

# **ILLINOIS ASSOCIATION OF PRIVATE SPECIAL EDUCATION CENTERS**

## **By-Laws**

### **Article 1**

#### **Name and Purpose**

- Section 1. The name of the consortium shall be the Illinois Association of Private Special Education Centers, IAPSEC.
- Section 2. The Illinois Association of Private Special Education Centers is a free-standing and independent group of non-public special education centers interested in the general welfare of children with disabilities and the quality of special education made available to them.
- Section 3. The purpose of the Association is to assure that a high standard of special education, care, and treatment is available to all categories of children with disabilities in the State of Illinois. The above stated purpose is to be accomplished through the following activities of the Association.
- Review legislation and advocate for non-public special education centers serving children with disabilities.
  - Review Illinois State Board of Education rules and regulations governing public and non-public special education centers; advocate and provide input on behalf of children with disabilities served by non-public special education centers.
  - Provide input to the non-public special education centers' representatives on state advisory councils, e.g., the Illinois Advisory Council for the Education of Students with Disabilities and the Illinois Alliance of Administrators of Special Education.
  - Share program information with other non-public special education centers.
  - Share training resources with other non-public special education centers and develop training coalitions with other organizations.

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## Article II

### **Membership Dues/Fees**

- Section 1            Membership shall be open to all Illinois non-public special education centers interested in promoting the general welfare and education of children with disabilities.
- Section 2            Individuals may hold associate membership status as supporters of the Association by payment of annual fee.
- Section 3            Initial membership dues and associate member fees shall be due upon application for membership and annually thereafter on October 1 of each year.
- Section 4            The amount of dues and associate members fees shall be established each year by the Executive Board.
- Section 5            Dues and fees shall be paid annually.
- Section 6            The member school representative must be the chief administrator of the school or equivalent designee with full responsibility and duty to act on behalf of the chief administrator of the member school.
- Section 7            A quorum is defined as a majority of the voting members present.
- Section 8            Each dues paying member school will have only one vote.
- Section 9            Associate members do not have any voting rights unless elected to the Executive Board.

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## Article III

### **Organizational Structure and Leadership**

- Section 1           The state-wide association's organizational leadership structure will consist of the following offices:
- President
- 1<sup>st</sup> Vice President – Chicago/Northern Illinois
- 2<sup>nd</sup> Vice President – Southern/Mid Illinois
- Secretary
- Treasurer
- Section 3           The state wide association organizational leadership will consist of the above named officers, plus six (6) member representatives who, together with the five (5) officers shall constitute the Executive Board.
- Section 2           All officers shall be elected for two year terms that are renewable. A slate of officers is to be presented to the entire membership via the Website and/or email by the Nominating Committee appointed by the President.
- a. The Executive Board, inclusive of the officers, shall be elected at the Spring Meeting.
- b. The Executive Board will commence their duties beginning July 1 of the date following their election.
- Section 6           The fiscal year of IAPSEC will be July 1 thru June 30.

Section 7 All committee chairpersons will be appointed by the Officers. The organization shall have four (4) standing committees:

1. Membership Committee
2. Program Committee
3. Legislature Committee
4. Nomination Committee (Ad Hoc)

Free Standing Committees may be formulated by the Executive Board as needed.

Section 4 The organization shall have a minimum of two (2) membership meetings. The fourth quarter meeting will be the Annual Meeting. The Executive Board will meet once per quarter.

Section 5 All members shall act without pay from IAPSEC. The Executive Board can authorize reimbursement for expenses incurred on behalf of IAPSEC.

Section 6 The Executive Board, upon approval of a quorum, shall retain contractual services as needed to fulfill the mission of the organization.

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## Article IV

### **Fiscal**

- Section 1            The fiscal year of IAPSEC will be July 1 thru June 30.
- Section 2            IAPSEC will contract for an external audit annually.
- Section 3            The treasurer can write checks on behalf of IAPSEC to pay expenses up to \$500.00. Checks over \$500.00 must also have the signature of the President or Vice President.
- Section 4            IAPSEC will maintain Officers and Directors Liability Insurance for the organization.

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## Article V

### **By-Law Amendment**

- Section 1           IAPSEC by-laws may be amended by a vote of the membership present at a scheduled membership meeting, provided a written copy of the recommended change is submitted to the full membership 30 days prior to a scheduled membership meeting. Members who are unable to attend the scheduled membership meeting will be allowed to vote electronically up to two business days prior to the meeting.
- Section 2           Suggestions for By-laws changes may be submitted to the President in writing at any time. Only the Executive Board may make recommendations for changes in the By-laws

Adopted: 4/89

Revised: 9/93

*Revised: 2006*