

Illinois Division of Early Childhood (IDEC)
BY-LAWS

ARTICLE 1- MEMBERSHIP

- Section 1. Membership categories shall consist of those developed by Council for Exceptional Children (CEC) and Division of Early Childhood (DEC).
- Section 2. The state subdivision of DEC is the Illinois Division of Early Childhood, hereafter referred to as IDEC. IDEC is associated with the Illinois Council for Exceptional Children, hereafter referred to as ICEC.

ARTICLE II-DUES

- Section 1. IDEC dues are determined by DEC; a set portion of the DEC dues are transferred to IDEC annually.

ARTICLE III -DUTIES OF OFFICERS

- Section 1. The duties of officers or their designees shall be such as are implied by their respective titles and such as are specified in these by-laws.
- Section 2. The President shall:
- A. Be the Chief Executive Officer of the Subdivision.
 - B. Call and preside at all business meetings and meetings of the Executive Board.
 - C. Recommend chairperson of committees with the exception of those committees identified as duties of other officers.
 - D. Be an ex-officio member of all committees.
 - E. Represent IDEC in coordinating efforts with other agencies and other divisions.
 - F. Give leadership to general policy making and carry out direction of the membership.
 - G. Submit an annual report to DEC and ICEC.
 - H. File any amendments to the constitution with DEC and ICEC.
 - I. Designate an IDEC member to serve as the IDEC representative to ICEC Board in the case that the IDEC Vice President is unable or unwilling to fulfill these duties.
 - J. Represent IDEC at the DEC annual conference or appoint a Board or Standing Committee member to represent IDEC at the conference.
- Section 3. The President-Elect shall:
- A. Serve in the place of the President with his/her authority in case of absence or inability of the President to serve.
 - B. Coordinate the review and revision of the IDEC Constitution and by-laws.
 - 1. The Constitution shall be reviewed every five (5) years.
 - 2. The by-laws shall be reviewed on an annual basis.
 - C. Maintain active, online presence via the IDEC and Sharing a Vision website and the IDEC/Sharing a Vision Facebook page. Coordinate with Communications Chair to update the IDEC website and Facebook page, as necessary.
- Section 4. The Vice-President shall:
- A. Serve in the President's place and with his/her authority in the case of absence or inability of the President and President-Elect.

- B. Accept designated responsibilities that will provide training experiences that offer advancement to the office of President-Elect and President
- C. Serve as the IDEC representative to ICEC Board. Duties include attending ICEC Board meetings, participating in other ICEC activities as necessary, and make reports to the Executive Board and at annual business meetings.

Section 5. The Secretary shall:

- A. Keep records of all proceedings of the annual business meetings and Executive Board meetings.
- B. Maintain digital archives or designate member to store annually. Document who and where this will be on a yearly basis.
- C. Track and maintain documentation related to amendments to the IDEC Constitution and by-laws.

Section 6. The Treasurer shall:

- A. Make an annual report of the financial status of IDEC to the Executive Board and at the annual business meeting.
- B. Prepare and submit an annual budget for approval by the Executive Board and at the annual business meeting.
- C. Arrange for annual reporting to the IRS after conclusion of the fiscal year, June 30th, and by the IRS deadline, November 15th.
- D. With Executive Board approval, conduct fiscal business related to the state conference “Sharing a Vision” (SAV), in coordination with the SAV Co-Chairs and Conference Coordinator(s) as appropriate.
- E. Be responsible for IDEC banking and all aspects of bookkeeping.
- F. Have check writing privileges along with the IDEC President and SAV Co-Chairs; all of which shall be listed on the IDEC and SAV checking accounts.
- G. Annually renew the articles of incorporation for 501(c)3 status, and other renewable not-for-profit applications.
- H. Annually submit documentation to maintain tax-exempt and state organization status.

Section 7. The Past President shall:

- A. Chair the ad hoc Nominations and Elections Committee. This Committee shall have two (2) members in addition to the chairperson, representing a broad geographical areas and professional roles.
- B. Chair the IDEC sponsored awards ad hoc committee. This Committee shall have two (2) members in addition to the chairperson, representing a broad geographical areas and professional roles.
- C. Serve in an advisory role to the IDEC Board.

ARTICLE IV – STANDING COMMITTEES

Section 1. The President, with the approval of the Executive Board, shall annually appoint the chairperson of the following standing committees. All chairpersons, whether present at Board meetings or not, will submit a report in advance of each board meeting to the Executive Board. Committee members shall be appointed by the chairperson subject to approval by the IDEC President.

Membership
Communications
Governmental Relations
Family Participation
Student Representative
State Conference- Sharing a Vision (SAV)

- Section 2. The Membership Committee Chairperson shall:
- A. Obtain a copy of the active record of members from DEC or the IDEC President and upon request provide to Board members.
 - B. Maintain ongoing recruitment efforts.
 - C. Report recruitment efforts to the Board.
- Section 3. The Communications Committee Chairperson shall:
- A. Annually review the publications structure of IDEC (i.e., written, electronic, verbal) and recommend policies and procedures related to its growth and development.
 - B. Coordinate with IDEC Secretary to ensure the distribution of items of interest, including Minutes of the IDEC Board.
 - C. Coordinate with President-Elect and webmaster to update the IDEC and SAV websites and social media outlets.
- Section 4. The Governmental Relations Committee Chairperson shall:
- A. Collaborates with the Vice President as needed to prepare the IDEC Committee Report.
 - B. Disseminate information pertinent to national and state legislative issues to the IDEC membership using various forms of written, electronic, and/or verbal communication.
- Section 5. The Family Participation Committee Chairperson shall:
- A. Be a member of a family of a young child with special needs.
 - B. Coordinate with the IDEC Communications Chair to provide updates and/or family-focused information on current issues of interest to families and professionals.
 - C. Assist in coordinating parent participation activities at the state conference SAV.
 - D. Maintain active CEC/DEC membership. IDEC will pay the CEC/DEC membership dues for the Family Participation Committee Chairperson, provided that funds are available.
 - E. Attend IDEC Board Meetings and activities. IDEC will reimburse mileage at the federal reimbursement rate, provided that funds are available.
- Section 6. The Student Representatives Committee Chairperson shall:
- A. Coordinate with the IDEC Communications Chair to provide updates and/or information on current issues of interest to students.
 - B. Assist in coordinating student sessions and activities at SAV.
 - C. Coordinate with Membership Chairperson to recruit student members.
- Section 7. Sharing a Vision (SAV) Planning Committee Co-Chairs
- A. SAV Co-Chairs will maintain current membership in CEC/DEC.

- B. Maintain and archive state conference SAV planning committee minutes.
- C. Perform activities related to the state SAV conference.

ARTICLE V – AD HOC COMMITTEES

Ad Hoc Committees will be established by the President indicating the purpose and length of service. The Chair of each Ad Hoc will appoint members, with approval of the Executive Board. The Ad Hoc Committees may include, but are not limited to the following:

Section 1. Award Committee:

There is a separate document describing details related to the award process.

Section 2. Interagency Liaisons:

Liaisons will act as collaborators and link their respective agency/organization mission with IDEC. Liaisons will serve as voting members on the IDEC Board. Workgroups will be established with some of the members being IDEC members. These agencies/organizations may include, but are not limited to the following:

Illinois State Board of Education: Early Childhood Division

- Early Childhood Outcomes Workgroup
- Transition Guidance Workgroup
- Illinois Early Childhood MTSS Steering Committee
- Early Childhood LRE Stakeholder Consortium
- STAR NET
- Early CHOICES

Illinois Department of Human Services: Bureau of Early Intervention

Illinois Association for Administrators of Special Education:

- District Early Childhood Special Education representative

Illinois Developmental Therapy Association

National Association for the Education of Young Children:

- Interest Forum for At-Risk & Special Needs online community

University faculty

National DEC Board Member

Section 3. The Nominations and Elections Ad Hoc Committee shall be chaired by the Past-President and shall follow the following procedures:

Chair the Ad Hoc Nominations and Elections Committee. This Committee shall have two (2) members in addition to the chairperson, representing a broad geographical areas and professional roles.

1. Solicit nominations from the entire membership; announce date for annual election of officers (January).
2. Nominate 2 candidates, if possible, for Vice-President annually, Secretary on odd numbered years, Treasurer on even numbered years (February)
3. In case of vacancies in the Office of President-Elect and Vice President, nominate candidates for President and President Elect.
4. Develop and distribute ballot (March)
5. Election of officers will be held (April)
6. Results will be announced to membership (June)

7. Officers will assume office (July 1)
Other nominations may be added by any group of eight (8) members in good standing signing a nominations petition. Petitions shall be completed and forwarded to the President six (6) weeks prior to the election date.

Article VI – EXECUTIVE BOARD

- Section 1. The Executive Board shall:
- A. Consist of the elected officers of IDEC.
 - B. Conduct all appropriate executive & fiscal business of IDEC.
 - C. Recommend policies and programs for IDEC.
 - D. Advise on the annual IDEC budget.
 - E. Establish a communication protocol with the IDEC membership.
- Section 2. Fiscal Responsibilities for the Sharing a Vision conference.
- A. IDEC serves as the fiscal agent for the Sharing a Vision (SAV) conference. All profits and debts are the responsibility of IDEC.
 - B. The Executive Board will examine and approve the SAV fee structure, budget and fiscal responsibilities.
 - C. The IDEC Executive Board may, by a majority vote, hire a Conference Coordinator and approve any other necessary contractual arrangements to carry out its goals and activities for the state conference SAV.
 - D. The IDEC Executive Board may permit the SAV Conference Coordinator to expend funds and enter into contractual arrangements through procedures developed and voted on by the Executive Board.

ARTICLE VII – ANNUAL MEETING

- Section 1. The annual meeting shall consist of a business meeting to be held during the SAV Conference or at a state-wide Early Childhood Special Education function.
- Section 2. The annual business meeting shall consist of:
- A. Minutes of previous meetings.
 - B. Report by Treasurer.
 - C. Report activities of DEC and ICEC that concern IDEC.

ARTICLE VIII – PARLIAMENTARY RULES

- Section 1. The rules of parliamentary practice composed in Robert's Rules of Order Revised shall govern the proceedings of IDEC subject to the special rules which have been or may be adopted.

ARTICLE IX – AMENDMENTS

- Section 1. The by-laws may be amended by a mail or electronic vote and passed by a simple majority of those IDEC Board members voting, provided the membership has been notified at least one month prior to the meeting at which the vote will be taken.

ARTICLE X- DISSOLUTION

- Section 1. In the event of the dissolution of the Illinois Division for Early Childhood, an Illinois non-profit organization, the net assets of the organization shall be distributed as follows:
- A. All liabilities and obligations shall be paid, satisfied, and discharged or adequate provisions shall be made thereof.

B. All remaining assets will be given to DEC to be used for charitable purposes.

July 10, 2008 Approved by Executive Board
Nylander typed

Approved on July 10, 2008; Revised Fall 2009
Add Article III, Section 6, Letter I
Add Article IV, Section 5, Letter F

June 30, 2016
Revised by the IDEC Board, Typed by A. Quesenberry

August 2, 2016
Approved by Governing Board