

BY-LAWS
NORTHERN ILLINOIS TRAINING ADVISORY BOARD

ARTICLE I.
TITLE AND PURPOSE

SECTION 1. TITLE

The name of this association shall be the "Northern Illinois Training Advisory Board".

SECTION 2. PURPOSE

The purpose of the "Northern Illinois Training Advisory Board" (hereinafter referred to as "the Board") shall be to develop and approve the total budget for the Northern Illinois Mobile Team In-Service Training Unit (hereinafter referred to as "the Mobile Team") as authorized by the Intergovernmental Law Enforcement Officers Training Act (Public Act 82-674). The Board is charged with developing an equitable formula for providing the local share of cost of the Mobile Team, and to assure receipt of such funds from participating units of government. The Board shall oversee the development of training programs, the delivery of training, and the proper expenditure of funds. The Board shall carry out such other actions or activities appropriate to the operation of the Mobile Team, including but not limited to contracting for services and supplies, and purchase of furniture, fixtures, equipment and supplies. The Board shall exercise all other powers and duties as are reasonable to fulfill its function and furtherance of the purposes of Public Act 82-674.

SECTION 3. NOT-FOR-PROFIT CORPORATION

THE Board shall have powers as are now or may hereafter be granted by the General Not-For-Profit Act of the State of Illinois, and shall have and continuously maintain in this State a registered office, and a registered agent whose office is identical with such registered office, as the Advisory Board shall determine.

SECTION 4.

This corporation shall not have or exercise any power or authority either expressly, by interpretation or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying and continuing to qualify as a corporation described in Section 501(c)(3) and (4) of the Internal Revenue Code, contributions to which are deductible for federal income tax purposes.

SECTION 5.

No part of the activities of this corporation shall consist of carrying on propaganda; nor shall it in any manner or to any extent participate in any political campaign on behalf of any candidate for public office; nor shall it engage in any activities that are unlawful under the laws of the United States of America, or the State of Illinois, or any jurisdiction when such activities are carried on; nor shall it engage in any transaction defined at the time as "prohibited" under Section 503 of the Code.

SECTION 6.

This corporation shall never be operated for the purpose of carrying on a business for trade or profit. Neither the whole, or any part or portion of the assets or net earnings of this corporation shall be used, nor shall this corporation ever be organized or operated for purposes that are not exclusively the training of law enforcement and correctional personnel within the meaning of Section 501(c)(3) and ((4) of the Internal Revenue Code.

SECTION 7.

No compensation or payment shall ever be paid or made to any member, officer, director, trustee, creator, or organizer of the corporation, except as reasonable reimbursement for actual expenditures to members of the Board or for services actually made or rendered to or for this corporation; and neither the whole or any part or portion of the assets or net earnings, current or accumulated, of this corporation shall ever be distributed to or divided among any such person; provided, further that neither the whole or any part or portion of such assets or net earning shall ever be used for, accrue to, or inure to the benefit of any member or private individual within the meaning of Section 501 (c)(3) and (4) of the Code.

SECTION 8.

In the event of termination, dissolution, or winding up of this corporation in any manner or for any reason whatsoever, its remaining assets, of any shall be distributed back to the membership by an equitable formula, based on the current fiscal year officer assessment numbers.

SECTION 9.

The powers and purposes of the corporation shall at all times be so construed and limited as to enable this corporation to qualify as a not-for-profit charitable corporation organized and existing in the State of Illinois.

SECTION 10. DUTIES AND AUTHORITY OF THE BOARD

The Board shall:

- a. Incorporate as a general not-for-profit corporation in the State of Illinois
- b. Adopt by-laws and operating procedures.
- c. Direct that staff, including a coordinator and other full or part-time staff to be employed as required.
- d. Develop and approve the total budget for the Mobile Team annually.
- e. Determine and equitable formula for providing the local share of cost of the Mobile Team, and assure receipt of such funds from participating units of government.
- f. Determine and approve a policy of fees to be charged for the training of law enforcement, correctional and civilian personnel served for which no assessment was made under (e) above, if any.
- g. Oversee the development of training programs, the delivery of training, and the proper expenditure of funds.
- h. Carry out such other actions of activities appropriate to the operation of the Mobile Team including, but not limited to, contracting for services and supplies, and purchase of furnishings, fixtures, equipment and supplies, and securing office space.

- i. Review the work progress, and plans of the Advisory Board on a quarterly basis.
- j. Meet-quarterly and elect officers on an annual basis.
- k. Set standards and goals for the Mobile Team.
- l. Consider acting on any pertinent items that the Executive Committee deems necessary for the Board to review.

ARTICLE II. MEMBERSHIP

SECTION 1. MEMBERS

Membership in the Board shall be as follows:

- a. The Director or Chairman of the Illinois Law Enforcement Officers Training and Standards Board.
- b. The County Executive Officer or his designee from each County that is a member of the Mobile Team.
- c. The Sheriff or designee of each County that is a member of the Mobile Team.
- d. The Chief elected Executive Officer or his designee of the largest city of each County.
- e. Up to three (3) Chiefs of Police or their designee from each County that is a member of the Mobile Team. Such members to be selected by the participating agencies in that County.
- f. Voting Membership in the Mobile Team shall be restricted to local law enforcement, colleges and universities from the geographical areas of one or more of the Counties of Winnebago, Boone, and Dekalb. Non-voting members shall include law enforcement agencies outside of our geographical area and related public safety personnel positions. Any member of the Board must, at the time of his membership is recognized and thereafter, hold office in the unit of local government as indicated above. The term of membership on the Board shall last as long as the unit of local government is a member of the Mobile Team and the individual holds the necessary office; or in case of (e) above, the governments of the cities, villages and other municipalities shall re-elect their representatives within thirty days prior to the annual meeting. Their new members will be recognized and seated on the Board at the annual meeting.

ARTICLE III. MEETINGS

SECTION I. ANNUAL MEETING.

The Annual Meeting of the Board shall be held on approximately the same date each year as established by the Board. Members of the Mobile Team shall be notified at least ten days in advance of the meeting.

SECTION 2. REGULAR MEETINGS.

At any meeting of the Board, a schedule of regular meetings may be established. This schedule may be amended or altered at any subsequent meeting. Members of the Mobile Team shall be notified of the date, time and location of any scheduled meeting at least ten days in advance by the Secretary. A quorum necessary to hold a meeting and conduct corporation business shall be thirty percent of the membership of the Board.

SECTION 3. SPECIAL MEETINGS.

Special meetings may be called by the Chairman and the Secretary shall give all members of the Mobile Team at least five days notice in advance of the special meetings.

ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. OFFICERS.

Officers of the Board shall be elected from the voting membership within the geographical boundaries as defined in Article II, Section 1(f) and shall consist of a Chairman and Vice-Chairman and a Secretary. The term of office of the officers shall be for one year with the exception of the first officers, who shall be elected at one of the first official meetings of the Board and serve until the second annual meeting. Subsequent officers shall be elected at the annual meetings. No officer shall be elected to the same office for more than two succeeding terms.

SECTION 2. CHAIRMAN.

The Chairman shall preside at all meetings and shall be the chief executive officer of the Board and the registered agent for the Corporation. He shall have general supervision over all programs and activities.

SECTION 3. VICE-CHAIRMAN.

The Vice-Chairman shall perform the duties of the Chairman, in his absence, and such other duties as may be prescribed by the Advisory Board.

SECTION 4. SECRETARY.

The Secretary shall keep a roll of members, shall file the formal reports of the officers and committees, shall issue notice of all meetings as required by these by-laws, and as required by the Statutes of the State of Illinois, shall record the minutes of all meetings, and shall perform such other duties as may be prescribed by the Advisory Board.

SECTION 5. FINANCIAL OFFICER.

The Financial Officer for the Board shall be an elected financial officer of a local government that is a member of the Mobile Team and has representation on the Board. The Financial Officer shall be appointed by the Chairman with the advice and consent of a majority of the members present of the Advisory Board.

SECTION 6. ELECTION OF OFFICERS.

The Chairman shall appoint a nominating committee to consist of one member from each county from which there are agencies which belong to the Mobile Team whose duties shall be to present a slate of officers to the Board for nomination to office. Nominations will also be open from the floor during the meeting at which the committee presents its recommendations as the nominations may be closed by motion only. Voting on the nominees will be as determined by the Board.

SECTION 7. VACANCIES.

Should a vacancy occur in any office other than that of Chairman, the office shall be filled by appointment by the Advisory Board. If a vacancy in the office of Chairman should occur, it shall be filled by the Vice-Chairman and the Advisory Board shall appoint a new Vice-Chairman.

SECTION 8. EXECUTIVE COMMITTEE.

The Executive Committee shall consist of the current Chairman, Vice-Chairman, Secretary, the immediate past Chairman should he not currently hold office as Vice-Chairman or Secretary, and up to two other representatives of Mobile Team members from each county that has a membership on the Advisory Board. The herein unnamed representatives of each county shall be elected by the Board members from the various counties.

A quorum necessary for the Executive Committee to hold a business meeting shall be thirty percent of the Executive Committee membership.

SECTION 9. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE.

- a. Meet on a regular basis at a time and place designated by the Chairman.
- b. Meet with staff to develop budget and training curriculum recommendations for presentation to the full Board.
- c. Develop recommendations for an equitable formula to distribute the local match portion of the budget among the membership governments for presentation to the full Board.
- d. Monitor program execution and financial records.
- e. Develop and administer Board personnel policies including the hiring, promoting, demoting, disciplining and terminating of all employees, and developing salaries for employees, as assigned by the Advisory Board.
- f. Approve or deny special requests for training.
- g. Approve or deny expenditures of budget funds.
- h. Report on work, progress, and plans at all regular meetings of the full Board.
- i. Act upon all other matters unless specifically reserved to the full Board by these by-laws.

ARTICLE V. COMMITTEES

SECTION 1. COMMITTEES.

The Chairman shall appoint such standing committees and/or special committees as in his judgement, or as required by the full Board, or as required by the Executive Committee, are needed to assist in the execution of the activity of the Board. The Board Chairman shall also appoint the Chairman of each committee. A majority of the committee shall constitute a quorum.

SECTION 2.

The Chairman shall be a member of all committees and shall have a vote in the committee business but shall not be counted for purposes of determining a quorum.

**ARTICLE VI.
RECORDS**

SECTION 1. RECORDS.

The Secretary shall keep an accurate and complete record of the business meetings of the Board and the Financial Officer shall keep an accurate and complete record of the fiscal accounts of the Board. The said records shall be reviewed quarterly by the Advisory Board. Annual audits shall be conducted by the hired auditing firm and at time intervals as otherwise determined by the Board.

**ARTICLE VII.
ORDER OF BUSINESS AND CONDUCT OF MEETINGS**

SECTION 1. ORDER OF BUSINESS AND CONDUCT OF MEETINGS.

The order of business and conduct of meetings shall be governed by the latest edition of ROBERTS RULES OF ORDER except as otherwise designated herein.

**ARTICLE VIII.
CHANGING BY-LAWS**

SECTION 1. ALTERING, AMENDING, REPEALING OR ADOPTING BY-LAWS.

The foregoing by-laws may be amended or repealed and new by-laws may be adopted at a regular or special meeting of the Board by approval of a majority of the entire membership of the Board, provided that the entire membership of the Mobile Team is notified in writing at least ten days prior thereto by the Secretary and a copy of any alteration, amendment, or any change in the by-laws shall accompany said notice.