



**ILLINOIS WORKFORCE PARTNERSHIP**

**CONSTITUTION AND BY-LAWS**

# ILLINOIS WORKFORCE PARTNERSHIP

## CONSTITUTION AND BY-LAWS

### Article I

#### Purpose and Objectives

- Section 1 This Association shall be known as the Illinois Workforce Partnership.
- Section 2 The purpose of the partnership shall be to provide leadership for quality workforce development in our communities. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under Section 501(c)(3) of the Internal Revenue Code.
- Section 3 The objectives of the Association shall be to:
- A. Promote the sharing of information among Workforce Investment Boards, Chief Elected Officials, One-Stop Partners, and other interested parties.
  - B. Formulate policy positions that impact local Workforce investment Areas and communicate those positions at both the State and Federal level.
  - C. Actively promote employment and training, economic development, and educational systems.
  - D. Enhance local systems by aggressively pursuing coordination, resource sharing, and the reduction of duplicated services among employment and training, economic development, educational, and welfare reform activities and organizations.
  - E. Provide input into the formulation of state guidelines and procedures, which directly affect local Workforce Investment Areas.
  - F. Address the local employment and training, economic development, welfare reform, and educational needs brought before it.
  - G. Work with Federal, State, and local entities to ensure that local staff development needs are met.

## **Article II**

### **Membership**

- Section 1 The membership shall consist of the 26 Workforce Investment Areas.
- Section 2 Each Workforce Investment Area may have one or two voting representatives, chosen by the Chief Elected Officials(s) and local Workforce Investment Board Chair.
- Section 3 A quorum shall be defined as 51% of the active membership. A member is considered active once all required dues are paid.
- Section 4 Each area shall have two votes. In the case where there is only one individual representing both sides of the partnership from that area, the member or his/her proxy shall cast both votes. In the case where there are two separate individuals representing the partnership, each person or his/her proxy shall cast one vote.
- Section 5 Proxy voting is allowed by those designated on the IWP Directory as a proxy or by presentation of a written verification to the President by a representative prior to the meeting where the vote would occur.

## **Article III**

### **Dues**

- Section 1 Dues shall be invoiced by and paid to the Treasurer on a program yearly basis. The amount of the dues will be reviewed annually and decided upon by a majority of the membership.

## **Article IV**

### **Officers**

- Section 1 The Officers of the Partnership shall be a President, a Vice President, a Secretary, and a Treasurer.
- Section 2 The President shall preside at all meetings of the Executive Committee and at business meetings of the Partnership. The President shall appoint all committees unless otherwise provided and shall perform such other duties as are usually incumbent upon that office.
- Section 3 The Vice President shall act on behalf of the President, when appropriate. The Vice President shall work with Committee Chairpersons to implement the Action Plan.
- Section 5 The Secretary shall perform those functions common to the office under the

direction of the President, in consultation with the Executive Committee, when appropriate.

- Section 6 Elections for new officers will be conducted at the June meeting of the Partnership. In April of each year, the President shall appoint a Nominating Committee, which shall seek nominees for President, Vice President, Secretary, Treasurer, and four at-large members. The Nominating Committee shall report a slate of all interested candidates for these offices at the May meeting of the Partnership. Additional nominations may be made from the floor. Election of officers shall be by secret ballot, with the nominee receiving the most votes cast for each office being elected to that office.
- Section 7 Election of the President, Vice President, Secretary, Treasurer, and four (4) at-large members shall be for a 12-month period, with no more than two (2) consecutive terms permitted. Election of the Treasurer shall be for a 12-month period, with unlimited consecutive terms permitted.
- Section 8 Officer vacancies for any cause shall be filled by the Executive Committee to serve until the next annual meeting, except for the President, in which case the Vice President shall assume the office of President and the Executive Committee shall select a new Vice President.

## **Article V**

### **Executive Committee**

- Section 1 The Executive Committee of this Partnership shall be the officers, four (4) at-large members, the chairperson of each standing committee, and the immediate past President.
- Section 2 The Executive Committee shall have general control and supervision over the affairs of the Partnership and shall, except when otherwise provided in this constitution, be empowered to decide upon any questions which may arise during the interval between meetings of the general membership of the Partnership.
- A majority of the Executive Committee shall constitute a quorum thereof.
- Section 3 The Executive Committee shall be responsible for the initiation and implementation of the strategic planning activities of IWP.

## **Article VI**

### **Appointments to Other Councils**

Section 1 Appointment to other councils and organizations, which require representatives from the Partnership, shall be made through presidential appointment.

## **Article VII**

### **Committees**

Section 1 The standing committees shall be appointed by the President and shall be approved by a majority vote.

Section 2 The President shall appoint such task forces as he/she may deem necessary for the proper transaction of the business of the Partnership.

Section 3 A majority of each committee shall constitute a quorum thereof and any question may be decided by a majority vote of those in attendance. Vacancies shall be filled by the President.

Section 4 Non-IWP representatives may be added to committees under the following circumstances:

- A. The non-representative to be added is a proxy of a member OR the non-representative is appointed by a member. A letter to the Secretary from the member appointing a non-member must be submitted in advance of the committee meeting.
- B. The IWP President approves of the addition.
- C. Regular IWP representatives would still constitute a majority on the committee after the addition.
- D. Non-representatives cannot chair committees.

## **Article VIII**

### **Meetings**

Section 1 The annual meeting of the Partnership shall be held in April, with at least quarterly meetings subsequently. Location of meetings shall be determined by the Executive Committee and members so advised by mail as to time and place of scheduled meeting. Special meetings of the Partnership may be held at such times and places as may be determined by the Executive Committee.

Section 2 The President shall receive all issues and items to be considered by the Partnership and is responsible for the preparation of the meeting agenda.

Section 3 Procedures followed at annual, quarterly, and/or special meetings shall be in accordance with Robert's Rules of Order when not inconsistent with the Constitution, By-Laws, or Rules of this Association.

## **Article IX**

### **Amendments**

Section 1 An amendment to the constitution may only be adopted with the approval of two-thirds of those present at a regularly constituted meeting. In order to be considered, all amendments must be submitted to the President not less than one month prior to a regularly scheduled meeting. The President shall direct the Secretary to distribute all amendments to all active members not less than fifteen (15) days prior to the meeting. The fifteen-day notice requirement may be waived by a two-thirds affirmative vote of the Executive Committee.

## **Article X**

### **Dissolution**

Section 1 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, 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.

In no event shall any member or other individual directly profit from such dissolution.

## Article XI

### Assurances

- Section 1 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. 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 participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on:
- a. by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code; or
  - b. by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Amended this Fourth Day of November, 2005.

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Sue Clark, President

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Pam Furlan, Secretary

# **DUTIES OF IWP OFFICERS**

## **President**

1. Develop the agenda and conduct IWP meetings.
2. Represent IWP.
3. Appoint Committee Chairpersons and other representatives.
4. Direct projects and assignments to appropriate committee.

## **Vice President**

1. Act on behalf of the President.
2. Organize annual retreat.
3. Work with Committee Chairpersons to implement Action Plan.

## **Secretary**

1. Prepare annual directory.
2. Maintain IWP appointment records.
3. Maintain and distribute orientation materials.
4. Maintain the Constitution and By-Laws, including acting as Parliamentarian.

## **Treasurer**

1. Pay IWP bills.
2. Maintain records for audit purposes, including copies of contracts.
3. Prepare monthly report and annual budget.
4. Invoice members for annual dues.

## **At-Large Members**

1. Contact IWP membership to maintain attendance and manage membership.
2. Special assignments as designated by President.
3. Represent IWP as assigned by the President.

## **Past President**

1. Assist in the transition of Presidential Leadership.
2. Special assignments from President.