

IDEC
BY-LAWS

Approved on July 10, 2008; Revised Fall 2009

Add Article III, Section 6, Letter I

Add Article IV, Section 5, Letter F

ARTICLE I- MEMBERSHIP

Section 1 Membership categories shall consist of those developed by CEC and DEC.

ARTICLE II-DUES

Section 1 Dues for Subdivision members shall be proposed by the Executive Board and shall be consistent with the policies of CEC. Approval shall require a simple majority vote at the annual business meeting.

ARTICLE III -DUTIES OF OFFICERS

Section 1 The duties of officers shall be such as are implied by their respective titles and such as are specified in these bylaws.

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 Governing 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 the Subdivision 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 subdivision representative to the ICEC. The representative shall attend ICEC Board meetings participate in other ICEC activities as necessary and make reports to the Executive Board and at annual business meetings.
- J. Represent IDEC at the DEC annual conference or appoint a Board or Standing Committee member to represent Illinois DEC 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. Serve as Co-Chair for the state conference SAV. If he or she is not able to do this, the IDEC President, Vice-President, or an appointed member of the Executive Board or Standing committees will serve as Co-Chair.
 - 1. Work with the state conference SAV Conference Planner to plan and implement the SAV conference.
 - 2. Provide linkages between the IDEC Executive Board and state conference SAV committees.
 - 3. Provide minutes and updates from the state conference SAV meetings to the Executive Board. These will be presented to the Executive Board during regularly scheduled meetings and archived on the IDEC website.
- C. Coordinate with webmaster to update the IDEC website.

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 Chair (or co-chair) of a committee on the state conference Sharing A Vision (SAV) and assist the President-elect as necessary.

Section 5 The Secretary shall:

- A. Keep records of all proceedings of the annual business meetings, Executive & Governing Board meetings, as well as copies of SAV meeting minutes and other correspondence as necessary for the operation of the organization.
- B. Archive state conference SAV planning committee minutes.
- C. Maintain archives or designate member to store annually. Document who and where this will be on a yearly basis.
- D. Track & maintain documentation related to amendments to the Subdivision Constitution and Bylaws.

Section 6 The Treasurer shall:

- A. Make an annual report of the financial status of the subdivision 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 audit at the conclusion of the fiscal year, June 30, by a certified public account.
- D. Serve as the fiscal agent for the bi-annual state conference “Sharing A Vision” (SAV). There will be a fee of \$5000 for this fiscal responsibility. The fee for this service maybe adjusted due to inflation with approval of the Executive Board. In the off year of the conference, the Executive board will examine the SAV fee structure, budget and fiscal responsibilities.
- E. Be responsible for Subdivision banking and all phases of bookkeeping.
- F. Function as the chair of the state conference SAV budget committee and supervise development of the budget.
- G. Present the state conference SAV budget to the Executive Board for approval.
- H. Have check writing privileges along with the IDEC President. Both shall be listed on the IDEC checking account, saving account and CD.
- I. Annually renew the articles of incorporation for 501(c)3 status.

Section 7 The Past President shall:

- A. Chair the Ad Hoc Nominations and Elections Committee. The Committee shall have two (2) members in addition to the chairperson, representing a broad geographical and professional selection. The chairperson and members shall serve one (1) year.
- B. Chair the Jeannette A. McCollum Ad Hoc Committee

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 will report at the annual general meeting and submit the report in advance to the Executive

Board. Committee members shall be appointed by the chairperson subject to approval by the IDEC President.

Membership

Publications

Governmental Relations

Family Participation

Student

State Conference- Sharing A Vision (SAV)

Section 2 The Membership Committee shall:

- A. Maintain an active record of members and provide Executive Board a list upon request.
- B. Maintain an active program for the recruitment of new members.
- C. Keep a written record of the activities conducted to maintain and increase membership.
- D. Support DEC and CEC in their follow-up of membership renewals.

Section 3 The Publications Committee shall:

- A. Annually review the publications structure of IDEC and recommend policies and procedures related to its growth and development.
- B. Annually review the composition of the membership for consideration in determining the scope of the publication program.
- C. Recommend to the Executive Board publications to be issued.
- D. Designate a committee member to serve as the IDEC newsletter Editor.
- E. Coordinate with President-Elect and webmaster to update the IDEC website.

Section 4 The Governmental Relations chairperson shall:

- A. Serve as the Subdivision Governmental Relations representative to the ICEC Governmental Relations Committee.
- B. Disseminate information pertinent to national and state legislative issues.

Section 5 The Family Participation Committee Chairperson shall:

- A. Be a member of a family of a child with disabilities or special needs when possible.
- B. Oversee and coordinate periodic mailings/electronic updates on current issues of interest to parents and professionals.
- C. Assist in coordinating parent participation activities at the state conference SAV.
- E. Assist the IDEC Newsletter Editor in soliciting family-focused articles for the newsletter.
- F. IDEC will pay the CEC/DEC membership dues for the Family Participation Committee Chairperson, provided that funds are available.

Section 6 The Student Committee shall:

- A. Oversee and coordinate periodic mailings/electronic updates on current issues of interest to students.
- B. Assist in coordinating student sessions and activities at the state conference SAV.
- D. Assist the IDEC Newsletter Editor in soliciting student-focused articles for the newsletter.

Section 7 State Conference Sharing A Vision (SAV) Planner- Contracted position

- A. The Executive Board may, by a majority vote, hire a Conference Planner and approve any other necessary contractual arrangements to carry out its goals and activities for the state conference SAV.
- B. The Executive Board may permit SAV Conference Planner to expend funds and enter into contractual arrangements through procedures developed and voted on by the Executive Board.

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 Jeannette A. McCollum Award:

This is a competitive award, established in 2000, and presented bi-annually at the state conference SAV. The award is presented to an early childhood professional, family member, student, or community member who meets high-standards set by Jeanette McCollum and have made significant contributions on a state, regional, or local level which have improved or will improve the lives of young children with special needs, their families, or those who work on their behalf. Contributions may be in direct services, personnel preparation, leadership, policy development, research, advocacy, or publications and must be consistent with the overall goals of IDEC. The winner's name is kept a secret until it is announced at the state conference SAV opening session.

The Past-President will chair the Ad Hoc Committee under these guidelines:

1. Select 3-5 committee members to set timelines, read applications, and select the awardee.
2. Solicit nominations in the state conference SAV brochure, and in IDEC newsletters and IDEC and SAV websites.
3. Notify the person who nominated the awardee and plan how the award will be presented during the SAV conference. Also notify persons who nominated individuals who were not selected as the awardee.
4. Present an award to the awardee at the SAV conference.
5. Amount of money that can be spent on the plaque will be decided by the Executive Board by August of the year in which the award is presented.
6. Published information about the winner of the Jeanette A. McCollum award will be on the IDEC website and in the newsletter.

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 Governing Board. Workgroups will be established with some of the members being IDEC members.

Illinois State Board of Education: Early Childhood Division

Early Childhood Outcomes Workgroup (est. 2008)

Transition Guidance Workgroup (est. 2008)

RtI Workgroup (est. 2008)

Illinois Association for Administrators of Special Education:

District Early Childhood Special Education representative

Illinois Developmental Therapy Organization Association

Department of Human Service: Early Intervention

National Association for the Education of Young Children:

Interest Forum for At-Risk & Special Needs online community (est.2004)

Inclusion: Collaborative Workgroup (est. 2008)

University faculty

National DEC

Section 3

The Nominations and Elections Ad Hoc Committee procedures:

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| 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. | |
| 3. In case of vacancies in the Office of President-Elect
and Vice President, nominate candidates for President
and President Elect. | |
| 4. Develop & distribute ballot | |
| 5. Election of officers will be held - | April |
| 6. Results will be announced to membership - | June |
| 7. Officers will assume office at board meeting - | July |
- B. 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. Conduct all appropriate executive & fiscal business of the Subdivision.
- B. Recommend policies and programs for the Subdivision.
- C. Advise on the annual Subdivision budget.
- D. Decide on the Publications that should be issued.
- E. Establish fees for Subdivision activities, such as newsletters, conferences, and other programs.
- F. Review /Revise Constitution and by-laws every 3 years as needed.

ARTICLE VII – ANNUAL MEETING

Section 1 The annual meeting shall consist of a business meeting to be held during the bi-annual state conference SAV or at an ISBE Early Childhood Special Education function.

Section 2 The annual business meeting shall consist of:

- A. Report of IDEC activities.
- B. Minutes of previous meetings.

C. Report by Treasurer.

D. Approval of budget for coming year.

E. Reports from all committees as well as Ad Hoc & liaison reports of interest.

F. Report activities of DEC and ICEC that concern the subdivision.

G. Other matters that are of interest or concern.

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 members voting.

July 10, 2008 -Approved by Governing Board
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