

Illinois Council of Professors of Educational Administration

By-Laws

ARTICLE I - NAME

The name of this organization shall be the Illinois Council of Professors of Educational Administration, hereafter referred to as the ICPEA.

ARTICLE II - MISSION AND PURPOSE

Section 1

The mission of ICPEA is to promote excellence in educational leadership in Illinois schools.

Section 2

The purpose of ICPEA is to promote the improvement and advancement of educational leadership by:

1. Providing a forum for professors of educational administration to voice their opinions and share their expertise on critical issues.
2. Assisting members to become more effective in their role as professors of educational administration.
3. Collaborating with state and national educational organizations.
4. Encouraging research, investigation, and dissemination of the research results.
5. Promoting and practicing a Code of Ethics for professors of educational administration.

ARTICLE III - OFFICERS

Section 1

The officers of the ICPEA shall be the (a) president, (b) vice-president (president elect), and (c) past-president (d) secretary, and (e) treasurer. Each term of office shall be for two years and any officer may succeed himself/herself. The vice-president shall normally be recommended for the office of president. Elections by a vote of 2/3 of the members present will be held at the spring meeting in odd numbered years.

Section 2

Selection of Officers – The president shall appoint a nominating committee during the fall meeting held in even numbered years that shall recommend and nominate a slate of officers at the following spring meeting. Nominations may also be received from any member in good standing from the floor for any office.

Section 3

Vacancies – Should a vacancy occur, the remaining officers will fill the vacancy for the remainder of the term.

ARTICLE IV – BOARD OF DIRECTORS

Section 1

The Board shall be the decision making body of ICPEA.

Section 2

The Board shall consist of eight voting members: The President, President-elect, the Immediate Past President, the Secretary, Treasurer, and three members from different geographic areas reflecting the diversity of the membership in public and private institutions. The three members shall be appointed

unanimously by the President, President-elect, the Immediate Past President, the Secretary, and Treasurer.

Section 3

The Board shall (a) formulate and approve activities for ICPEA; (b) develop the annual budget; and (c) establish task groups to assure fulfillment of the purpose of the unit.

Section 4

To be eligible for membership on the Board, a candidate shall have been a member for at least one year and shall be an active member of ICPEA at the time of election.

Section 5

The Board will select an Executive Director. The Executive Director will be responsible maintaining the organizational accounts and financial records and for maintaining records of the organization including minutes, correspondence, and membership lists.

ARTICLE V - MEETINGS

Section 1

The ICPEA shall hold stated meetings twice during the year with one meeting in the spring and one in the fall, normally held in conjunction with other related organizations. The officers shall select the dates, times, and site of each meeting.

Section 2

The secretary-treasurer shall notify the membership in a timely manner of the dates, time and place of each meeting.

Section 3

Additional meetings may be called by the president. Timely notice shall be provided to the membership.

ARTICLE VI - MEMBERSHIP

Section 1

Membership in this organization shall be open to all full-time, adjunct, retired, or emeritus professors of educational administration in the State of Illinois.

Section 2

Dues – There shall be two categories of dues, institutional and individual. The amount of dues shall be set annually at the spring meeting and shall be due prior to the fall meeting.

1. Institutional dues shall cover all full time and adjunct faculty members from any one institution. Those programs desiring an institutional membership shall designate an individual as the contact person for submitting the dues notice.
2. The secretary shall send dues notices to all members of record early each fall semester.

Section 3

Membership Responsibilities – It will be the responsibility of each member to actively participate in the organization. Each college or university paying institutional dues is expected to have at least one representative in attendance at either the fall or spring meeting.

Section 4

Termination of membership – Any individual or institution who is in arrears of their dues shall be dropped from membership after the spring meeting.

ARTICLE VII – FISCAL YEAR

The fiscal year shall begin on July 1st of any given year, and continue through June 30th of the succeeding year.

ARTICLE VIII - COMMITTEES

Section 1

The following standing committees shall be appointed by the president and shall report to the general membership:

1. *Nominating Committee* for the nomination of a slate of officers every two years.
2. *Communication Committee* to investigate and develop various communication venues, i.e., website, journal, newsletter. Report to the membership at each meeting.
3. *Audit Committee* to examine the financial records and other membership records of the secretary-treasurer and report to the membership at least once each year.
4. *Collaboration Committee* to further professional relationships and collaborative efforts with related organizations. Report to the membership at each meeting.

Section 2

Ad hoc committees - the president shall appoint such committees as deemed necessary to address specific issues.

ARTICLE IX – POWERS CLAUSE

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its officers, directors, members, or other private persons, except that the organization shall be authorized and empowered by a change in the ICPEA By-Laws to pay reasonable compensation for services rendered and to make payments and distributions to furtherance of the above referenced section purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the organization shall not contribute to PACs, political parties, or candidates. The organization will not make any contributions that are described in Section 170 [c] (2) of the Internal Revenue Code (or any corresponding section of any future Federal tax code).

ARTICLE X – DISSOLUTION OF THE ORGANIZATION

If the organization (ICPEA) should decide to discontinue its activities, the assets of the organization shall be distributed for one or more exempt purposes with the meaning of Section 501 [c] (6) of the Internal Revenue Code, i.e. professional organization, business league, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose. If the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of the organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in the above referenced section of the Internal Revenue Code (or corresponding section of any future Federal tax code).

ARTICLE XI - AMENDMENTS

These By-Laws may be amended by a vote of 2/3 of the membership present at any meeting with the following conditions having been met:

1. Any member in good standing may submit an amendment to these By-Laws by submitting the proposed change to the president in writing.
2. The proposed amendment shall become an agenda item at the following meeting, each member receiving a copy of the proposed amendment in advance.

ARTICLE XII – PARLIAMENTARY PROCEDURES

Roberts Rules of Order, Revised shall control parliamentary procedures.