

**Illinois Township Association of General Assistance Caseworkers**  
**BYLAWS**  
**Revised November 11, 2019**

**ARTICLE I. NAME**

The name of the organization shall be the Illinois Township Association of General Assistance Caseworkers (ITAGAC).

**ARTICLE II. PURPOSE**

The purpose of the Association shall be to:

- A. Educate General Assistance caseworkers and aid in the consistent implementation of General Assistance programs throughout the State of Illinois and according to the State of Illinois Township Supervisors of Illinois General Assistance Handbook.
- B. Facilitate cooperation, communication, and resource sharing among Township General Assistance Caseworkers.
- C. Enhance the quality of life for residents of all Illinois Townships by helping individuals achieve self-sustainability through job attainment and enrollment in appropriate public programs available.

**ARTICLE III. MEMBERSHIP**

**SECTION 1. QUALIFICATIONS**

Membership in the Illinois Township Association of General Assistance Caseworkers shall consist of:

- A. Members (Voting):

Dues paying Township employees with responsibilities that involve administration of the General Assistance program will be considered members. This may include General Assistance Directors, Coordinators, Case Managers, Caseworkers, and Welfare Services Directors among others. Dues paying Township Supervisors will also be considered members.
- B. Associate Members (Non-Voting):
  - 1. Associate Members shall be any dues paying person employed in a position assisting the Case Worker(s) of a given Illinois Township; or persons who by personal attainment and interest are eligible to participate in the advancement of professional knowledge and practice.
  - 2. Associate Members shall not be eligible to vote or hold elected office, but shall be eligible to be appointed to Ad Hoc Committees if appointed by the President and approved by the Executive Committee.

**SECTION 2. DUES**

The Executive Committee will set annual dues payable for each member and associate member. Annual dues shall be \$50.00 for townships with two (2) or less General Assistance Caseworkers and \$100.00 for townships with three (3) or more General Assistance Caseworkers.

## **ARTICLE IV. OFFICERS**

### **SECTION 1. OFFICERS**

The officers of the Association shall consist of the following: President, Vice President, Secretary and Treasurer.

### **SECTION 2. PRESIDENT**

The President shall perform all the duties of the principal officer of the Association and shall preside at all meetings of the Association and Executive Committee. The President may establish ad hoc committees and serves as an ex-officio member of all committees. The President shall be custodian of the records of the Association and shall, when necessary, certify official actions of the Association.

### **SECTION 3. VICE PRESIDENT**

The Vice President shall undertake all duties assigned by the President. The Vice President shall assume the office of President should a vacancy occur in the position.

### **SECTION 4. SECRETARY**

The Secretary shall keep an accurate record of the proceedings of all meetings of the Association and the Executive Committee. The secretary shall be responsible for insuring the proper maintenance of meeting minutes and sending copies of the minutes to all Association members.

### **SECTION 5. TREASURER**

The Treasurer shall receive all dues, monies or receipts if and when such shall occur. The Treasurer shall review, examine and receipt all expenditures related to the activities of the Association. The Treasurer shall establish and maintain all appropriate bank accounts, budgets, and financial records and make such records available for review and audit by Association officers and members.

### **SECTION 6. ELECTION OF OFFICERS**

- A. Nominations and election of officers shall be made and voted upon at the November meeting of the Association each year to be held at the annual Township Officials of Illinois Educational Conference.
- B. The newly elected officers shall assume and hold office for one year commencing at the end of the November Association meeting and until such time as their successor assumes office.
- C. No office shall be occupied by the same person for more than three (3) consecutive terms.
- D. Vacancies in elected office shall be filled by appointment of the President with the consent of the Association membership. If the President leaves office for any reason during their term the Vice President shall assume the role of President for the remainder of the term of office.

### **SECTION 8. REMOVAL FROM OFFICE**

The Association may remove any officer or member at an Association meeting with a super majority (60%) affirmative vote of those members present and voting.

## **ARTICLE V. MEETINGS**

### **SECTION 1. REGULAR MEETINGS**

Regular Meetings of the members of the Association shall be held quarterly on such dates and at such times and places as shall be determined by the Executive Committee. The annual Association Meeting will be held at the annual Township Officials of Illinois Educational Conference in November.

**SECTION 2. SPECIAL MEETINGS**

Special meetings of membership of the Association may be called when necessary. Special Meetings may be called by the President, with approval of the Executive Committee, or by twenty-five (25%) percent of the voting membership, setting forth in writing the date, time and place for said meeting, and the purpose(s) of such meetings filed with the Secretary and submitted to each member in good standing at least fifteen (15) days prior to the date set for the meeting.

**SECTION 3. QUORUM**

Quorum for taking formal action at meetings of the Association shall be twenty-five (25%) percent of dues paying members. Once a quorum is established, the rules of parliamentary procedure as set forth in Robert’s Rules of Order most recently revised edition shall govern the proceedings of the Association and its committees.

**ARTICLE VI. COMMITTEES**

**SECTION 1. EXECUTIVE COMMITTEE**

The Executive Committee shall be comprised of the officers and one (1) Member at Large to be appointed by the President. The Executive Committee shall report on its actions at each regular and special meeting of the Association. The Executive Committee shall act on behalf of the membership, in the interim, between all meetings. The Executive Committee shall be empowered to approve budgets, expenditures, and enter into contracts on behalf of the Association.

**SECTION 2. AD HOC COMMITTEES**

The President shall establish all ad hoc committees and shall appoint, with approval by the Executive Committee, all members of such committees for a period not to exceed the President’s term of office. Ad hoc committee members shall consist of members and associate members of the Association. The President shall appoint ad hoc committee officers.

**ARTICLE VII. PARLIMENTARY PROCEDURES**

Robert’s Rules of Order most recently revised edition shall be used when the Bylaws are silent on a given matter.

**ARTICLE VIII. AMENDMENTS**

These bylaws may be amended at a regular or special meeting of the Association by a two-thirds (2/3) vote of the members present. The proposed amendment must be submitted to the Secretary at least ten (10) days prior to the meeting.

**ARTICLE IX. FISCAL YEAR**

The fiscal year shall begin January 1<sup>st</sup> and end the following December 31<sup>th</sup>.

Revised Bylaws Adopted: November 14, 2016

\_\_\_\_\_  
President                      Date

\_\_\_\_\_  
Secretary                      Date