

**SOCIAL WORKERS' DIVISION  
TOWNSHIP OFFICIALS OF ILLINOIS  
BY-LAWS**

**ARTICLE I**

**TITLE:** This organization shall be known as the Social Workers' Division of the Township Officials of Illinois.

**ARTICLE II**

**OBJECTIVE:** To educate General Assistance staff members and to insure consistent implementation of General Assistance programs throughout the State of Illinois.

**ARTICLE III**

**MEMBERSHIP:** Membership shall be comprised of such General Assistance staff as authorized by each Township Supervisor. The designated General Assistance staff shall be recognized as associate members of the Township Officials of Illinois. Township Supervisors shall be ex-officio members.

**DUES:** Dues shall be \$25 annually in addition to the portion of the dues collected by TOI for its Associate Memberships.

**ARTICLE IV**

**OFFICERS:** The officers of the TOI Social Workers' Division shall consist of the following: PRESIDENT, 1<sup>ST</sup> VICE PRESIDENT, 2<sup>ND</sup> VICE PRESIDENT, SECRETARY AND TREASURER. The EXECUTIVE COMMITTEE shall be comprised of the officers and the Immediate Past President.

**TERMS OF OFFICE:** The term of Office shall be for 4 (four) years. No office shall be occupied by the same person for more than 2 (two) consecutive terms. In the event of a vacancy, the President or Vice Presidents shall call a special meeting of the Executive Committee to fill the unexpired term of the vacated office. In the case of the President, the 1<sup>st</sup> Vice President shall be his/her successor for the remainder of the term and in addition, shall be eligible for a 4-year presidency, if elected.

**NOMINATION OF OFFICERS:** A nominating committee of 3 (three) members shall be appointed by the President. This appointment shall be made at the annual conference of the President's third year in office. The committee shall be instructed to advance the office of 1<sup>st</sup> Vice President to President, the 2<sup>nd</sup> Vice President to 1<sup>st</sup> Vice President, Secretary to 2<sup>nd</sup> Vice President and submit a name for the office of Treasurer. Said committee shall submit their nominations at the Social Workers' Divisional Meeting at the Annual Conference of TOI.

**INSTALLATION OF OFFICERS:** Installation of Officers shall take place the year following the election at the Divisional Meeting, at which time the new officers shall assume their duties.

## ARTICLE V

**DUTIES OF OFFICERS:** **The President** shall preside over all meetings of the Social Workers' Division and the Executive Committee and shall have the authority to act in any emergency of importance. Preparation for the Annual Meeting is the responsibility of the President in conjunction with the Vice Presidents.

**The Vice Presidents** shall perform all such duties as delegated by the President. In the absence of the President, the 1<sup>st</sup> Vice President shall preside at all meetings.

**The Secretary** shall keep an accurate record of the proceedings of all meetings of the Social Workers' Division and its Executive Committee. The Secretary shall handle all correspondence and keep a record of the membership.

**The Treasurer** shall receive all dues, monies or receipts and pay all bills approved by the Executive Committee.

## ARTICLE VI

**MEETINGS:** The regular meeting shall be held at the Annual TOI Conference. At the discretion of the Executive Committee, additional meetings may be called. All meetings shall follow accepted parliamentary procedure.

## ARTICLE VII

**AMENDMENTS:** These bylaws may be amended at a regular meeting of the Social Workers' Division by a two-thirds vote of the members present. The proposed amendment must be submitted to the Secretary at least ten (10) days prior to the meeting.

## ARTICLE VIII

**BYLAWS:** These bylaws, upon approval of the members of the organization, shall take effect and shall be known as the Bylaws of the Social Workers' Division of the Township Officials of Illinois.