



Illinois Association of County Officials

Official Bylaws

Including:

- ◆ Articles of Association
- ◆ Bylaws of the Illinois Association of County Officials

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Illinois Association of County Officials

Articles of Incorporation

ARTICLE I - NAME

The name of this association shall be the "Illinois Association of County Officials", also known as IACO.

ARTICLE II - MEMBERS

Class 1: Membership

Membership in the association shall consist of members in good standing of the following organizations (or their successor bodies) and may include future organizations as described in the bylaws:

- Illinois Association of County Board Members and Commissioners
- Illinois Association of County Clerks and Recorders
- Illinois Association of Court Clerks
- Illinois County Treasurer's Association
- Illinois Association of County Auditors
- Illinois Coroners and Medical Examiners Association
- Illinois Association of Regional Superintendents of Schools
- County Assessment Officer's Association
- Illinois Association of County Zoning Officials
- Illinois Sheriff's Association
- Association of Election Commission Officials of Illinois
- Illinois Association of County Engineers
- Illinois State's Attorneys Association
- Illinois Association of County Veterans Assistance Commissions
- Illinois Emergency Services Management Association

Class 2: Associate Membership

Associate Membership shall be allowed to any person not eligible under any other class and shall not have voting rights.

Class 3: Honorary Membership

Honorary Membership shall be afforded to any person who has rendered distinguished service to the causes and objectives of IACO. Nominations for honorary membership may be made at any meeting of the Association by a Class 1 member. Upon approval of any nominee by the voting members, that person shall become an honorary member of IACO. Honorary members shall not have voting rights, nor be eligible to hold any office established by IACO.

Class 4: Retired Membership

When active members of this association retire, resign, or vacate their official office, they may, become retired members of this association. Such members shall be accorded all of the rights and privileges of the other members, with the exception of the privilege of voting and holding elective office. The dues shall be \$30.00 annually payable to the Treasurer of the Illinois Association of County Officials. \$20.00 of the \$30.00 dues will be for the subscription to *County to County* magazine. If the dues are not paid annually the past county official shall be dropped from the roles. Every year each affiliate President shall furnish a list of names and addresses of all retired members for that year to the Illinois Association of County Officials Treasurer. (Oct. 1997)

Class 5: Lifetime Membership

When a member of IACO retires, resigns or vacates elected or appointed office, that member may become a Lifetime Member of IACO. Lifetime Members shall not have voting rights, nor be eligible to hold any office established by IACO.

Dues for any of the classes of membership may be established by the Executive Board.

ARTICLE III - PURPOSE

The purpose of the organization is to provide educational materials and meetings for Illinois County Officials to promote uniform procedures in Illinois Counties in order to better serve the public.

ARTICLE IV – MANAGEMENT

Operations of the Association will be under the authority of an Executive Board. The number, officers and duties of said Board will be described in the by-laws of the organization.

ARTICLE V – PRINCIPAL OFFICE LOCATION

The principal office of the Association shall be designated by the Executive Board at the first meeting of the year.

ARTICLE VI – GENERAL PROVISIONS

1. The Association shall distribute its income for each tax year at such time and in such manner so that it will not become subject to the tax on undistributed income imposed by Section 4942 of the Internal

Revenue Code of 1954, or corresponding provisions of any later federal tax laws.

2. The Association shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws.
3. The Association shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws.
4. The Association shall not make any investments in a manner that would subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provision of any later federal tax laws.
5. The Association shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954, or corresponding provisions of any later federal tax laws.

ARTICLE VII – PAST PRESIDENTS

There shall also be established a Past Presidents Association consisting of past presidents of the Illinois Association of County Officials, which shall meet no less than two times a year and shall report to the Executive Board. The President of this Association shall be a voting member of the Executive Board.

ARTICLE VIII – LIQUIDATION

If the Association is caused to liquidate, the proceeds shall be distributed to any charitable organization recognized under Internal Revenue Code Section 501c(3) designated by the then Governor of the State of Illinois.

Duly adopted at the full membership meeting of the Illinois Association of County Officials on the 23rd day of April, 1997.

Revised 2006 and adopted at the full membership meeting of the Illinois Association of County Officials on the 3rd day of May, 2006.



Illinois Association of County Officials

By-Laws

MISSION STATEMENT

The Illinois Association of County Officials, a statewide organization of affiliate county official groups, is dedicated to maintaining and improving the quality of county government through education. The IACO membership promotes responsible public policy, ethical service and high standards of performance in single and multi-county units of government. Efficient and effective government service is enhanced through the cooperative efforts of the IACO membership, its service corporation, staff, volunteers and associate members.

In order to promote professionalism in county governmental service, IACO conducts annual meetings, seminars and in-service training sessions. Additionally, IACO facilitates professional networking and publishes professional materials. These efforts are designed to maintain and enhance public confidence in county government.

ARTICLE I – REGISTERED OFFICE

The registered office shall be established annually to be the address of the President of the Association in the State of Illinois.

ARTICLE II – MEETINGS OF ASSOCIATION MEMBERS

Section 1: Annual Meetings

Annual Meetings for the election of Executive Board members and for such other business as may be stated in the Notice of Meeting, shall be held at such place in the State of Illinois and at such time and date as the Executive Board, by resolution, shall determine. In the event the Executive Board fails to determine a time and place of meeting, the annual meeting of association members shall be the fourth Wednesday of November, 10:00 a.m. in the lobby of the State of Illinois Building in Chicago, Illinois.

Section 2: Other Meetings

Other meetings of members for any purpose other than the election of Executive Board members may be held at such time and place within the State of Illinois as shall be stated in the Notice of the Meeting.

Section 3: Membership List

Membership classes shall be approved by majority vote at any IACO membership meeting. The Executive Board shall annually require a list from each affiliate organization of all members in good standing showing the membership class, name, title, full address and phone numbers. Said list shall be open to examination of any association member in good standing, for any purpose germane to the meeting, during ordinary business hours, for a period of at least ten days prior to the meeting and shall be available for inspection at the meeting.

Section 4: Voting

Each member in good standing of an affiliate organization shall be entitled to one vote in person. There shall not be voting by proxy. Upon demand of any affiliate organization the vote for Executive Board members and upon any question before the meeting shall be by ballot. All elections for Executive Board members shall be decided by a majority or more than one-half of the members voting. Affiliate voting rights will be denied if the list of members in good standing is not delivered in ten (10) days prior to any IACO meeting.

Section 5: Quorum

A quorum may be declared by majority vote at any meeting of 100 or more in good standing of the membership present.

Section 6: Special Meetings

Special meetings of the members, for any purpose may be called by the president and shall be called by the president or secretary at the request, in writing, of a majority of the members of the Executive Board or membership entitled to vote. Such request shall state the purpose of the proposed meeting.

Section 7: Notice of Meetings

Written notice, stating the place, date and time of the meeting, and the general nature of the business to be considered, shall be given to each member entitled to vote at his business address as it appears on the records of the Association, not less than ten nor more than sixty days before the date of the meeting.

Section 8: Parliamentary Procedure

Procedures for meetings of Members of the Executive Board shall be governed by "Robert's Rules of Order".

ARTICLE III – EXECUTIVE BOARD

Section 1: Number and Term

The number of Executive Board members shall be set annually by the Executive Board. The Executive Board members shall be elected at the annual meeting of the membership and each board member shall be elected to serve until his successor shall be elected and shall qualify.

Section 2: Membership

Members shall represent each affiliate organization as follows: One member shall be the affiliate organization president. A member may be nominated by each affiliate organization to stand for election at the annual meeting of the Association. The IACO immediate year's past president shall be a voting member of the Executive Board.

Section 3: Quorum

A majority of the board members present shall constitute a quorum. A member may vote by written proxy. Representative of the member (i.e. Chief Deputy or another official from the affiliate organization) may attend and shall have voting privileges and be counted for quorum requirements.

Section 4: Resignations

Any Executive Board member or officer may resign at any time. Such resignation shall be made in writing, and shall take effect at the time specified therein, and if no time be specified, at the time of its receipt by the President or Secretary. The acceptance of a resignation shall not be necessary to make it effective.

Section 5: Vacancies

If the office of any Executive Board member or officer becomes vacant, the remaining Executive Board members, though less than a quorum may by majority vote, appoint any qualified person to fill such vacancy, who shall hold office for the unexpired term and until his successor shall be duly chosen.

Section 6: Vacancies of Executive Board Officers

If a vacancy occurs in the office of President or First, Second, Third, or Fourth Vice-President, the offices shall be filled by succession and a new member on the Executive Board shall be elected by majority vote of the Executive Board following the nomination of the affiliate organization represented by the new vacancy. If a vacancy occurs in the other office except Treasurer, Secretary, Past President or one of the affiliate organization presidents, the vacancy shall be filled by majority vote of the Executive Board following the recommendation of a nominating committee.

Section 7: Nominating Committee

The President, Immediate Past President and First Vice-President shall be the nominating committee and it shall be their duty to inform the affiliate organizations of vacancies and receive from the affiliate organizations all regular nominations for Executive Board.

Section 8: Removal

Any Executive Board member may be removed either for or without cause at any time by the affirmative vote of a majority of members entitled to vote at a special meeting of the membership.

Section 9: Compensation

Executive Board members shall not receive any stated salary for their services, but by resolution of the board, expenses of attendance may be allowed. Nothing herein contained shall be construed to preclude any Executive Board member from serving the Association in any other capacity of any officer, agent or otherwise, and receiving compensation therefor.

Section 10: Conference/Convention Expenditures

The President and First Vice-President, or their designee, shall represent the Association at the annual conference of the National Association of Counties or any other conference or convention composed of members dedicated to the professionalism of county government. Expenses for the President and First Vice-President, or their designee, to attend one conference per year shall be allowed by the Executive Board in an amount determined by the Executive Board.

ARTICLE IV – OFFICERS

Section 1:

President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Fifth Vice-President, Sixth Vice-President, Seventh Vice-President, Eighth Vice-President, Sergeant-at-Arms, Chaplain and Historian shall be elected at the annual meeting. Except for vacancies and removals, these officers shall progress to the next higher office each year. Vacancies will be per Article III, Section 6.

Section 2:

- A. The President shall appoint with the advice and consent of the Executive Board a Treasurer and a Secretary who may or may not be an Executive Board Member. If the Treasurer is not an Executive Board Member, as defined in Article III, Section 2, the Treasurer shall be a non-voting member of the Executive Board and shall not be considered in determining a quorum. Bond of office shall be required for the Treasurer in an amount set by majority vote of the Executive Board.
- B. The President shall appoint with the advice and consent of the Executive Board a Secretary who shall be a voting member of the Executive Board and shall be considered in determining a quorum.

ARTICLE V – STANDING COMMITTEES

Section 1: General

Standing Committees shall be appointed annually by the President with the advice and consent of the Executive Board.

Section 2: Executive Committee

The Executive Committee shall consist of the President, First Vice-President and Immediate Past President. The duties of the Executive Committee shall be:

1. Develop and oversee a financial plan for IACO.
2. Develop and present IACO awards.
3. Supervise contracts with other organizations.
4. Make recommendations on paid staff salary, benefits, etc. to the Executive Board.
5. Be empowered to enter into contracts on behalf of IACO.
6. Other duties as developed.

Section 3: Finance and Audit Committee (Reserved)

Section 4: By-Laws Committee (Reserved)

Section 5: Publications

The official publication shall be called *"County to County"*.

Section 6: Legislative Committee (Reserved)

Section 7: President Advisory Committee (Reserved)

Section 8: Conference Committee

The Conference Committee shall have the following subcommittees:

- a. General Chairman and Housing Committee
- b. Registration Committee
- c. Banquet Committee
- d. Hospitality Committee
- e. Entertainment Committee

Section 9: Nominating Committee (Article III Section 7)

Section 10: Membership Committee

The Membership Committee shall consist of two chairpersons (one full and one vendor member) appointed by the President. The Chairpersons then shall select members for the Committee.

The duties of the Membership Committee shall be recruitment and retention of members. A Vendor Committee shall be developed as a part of the Membership Committee.

Section 11: Educational Committee

The Educational Committee shall consist of a chairperson appointed by the President and members chosen by the Chairperson.

The duties of the Educational Committee shall include, but not be limited to:

- a. Organizing topical seminars for members.
- b. Supervising relations with local high school, colleges, and trade schools.

- c. Helping and assisting the Conference Committee.
- d. Developing and presenting IACO scholarships.
- e. Annual evaluation of all membership services.
- f. Other duties as assigned or developed.

ARTICLE VI – FUTURE AFFILIATE ORGANIZATIONS

Future affiliate organizations will be allowed by majority vote at an IACO membership meeting.

ARTICLE VII – AMENDMENTS

These by-laws may be altered or replaced at either the Spring Conference or the Fall Conference of the Illinois Association of County Officials. Any by-law amendment proposal shall be published in the *County to County Magazine*, in the issue immediately preceding the Conference for which the proposal is being presented. Said proposal shall receive first reading at the opening session of the respective conference and shall be laid over until the closing session for final action. Said proposal shall then be voted upon at the closing session by the entire membership of IACO.

ARTICLE VIII – RESOLUTIONS

Resolutions to be considered at the Spring or Fall Conference of the IACO shall be filed with the By-Laws Committee. And for any resolution to be considered at either the Spring or Fall Conference said resolution must be filed with the By-Laws Committee no later than 12:00 noon on the middle day of the respective Conference. Proposed resolutions shall then be read and voted on at the closing session of the conference by the entire membership of IACO.

Duly adopted by the full membership of the Illinois Association of County Officials on the 23rd day of April, 1997.

Certified by the Secretary of the Illinois Association of County Officials as true and correct.

Revised 2006 and adopted at the full membership meeting of the Illinois Association of County Officials on the 3rd day of May, 2006.

