directed to correctional institutions and facilities for juveniles, youths, and adults, and such non-institutional services as prevention, preadjudicatory programs, probation, parole, and other community-based approaches for all age groups.

- D. To promote the coordination of correctional organizations, agencies, programs, and services to reduce fragmentation and duplication of effort and increase the efficiency of correctional services on a national basis.
- E. To maintain and develop a close working relationship in Illinois with national, regional, state, and local chapters and agencies in the correctional, criminal justice, civic, and related fields, for mutual assistance and the exchange of ideas and information, and to extend and strengthen cooperative working relationships with similar associations and agencies on the international level.
- F. To define and evaluate the causal and contributory factors in delinquency and crime, and to re-evaluate them from time to time in the light of social, economic, and cultural changes in society.
- G. To stimulate and assist programs and activities, public and private, directed to the prevention of juvenile delinquency and youth and adult crime on the community, state, regional, and national levels.
- H. To promote the improvement of laws governing the criminal justice and correctional process for adult offenders, and laws relating to juvenile and youthful offenders.
- I. To support legislative provisions and administrative procedures to safeguard the constitutional and other rights of personnel and offenders in the criminal and juvenile justice and correctional process.
- J. To foster a code of correctional ethics applicable to individuals and public and private departments, agencies, institutions, programs, and services throughout the correctional field.
- K. To devise, implement, and promote a program of accreditation of correctional departments, institutions, programs, and services.
- L. To develop and promote effective standards for the care, custody, training, and treatment of offenders in all age groups and all areas of the correctional field: detention facilities and services; institutions and other facilities for juvenile and adult offenders; probation, parole, and other community based programs and services.
- M. To publicize and interpret correctional standards to the public in order to obtain the understanding, support, and participation of citizens.
- N. To interpret to legislative and executive branches of government and the public the paramount importance of fully qualified personnel in every area of the correctional field in order to achieve high standards of recruitment and

appointment of personnel and employee development, effective recruitment, and other essentials for the maintenance of high personnel standards.

- O. To stimulate the establishment by universities and other educational institutions of on-campus and extension courses preparing individuals for work in the correctional field, and for employed personnel.
- P. To create, in cooperation with appropriate public and private agencies, a professional registry to assist in correctional personnel recruitment and placement.
- Q. To maintain, encourage, and stimulate programs of research in the areas of delinquency and criminal justice, corrections and related fields, and to make findings available to the membership of the association and its affiliates, to the press and other communication media, educational institutions, students, governmental agencies, and the general public.
- R. To conduct studies, surveys, and program evaluations in the correctional field, and provide technical assistance to correctional organizations, departments, institutions, and services.
- S. To conduct or sponsor correctional conferences, congresses, institutes, forums, seminars, and other meetings on the national, regional, state, and local levels in cooperation with other organizations.
- T. To publish and distribute journals and other professional materials dealing with all types of correctional services.
- U. To utilize every method to strengthen and increase recognition of corrections as a profession and contribute to the professionalization of correctional personnel.
- V. To sponsor, develop and conduct such other programs, services and activities as in the passage of time are deemed to be within the scope of the Chapter's responsibilities and capabilities.

ARTICLE IV

EQUAL OPPORTUNITY STATEMENT

Section 1

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

Section 1

Individuals and organizations shall be admitted to membership in the Chapter as provided by the Bylaws.

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.

ARTICLE VII

PRINCIPAL OFFICE

Section 1

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

ARTICLE VIII

MEMBERSHIP

Section 1 TYPES OF MEMBERSHIP

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- A. Professional Membership: Professional members shall be those persons, including clerical and support staff, who are currently employed in, or retired from; the criminal justice field and juvenile justice field on a federal, state, or local level. Professional members shall also include those educators, students, and citizens who are actively interested in criminal justice and the correctional system in Illinois. Said members shall have the right to vote on all matters arising before the Association and to hold office in the Association.

- B. Associate Membership: Associate members are those persons who are interested in and supportive of the objectives of the Association; however, such members shall not have the right to vote or to hold office.
- C. Organizational Membership shall be provided for public and private agencies, departments, institutions, universities, religious bodies, and professional correctional associations. Such members shall not have the right to vote or to hold office.
- D. Supporting/Patron: Supporting/Patron members are those persons in commercial and business enterprises (individual and corporate) with interest in the correctional field. Such members shall not have the right to vote or to hold office.

Section 2 APPLICATION FOR MEMBERSHIP

Application must be in writing upon the form accepted, prescribed, and furnished by the Board of Directors.

Section 3 TERMINATION OF MEMBERSHIP

The Board of Directors shall have the power and responsibility to terminate the membership of any Association member for behavior that conflicts with the Associations' Bylaws, or for conduct that is in violation of the ACA Code of Ethics.

Section 4

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

ARTICLE IX

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, Recording Secretary, Corresponding Secretary and Treasurer.
- B. Only persons who are 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 XI of these Bylaws.

- D. The term of office of each elected officer shall be two years (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 three year term and may serve a consecutive term.
- E. In the event of death, disability, incapacity, or resignation, vacancies shall be filled by the Board of Directors until the next scheduled election, conducted according to Article XI.

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.
- 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.
- E. Recording Secretary: The Recording 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.

F. Corresponding Secretary: The Corresponding 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 Association's 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. The Treasurer's term of office shall begin on January 1st following the year in which he/she is elected.

ARTICLE X

BOARD OF DIRECTORS

Section 1 COMPOSITION

A. The Board of Directors shall consist of the elected officers of the Association, the immediate Past President, and the professional members elected for a term of two years from among the following major disciplines of the criminal justice field:

1. Prevention and Community-Based Services
2. Adult Local Detention
3. Juvenile Local Detention
4. Juvenile Probation
5. Juvenile Aftercare
6. Adult Probation
7. Adult Parole
8. Juvenile Institutions
9. Adult Institutions
10. Administrative and Support
11. Internal Education/Teaching within the criminal justice system.

12. External Education/Higher Education in the criminal justice system
13. Ex-offender
14. At-Large. Two (2) members to be elected, one to be a citizen at-large as defined by the American Correctional Association.

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 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 XI

ELECTION AND INSTALLATION

Section 1 MAIL BALLOTING

Election of all Officers and Members 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 Nominating Committee 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 officers and members of the Board of Directors shall be installed bi-annually and shall assume their respective duties upon installation.

ARTICLE XII

COMMITTEES AND TASK FORCE

Section 1 FORMATION OF STANDING COMMITTEE

The President of the Association shall appoint the Chairperson of each Standing committee and shall have final approval of all committee members. In making appointments to the Standing committees, the President shall give consideration to:

- A. Representation of a variety of criminal justice work
- B. Geographical distribution
- C. Special competence
- D. A member 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/task force is abolished.

Section 3 TERM OF OFFICE

The term of office for each committee or task force member shall be one year. Members may be reappointed.

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 COMMITTEE

- 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.
- 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.
- C. Standards and Accreditation Committee: It shall be the duty of the Standards and Accreditation Committee to promote American Correctional Association Standards and Accreditation and to assist in local and state efforts at standards development and accreditation.
- D. Program Committee: It shall be the duty of the Program Committee to plan a well coordinated Association 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. The Vice-President shall be Chairperson of this Committee. There shall be at least three planning meetings per year to prepare for the Annual Conference.
- E. Nominating Committee: It shall be the duty of the 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. The

immediate Past President shall be the Chairperson of this Committee.

- F. 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.
- G. Bylaws Committee: It shall be the duty of the Bylaws Committee to review the Association's Bylaws and to propose whatever revisions appear necessary.
- H. Committee on Inquiry: It shall be the duty of the committee on Inquiry 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.

ARTICLE XIII

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 Vice-President.

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 XIV

DUES

Section 1 PROFESSIONAL MEMBERSHIP

Joint dues for professional Members shall be as determined by the American Correctional Association and the Illinois Correctional Association Board of Directors.

Section 2 ASSOCIATE MEMBERSHIP

Joint dues for Associate Members shall be as designated by the American Correctional Association and the Illinois Correctional Association Board of Directors.

Section 3 ORGANIZATIONAL MEMBERSHIP

Dues shall be as determined by the Illinois Correctional Association for Organizational Members. This fee shall not provide dual membership or privileges in the American Correctional Association.

Section 4 SUPPORTING/PATRON

Dues shall be as determined by the Illinois Correctional Association. This fee shall not provide dual membership or privileges in the American Correctional Association.

Section 5

A member is in good standing when dues are paid.

ARTICLE XV

AMENDMENTS

Section 1

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 forty-five (45) days prior to the Election. All other procedures for mail balloting shall be in accordance with Article XI, Section 1, Election and Installation.

ARTICLE XVI

Section 1

The Fiscal Year of the Association shall be January 1 through December 31.

PROPOSED BY-LAWS CHANGES

The proposed changes are primarily, for clarification and do not provide for any substantive changes. Underlining indicates that the wording is being added. Parentheses () indicates that the wording should be stricken. Justification follows each of the proposed changes.

ARTICLE XX

GOVERNMENT

SECTION 2. OFFICERS

- E. In the event of death, disability, incapacity, or resignation, vacancies shall be filled by the Board of Directors until the next scheduled election, conducted according to Article XII.

JUSTIFICATION: The term of office is two years, and elections are generally held every year. This will allow the vacancy to be filled by the Board, but the membership can elect the candidate of their choice at the next election.

SECTION 3. DUTIES OF OFFICERS

- 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.
- E. Recording Secretary: The Recording 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 Board meetings will be provided for the Newsletter of the Association.
- F. Corresponding Secretary: The Corresponding 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.

JUSTIFICATION: The proposed additions in the duties of officers are simply for clarification.

ARTICLE XIII

COMMITTEES AND TASK FORCES

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/task force is abolished.

JUSTIFICATION: There should be a historical record of committee and task force activities.

SECTION 5. DUTIES OF STANDING COMMITTEES

- F. 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.

JUSTIFICATION: Clarification of the duties of the committee.

- H. Committee on Inquiry: It shall be the duty of the Committee on Inquiry to examine the books of the Treasurer annually and to submit a written report to the President and Board of Directors (at the Annual Conference session) by the first Board meeting of the next calendar year. The Committee report will also be presented to the membership at the next Annual Conference.

JUSTIFICATION: The greatest volume of transactions for the Treasurer occur during the Annual Conference. The books are closed at the end of the calendar year. This allows the Committee on Inquiry a more timely review of the books with full report to the Board and membership.

Submitted by Linda R. Bollensen, By-Laws Chair
Approved by the Board of Directors on May 20, 1987