



CONSTITUTION

AMENDED JANUARY 2021

APPROVED BY MAJORITY MEMBERSHIP VOTE ON APRIL 30, 2021

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be Illinois Probation and Court Services Association, Inc.

ARTICLE II. PURPOSES

The purposes of this organization are to:

1. Promote initiatives that improve the delivery of probation, pretrial, juvenile detention, and court services;
2. Develop and support the implementation of performance and operational standards and professional training;
3. Enhance communications between local probation and court services departments and collaboration between community partners and stakeholders in the criminal justice system.
4. Promote greater public awareness of all the duties in the field of probation, pretrial, juvenile detention, and court services as related to public safety and reduction of recidivism through client behavior change;
5. Identify, support and promote research initiatives and program evaluation in order to improve existing and establish new services for adults and juveniles;
6. Develop and monitor pending legislation and initiatives which affect the creation, delivery, function and funding of probation, pretrial, juvenile detention and court services.

ARTICLE III. MEMBERSHIP

Section I – Eligibility for membership

Membership will be from January 1st to December 31st regardless when dues are paid.

Full Membership

Individuals employed by probation and court services departments and/or appointed by the court are eligible upon payment of dues for voting membership, and may hold office.

Student Membership

Individuals who are full-time college students, upon payment of dues, are eligible for non-voting membership and may not hold office.

Honorary Membership

Members who retire after ten (10) years of active service in the field and participation in the Association are eligible for voting lifetime membership without further payment of dues upon approval from the Executive Board. Members who leave the field after ten (10) years of service and participation in the Association are eligible for non-voting lifetime membership without further payment of dues upon approval of the Executive Board. A written petition for any eligible member must be submitted to the Executive Board for approval. Honorary members may retain and complete their current term of office. Honorary members may not run for re-election.

Affiliate Membership

Not-for-profit organizations, law enforcement officers, correctional officers, universities, and private business firms interested in probation and court services are eligible for individual, non-voting membership and may not hold office on the Executive Board. Affiliate members are eligible to chair a committee upon approval from the Board.

Associate Membership

Individuals not covered above are eligible for non-voting membership upon payment of dues and may not hold office. Retirees who do not become Honorary Members are eligible upon payment of dues for non-

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

voting membership. Retirees may retain and complete their current term of office but may not run for re-election.

Judicial Membership

A judge is eligible for non-voting membership and may not hold office. A Judicial member may chair a committee upon approval from the Board. A lifetime Honorary Judicial Membership without further payment of dues may be bestowed upon judges with approval of the Executive Board. Honorary Judicial Members do not acquire voting rights and are not eligible to hold office, but may chair a committee upon approval of the Executive Board.

The Executive Board shall resolve questions regarding eligibility for membership status.

Section II – Termination of Membership

- A. Non-payment of dues.
- B. Official Misconduct at an IPCSA sponsored event. The Executive Board will investigate all claims of official misconduct. Any action taken pursuant to such claims of official misconduct shall be enacted by a majority vote of the Executive Board. Official misconduct shall be defined as gross violations of the IPCSA Code of Ethics.
- C. Involuntary termination of employment.

ARTICLE IV. FINANCE

Section I – Fiscal Year

The fiscal year shall be January 1 through December 31.

Section II – Amount of Dues

A. Dues Schedule

Dues for the next fiscal year will be set by the Executive Board on an annual basis. The membership will be notified at least 60 days prior to change taking effect.

B. New Membership

Individuals who are joining the Association for the first time, will be eligible for a one-time reduced rate for their first year. This rate will be set by the Executive Board on an annual basis.

ARTICLE V. OFFICERS OF THE ASSOCIATION

Section I – Officers

The Officers of the Association shall consist of the following: President, President-Elect, Secretary, Treasurer, three (3) Regional Representatives, and one (1) State-wide Representative. The Chair of the Representative Committee, as appointed by the Executive Board, shall be a voting member of the Executive Board. The Executive Assistant and Government Relations Officer, as independent contractors of the Association, shall be seated as non-voting members of the Executive Board.

Section II – Duties of Officers

The nine (9) voting members of the Executive Board shall have the responsibility and authority to carry out the business of the Association. The Executive Board as a whole has the following responsibilities:

- To review, discuss, and make decisions on all policy related matters of the Association.
- To establish long- and short-range goals for the Association.
- To evaluate and develop the Association's action steps to reaching stated goals.

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

- To develop and approve an annual budget.
- To assure the safe keeping of the Association's funds by implementing standardized accounting practices and a third-party audit.
- To approve annual plans submitted by each recognized committee.
- Meet with Representative Chair and chairpersons of each recognized committee to review and approve committee annual plans. The Executive Board will give final approval as directed in the Committee Guidelines Handbook.
- To regularly monitor and evaluate the progress of all Association Committees.
- To review petitions and make decisions on the formation of all new Association committees.
- To maintain a working relationship with the Administrative Office of the Illinois Courts, other state agencies, and appropriate state and national affiliates.
- To determine the job description of any and all paid professional staff.
- To make decisions on the hiring, discipline, and discharge of any and all professional staff.
- To oversee the preparation and implementation of a public relations program for the Association.
- To oversee and monitor social networking sites.
- To review and enforce the Constitution of the Association.
- To appoint ad hoc committees and committee chairpersons to respond to limited term issues of the Executive Board and grant approval/disapproval for ad hoc committees for limited term issues of the Representative Committee.
- To keep membership apprised in a timely manner any news, and information regarding business carried out in the name of the Association.
- To recommend any duly qualified candidates for any mid-term officer vacancies on the Board.
- To perform additional tasks as deemed appropriate by the President

President

The President shall be the official representative of the organization in the activities of the Association on all levels. The President will also be responsible for the following:

- Shall preside at the regular meetings of the Executive Board.
- Shall call special meetings of the Executive Board when appropriate.
- Shall approve the agenda for all Executive Board meetings.
- Shall meet with a member of the Administrative Office of the Illinois Courts on a bi-annual or as needed basis.
- To provide an annual performance evaluation of all paid professional staff of the Association.

The President shall be an ex-officio member of all committees, except the Nominations/Elections Committee, and perform all the other duties pertaining to the office.

President-Elect

The President-Elect shall preside at meetings in the absence of the President, or act for the President in case of his/her absence or disability. The President-Elect will also be responsible for the following:

- Set the agenda for all Executive Board meetings.

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

- Shall meet with a member of the Administrative Office of the Illinois Courts on a bi-annual or as needed basis.

The President-Elect will also review, advise, and vote on all other matters brought to the full membership of the Executive Board.

Secretary

The Secretary shall be the official recorder of the Association. The Secretary's duties shall include:

- Shall prepare and submit copies of Executive Board meetings for approval.
- Shall prepare and submit copies of all Business meetings.
- Shall submit copies to the Executive Assistant for publication in the Outlook.
- Shall submit copies to Representative Chair for publication on the Website.

The Secretary shall review, advise, and vote on all other matters brought to the full membership of the Executive Board.

Treasurer

The Treasurer shall review and sign off on all financial records of the Association. The Treasurer will also be responsible for the following:

- To provide for such audit and control of funds as necessary to assure their safe keeping and complete accounting.
- To oversee and regularly monitor the expenditures of the Association's funds.
- To work in conjunction with the Certified Public Accountant on all financial issues involving Association funds and accounts.
- To present and recommend an annual budget to the Executive Board.
- Provide quarterly reports summarizing the Association's funds.

The Treasurer shall review, advise, and vote on all other matters brought to the full membership of the Executive Board.

Regional Representatives

Three (3) Regional Representatives of the Executive Board will be elected to represent a geographic region of the state, as determined by the Executive Board. The three (3) Regional Representatives will have the following duties and responsibilities:

- Shall represent the membership in their region and report any information to Executive Board.
- Shall report to the membership in their region of any news regarding the Association.
- Shall collaborate with other contacts and/or agencies in their region that are or may be pertinent to the Association.

The Regional Representatives shall review, advise, and vote on all other matters brought to the full membership of the Executive Board.

State-wide Representative

The State-wide Representative of the Executive Board will be elected to collaborate and assist the Regional Representatives in their duties.

The State-wide Representative shall review, advise, and vote on all other matters brought to the full membership of the Executive Board.

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

Representative Committee Chair

The Representative Committee Chair is appointed by the Executive Board to serve as a liaison to all committees within the Association. Responsibilities of the Representative Committee Chair include but are not limited to:

- Communicating and working with committee chairpersons to develop annual plans and answer any questions or concerns the Executive Board has discussed that pertains to specific committees (including budget approval).
- Receiving and presenting annual plan from each committee to the Executive Board for discussion and approval.
- Coordinating payments of authorized committee expenditures with the Treasurer.
- Reviewing summaries of activities and/or minutes from each committee and presenting them to the Executive Board.
- Obtaining and forwarding all committee reports and articles to be posted on the social media sites and printed in *The Outlook*.
- Facilitating and maintaining the website and Facebook, public relations efforts, grant requests, and other activities as needed or directed by the Executive Board.
- Shall be responsible for coordinating nominations and selection of the **Frank Calkins Committee Member of the Year Award**.
- Shall provide committee chairs with timely notice of submission deadlines for items to be published in *The Outlook* and social media sites.

The Representative Committee Chair shall review, advise, and vote on all other matters brought to the full membership of the Executive Board.

Executive Assistant

The Executive Board may, by resolution, hire an Executive Assistant. The Executive Assistant is an independent contractor of the Association and shall be seated as a non-voting member of the Executive Board. Duties of the Executive Assistant include:

- Preparing all publications and mailings of the Association.
- To maintain all records of the Association.
- To collect dues and fees and prepared deposits.
- Other duties as assigned by the Executive Board.

Government Relations Officer

The Executive Board may, by resolution, hire a Governmental Relations Officer. The Government Relations Officer is an independent contractor and shall be seated as a non-voting member of the Executive Board. The Government Relations Officer duties include but are not limited to:

- Shall advise and counsel the Executive Board relating to strategic planning, training of members, Association funding, marketing, and organizational development.
- Drafting of legislation, development and execution to move legislation through branches of government, meet with key legislative, executive, and judicial branch officials in reference to legislation, comply with all reporting procedures of Lobbyist Registration Act.
- Give quarterly reports to the Executive Board regarding all activities.

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

Section III – Elections and Terms of Office

A. Qualifications for Elected Office

The following is a list of minimum qualifications necessary for an individual to be eligible to run for office in the Association:

- A Full member of the Association.
- Demonstrated active participation in committees and/or special projects of the Association for at least two (2) years as approved by the Executive Board.
- Approval by appropriate judicial officer or designee to attend, travel, and devote time to Association business.
- Verification of qualifications by Nominations/Elections Committee to the Executive Board.
- For appointment to the office of Representative Chair, any candidate must have served as a chair or co-chair on any committee for a minimum of two years.

B. Nominations

A Nominations/Elections Committee, chosen by the Executive Board, shall solicit/receive nominees/candidates for positions on the Executive Board by June 1st of each calendar year.

A letter of intent and appropriate judicial officer approval must be submitted to the Nominations/Elections Committee chairperson by June 1st of each calendar year.

Nominations may also be made from the floor at the business meeting of the Association's Spring Conference provided consent of the nominee has been previously obtained, and, follows with an appropriate Judicial officer approval in writing to the Committee chairperson by June 1st following the conference.

C. Elections

Election results shall be based on the popular vote cast by Full and/or Honorary Members in good standing.

At least one month prior to the Association's Fall Conference, all eligible members shall receive, via mail, an Association ballot.

The Nominations/Elections Committee shall specify, in writing, the process for voting via mail and/or in person at the Fall Conference.

Eligible voting members are defined as members whose dues have been paid at least sixty (60) days prior to the meeting at which the election is to be held and are Full or Honorary Members.

D. Term of Office

The term of office for the elected members of the Executive Board shall be from December 1st through November 30th. All elected positions shall serve a term of office two years in length. Absent the President and President-Elect, no Executive Board member shall serve more than two (2) consecutive two (2) year terms in the same office.

In the event that an Officer of the Association, absent President-Elect, retires during their term of office, they may retain and complete their term of office. They may not run for re-election.

The President and President-Elect may not succeed him/herself in office except as detailed in Section IV - Vacancies. The President-Elect shall automatically assume the office of President at the end of their two-year term. If a President-Elect retires, they may retain and complete their term of office but may not assume the office of the President unless approved by resolution of the remaining Executive Board.

E. Impeachment

Any elected officer can be removed from office by majority vote of the Association being called by a written petition signed by 10 percent of the voting membership (Full or Honorary member) at the time the impeachment process is initiated as determined by the Executive Assistant and presented to the Executive

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

Board. Upon confirmed membership signatures, the Executive Board shall present the petition to membership at the Friday Business Meeting held at either Spring or Fall Conference. Any Officer can be impeached by majority vote of those present at the business meetings. Voting rights and duties of the officer may be suspended until the petition is presented to the voting membership, as determined by the Executive Board.

Section IV – Vacancies

In the event of a mid-term vacancy in any office, other than the President or President-Elect, the President, along with the assistance of the Executive Board, will recommend the appointment of a duly qualified member of the Association. The final recommendation will be voted on by the full Executive Board. The appointment will run until the next election of the Association.

In the event that the President takes a temporary leave of absence, the President-Elect shall serve as the Acting President until such time as the Present returns from said leave. If a permanent vacancy occurs in the office of the President, the President-Elect shall serve as Acting President until the expiration of the President's term. The President-Elect shall be allowed to complete the unfinished term of the President, plus, a full two (2) year term as President. Additionally, the following procedure will be invoked: 1) if the vacancy occurs one hundred eighty (180) days, or less, before a regularly scheduled election for President-Elect, no further action shall be taken. 2) if the vacancy occurs more than one hundred eighty (180) days before a regularly scheduled election, then a special election for President-Elect will be held within sixty (60) days of the position becoming vacant. The winner of the said election shall become the Acting President-Elect and will complete the unfinished term. In either case, the Executive Board shall assume the duties of the President-Elect until the vacancy is filled. The Acting President-Elect who wins the special election shall be eligible to run for the office of President-Elect in the next regularly scheduled election for that office.

In the event that a vacancy occurs in the office of President-Elect the following procedure will be invoked: 1) if the vacancy occurs one hundred eighty (180) days, or less, before a regularly scheduled election, then the filling of the vacancy shall be made part of the regularly scheduled election; or, 2) if the vacancy occurs more than one hundred eighty (180) days before a regularly scheduled election, then a special election will be held within sixty (60) days of the position becoming vacant. In either case, the Executive Board shall assume the duties of the President-Elect until the vacancy is filled.

In the event of a vacancy in both the office of President and President-Elect, the Executive Board shall appoint from amongst its membership, an acting President who shall serve until the conclusion of an election for President-Elect.

Section V – Rotation

The President-Elect, Region 2 Representative, and State-wide Representative shall be elected at the fall meeting held in the even-numbered years. The Secretary, Treasurer, and Regions 1 and 3 Representatives shall be elected at the fall meeting held in the odd-numbered years.

ARTICLE VI. PERSONNEL

Funds permitting, the Executive Board may employ personnel as may be needed to carry out the functions of the Association. The Executive Board shall act as Personnel Committee in all matters relating to personnel. Job descriptions, reporting requirements, and compensation for each paid staff will be established by the Executive Board. The establishment of responsibilities/priorities for all such positions will be subject to the Executive Board. Performance reviews for all paid staff will be conducted by the President on an annual basis with a summary provided to the Executive Board for appropriate action.

ARTICLE VII. MEETINGS AND QUORUM

Section I – Meetings

A. Association Meetings

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

Regular meetings of the association shall be held two (2) times a year spring and fall, as determined by the Executive Board.

B. Additional Meetings

Additional meetings of the Association/committees may be called by the President of the Executive Board. The meetings of the Executive Board shall be called by the President. Members of the Association may attend Executive Board Meetings and require issues to be reviewed for discussion through the Association committee chairs or direct petition to any Executive Board member 15 days prior to the meeting.

C. Notice for Additional Meetings

Notice of the date, time and location of the meeting shall be posted on the website and/or social media by the Executive Board to the membership.

Section II – Quorum

A. Association

A quorum of the Association to conduct business or elections shall be a majority of the membership of the Association present.

B. Executive Board

A quorum required for voting on resolutions of the Executive Board shall be no less than five (5) members present. Emergency decisions can be made by the President through a canvas of a quorum of the Executive Board.

ARTICLE IX. COMMITTEES

Section I – Committees

The Association shall be organized through the formation of specific Committees. The number and function of committees shall be determined by the membership. Each Committee will have an identified Chairperson. Qualifications for the committee Chairperson shall be as follows:

- A Full, Honorary or Affiliate Member of the Association.
- Demonstrated active participation in the committee in which he/she is seeking to chair.
- Approval by the appropriate judicial officer or designee to attend, travel, and devote time to Association business.

A. Formation of a New Committee

New committees will, from time to time, be formed to address an identified need of the Association. These needs may be identified by the Executive Board or any individual or group within the Association.

The interested individuals shall formally petition the Executive Board, indicating their intent to be recognized as a formal committee of the Association. This petition shall include a delineation of the identified needs, a statement of purpose, and how the group intends to address those needs. The petition shall be submitted to the Executive Board. The Board will review the petition and determine whether or not to present the petition in the form of a referendum to the full membership.

If the Board determines the petition will not be brought to the assembly for a vote, they must respond, in writing, to the petitioners. The petitioners shall have the option of meeting with the Executive Board to verbally appeal the Executive Board's decision. If the petition is approved, there will be an opportunity for a spokesperson to address the membership prior to the vote of the assembly.

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

Upon the passing of the referendum by a majority vote of the membership, the committee will begin recruitment of additional committee members. The committee will proceed with its work as outlined in the original petition. A chairperson will be recommended to the Executive Board by a majority vote of the voting members. The Executive Board will review the recommendation and approve an appropriate chairperson. If a duly formed committee, approved by the membership, fails to elect a chairperson, the Executive Board will determine how the committee will function.

B. Ongoing Committees

Each committee of the Association shall be evaluated by the Executive Board to determine the continued need for the committee, review the committee's accomplishments, and to establish the ongoing direction for the committee. Pursuant to the procedures outlined in the Committee Guidelines, each committee will elect a chairperson as approved by the Executive Board, by a majority of the full members of the committee present. Alternatively, the Executive Board may appoint a Chair by resolution. In the event that a chairperson resigns or is otherwise terminated from his/her position, the committee will recommend a new chairperson, as approved by the Executive Board to carry out the remaining term of office. Committee chairpersons are subject to periodic review by the Executive Board. In the absence of a new candidate(s) for the Chair, the Representative Chair will assume the position until a new candidate has been selected by the Committee or the Executive Board appoints a Chair to fulfill the Chair position until the next election of the committee.

Each committee will prepare an annual plan and budget to be submitted to the Representative Chair and presented to the Executive Board as directed in the Committee Guidelines Handbook. This includes petitioned new committees seeking approval of the membership at that session.

Committee membership shall be determined through by-laws established by the Committee Guidelines Handbook. Committees will allow for participant/observers who are welcome to attend meetings and share ideas, but who do not have voting rights until they are a full or honorary member of the Association and have been accepted for membership by the respective committee.

Committee chairpersons may be placed on the agenda of any regular session of the Executive Board, or request that the Executive Board be called into special session, if they or the Executive Board have serious specific issues concerning that committee.

C. Representative Committee

The Association shall have a Representative Committee composed of chairpersons from all formally recognized committees. A member of this group shall be appointed by the Executive Board as chair of the Representative Committee and shall have voting authority on the Executive Board. The Representative Committee shall meet as necessary and act as an advisory group to the Executive Board. In addition, the Representative Committee shall meet with the Executive Board annually to review annual plans for the next fiscal year. Final approval of annual plans and budgets will be completed as directed in the Committee Guidelines Handbook. The Representative Chair will serve as the liaison on behalf of the Association Committees and the Executive Board. Meetings of the Representative Committee will be called by the Representative Committee Chair at his/her initiation or at the request of the Committee Chairperson(s).

D. Removal of a Chair

In the event that a Chair fails to perform his/her duties as outlined in the Committee Guidelines, the Executive Board may, upon recommendation from the Representative Chair, remove a Chair from office by resolution of the Board.

E. Dissolution of a Committee

In the event that a committee becomes inactive for a period of no less than 12 months, determined by the Representative Chair and ratified by the Executive Board, than the following procedure will take place.

1. The Representative Chair will assume leadership of the Committee and become interim Chair.

Illinois Probation and Court Services Association, Inc.

CONSTITUTION

2. The Representative Chair will publicize information about the committee using the Association's resources and set an informational meeting at the next conference or 60 days after the publication.
3. If there is no interest in the committee, the Representative Chair will recommend to the Executive Board that at the next conference business meeting, a vote be taken by the members present to dissolve the committee. A simple majority vote of the members present is required.

ARTICLE X. PRESIDENT'S EXPENSES

A travel/expense fund shall be established in the annual budget. Any cost over and above the established amount shall be approved by the Executive Board.

ARTICLE XI. PROPERTY

The title of all property, funds, and assets of the organization, whether incorporated or not, shall at all times be vested in the organization for the joint use of the members, and no member or group of members shall have any servable right to all or any part.

ARTICLE XII. NOT FOR PROFIT

The organization shall have no capital stock and shall not be conducted for pecuniary profit.

ARTICLE XII. DISSOLUTION

Upon the dissolution of the corporation, the Executive Board shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any of such assets not so disposed of shall be disposed of by the circuit court of the county of which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes.

ARTICLE XIV. RULES OF ORDER

The rules contained in *Robert's Rules of Orders, Revised*, shall govern this Association in all parliamentary procedure in which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XV. AMENDMENTS

Provisions of these bylaws may be amended by a majority vote of the members present at any regular meeting of the Association, provided notice of the proposed amendment shall have been given at the previous regular meeting or in writing to every member at least two (2) weeks before the meeting at which the amendment is to be acted upon.