



Policy and Procedures
Handbook and
Constitution/By-Laws

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PAST-PRESIDENT

Past-President must be a member of the Illinois Association of Career and Technical Education (IACTE), Association of Career and Technical Education (ACTE), Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP), and the **Special Population Division**. Past-President's term of office is one year directly preceded by one year as President and one year as President-Elect.

Duties:

- Review the budget and the Treasurer's Report for audit.
- Meet with President and President-Elect to plan agenda for Executive Council and General Membership meetings.
- Attend Membership and Executive Council meetings.
- Serve as Chair of the Nominating committee for ILAVESNP officers. Election needs to be completed 60 days prior to annual meeting and the change of officers.
- Summarize activities in an Annual Report and in other reports as requested by the ILAVESNP President.
- Update ILAVESNP Policy & Procedure Manual, but not including copying and distributing. All changes must be voted on at a general membership meeting.

PRESIDENT

The President must be a member of the Illinois Association of Career and Technical Education (IACTE), Association of Career and Technical Education (ACTE), Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP), and the **Special Population Division**. The President's term of office is one year immediately following one year as President-Elect, and preceding one year as Past-President.

Responsibilities:

- Meetings: ILAVESNP
 - Set dates, site and agenda for meetings.
 - Conduct Executive Council Meetings: Conduct executive council meetings 3 times a year- once at the annual conference.
 - Conduct General Membership Meetings: At annual conference.
 - Disseminate pertinent information to the ILAVESNP membership.
- Meetings: IACTE
 - Serve as a voting member of the IACTE Board if cannot attend president can appoint other elected officer.
 - Attend all board meeting as set by IACTE President or send other elected officer.
- Committees:

- Fill Executive Council vacancies.
- Serve as an ex-officio member of all committees.
- Announce Executive Council vacancies in February.
- IACTE
 - Serve as the liaison between IACTE Board and ILAVESNP Executive Council.
 - Monitor legislative concerns nationally and statewide.
 - Nominating persons for IACTE offices.
- ACTE
 - Attend the ACTE Conference if supports.
 - Represent ILAVESNP at the ACTE Convention if in attendance.
 - Serve as delegate at the ACTE Convention if in attendance.
- Communication
 - Assure communication with membership on all aspects of the organization.
 - Submit articles for ILLINET newsletter (all issues).
 - Submit articles for the IACTE Progress.
 - Inform Executive Council & General Membership of pertinent issues.

Duties:

- Attend annual conference
- Attend IACTE Board of Director Meetings
- Mail updated officer and task force chair list to IACTE & Executive Council
- Conduct general membership meeting at annual conference
- Submit article for ILLINET
- Submit article for IACTE Progress
- Notification to newly elected Executive Council
- Meet with Past-President and President-Elect to plan agenda for Executive Council meeting
- Send memo to Executive Council about meetings with: time, date, agenda, issues, upcoming events and conferences
- Install Executive Council vacancies
- Make and present certificates to retiring Task Force Chairs
- Conduct Executive Council Meeting
- Coordinate with secretary mailing of minutes to IACTE
- IACTE Report to Executive Council
- Mail updated list of officers to Region III **Special Population** chair
- Complete and mail “Gold Award” application to IACTE Awards Chair (IACTE Past-President)
- Attend ACTE Convention if supported through ILAVESNP
- Attend NAVESNP functions and House of Delegates at ACTE and appoint other members
- Meeting with Past-President and President-Elect to plan Executive Council and Membership Meeting

- Send memo to Executive Council members informing them of Executive Council meeting date, time, place, agenda, updated directory
- Oversee update of membership directory for distribution

PRESIDENT-ELECT

President-Elect must be a member of Illinois Association of Career and Technical Education (IACTE), Association of Career and Technical Education (ACTE), Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP) and the **Special Population Division**. President-Elect's term of office is one year in a cycle-of three. The second year President-Elect serves as President followed by third year as Past-President.

Duties:

- Represent ILAVESNP at the ACTE Policy Seminar if supported.
- Attend Membership and quarterly Executive Council meetings, assisting president as needed.
- Meet with President and Past President to plan agenda for Executive Council and General Membership meetings.
- Attend IACTE Board of Directors meetings. (non voting member)
- Provide support to the President.
- Manage Task Forces.
- Carry out Presidential responsibilities as delegated.
- Participate in Convention Planning activities for annual conference.
- Preside in the President's absence.
- Summarize activities in an Annual Report and in other reports as requested by the ILAVESNP President.
- Represent ILAVESNP & IACTE at ACTE Region III meeting if supported.
- Recognize outgoing President

SECRETARY

Secretary must be a member of Illinois Association of Career and Technical Education (IACTE), Association for Career and Technical Education (ACTE), Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP), and the **Special Population Division**. The Secretary shall be elected biannually to a two-year term of service in odd years.

Responsibilities:

- Attend and provide input at the ILAVESNP Executive all Board meetings
- Attend the ILAVESNP Membership meeting held at annual conference.

Duties:

- Take minutes at all the ILAVESNP Executive Board meetings, and at LAVESNP Membership Meetings.
- Transcribe and copy minutes of the Executive Council meetings and the Business meeting, send a copy to the ILAVESNP President.
- Keep copies of all the minutes, Task Force Chair reports, and other important documents in a Secretary's notebook.
- Provide the minutes of the previous meeting at the Executive Council meeting. Provide the minutes of the previous Membership meeting at the Membership meetings.
- The Secretary's minutes and Task Force Chair reports for the entire year are to be sent to the President so it can be turned in to IACTE as part of the "Gold" Report.
- Summarize activities in an Annual Report and in other reports as requested by the president.

TREASURER

The Treasurer must be a member Illinois Association of Career and Technical Education (IACTE), Association for Career and Technical Education (ACTE), Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP), and the **Special Population Division**. Treasurer is elected to a two-year term of service in even numbered years.

Responsibilities:

- Attend and provide input at all ILAVESNP Executive Council Membership Meetings. These are generally held at the conference site of the annual conference.
- File "not for profit" status paper.
- The Treasurer shall have oversight of the bank accounts and pay bills as directed by the board. The Treasurer shall collect all dues for the association and submit annual and interim reports to the Executive Council as requested.
- If the office of the treasurer becomes vacant or a newly elected treasurer assumes office, the books shall be audited shortly after being turned over to a newly appointed or elected treasurer and if necessary an amount designated by the board be placed in an appropriate CD.
- The Treasurer is responsible for presenting a proposed budget at the annual IACTE Conference. The budget shall be part of the balloting letter sent to the entire membership so adequate time can be given for review and/or corrections.

Annually:

The Treasurer prepares and annual report showing all receipts and debits for the year. ILAVESNP's year begins at annual conference and continues to the following annual

conference. This report is presented by the Treasurer to the membership at the Business meeting during the annual conference. The Treasurer prepares a budget for approval by the Executive Council. Act as chairperson of the Finance Task Force.

Bi-annually:

The Treasurer prepares a report of receipts and debits for the Executive Board meetings.

Monthly:

The Treasurer balances the checkbook and if required, monitors the interest accrued in the savings account and certificates of deposit.

PUBLIC RELATIONS TASK FORCE

Public Relations Task Force Chair must be a member of Illinois Association of Career and Technical Education (IACTE) and the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP).

The Public Relations Task Force Chair term of office is one year.

Responsibilities:

Promote the activities and benefits of the Association, and market these to potential members.

Duties:

- Serve on the ILAVESNP Executive Council. Attend and provide input at the ILAVESNP Executive Board Meetings.
- Generate articles for the ILLINET that pertain to Public Relation activities.
- Collaborate with the Membership Task Force to market and facilitate activities necessary to promote the organization and support Special Populations students.
- Summarize activities in an Annual report and in other reports requested by the ILAVESNP President.
- Submit at least one public relations item promoting vocational technical education exclusive to IACTE items and affiliate newsletters; i.e. newspaper article regarding student achievement, sponsored legislative tours.

MEMBERSHIP TASK FORCE

The Membership Task Force Chair must be a member of Illinois Association of Career and Technical Education (IACTE) and the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP).

The Membership Task Force Chair term of office is one year.

Responsibilities:

Promote the activities and benefits of the Association, and market these to potential members.

Duties:

- Serve on the ILAVESNP Executive Council. Attend and provide input at the ILAVESNP Executive Board meetings.
- Generate articles for the ILLINET that pertain to membership activities.
- Collaborate with the Public Relations Task Force to market activities necessary to promote the organization and support Special Populations students.
- Summarize activities in an Annual report and in other reports requested by the ILAVESNP President.

NEWSLETTER TASK FORCE CHAIR

Newsletter Task Force Chair must be a member of Illinois Association of Career and Technical Education (IACTE), and the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP). The ILLINET is published at least three times yearly to all members in an attempt to keep members active and informed.

Newsletter Task Force Chair term is one year.

Responsibilities:

Attend and provide input at all ILAVESNP Executive Council Membership meetings. Create and distribute the Association Newsletter.

Duties:

- Collect information from other task force chairperson and other articles that may be of interest to other members. Assemble, format, and edit the newsletter, arrange to have it printed, and mail it out to members, IACTE & affiliate Presidents, IACTE Executive Director.
- Recommend deadlines to get articles to the editors are August 15, mail Labor Day, and December 15, and mail New Year's Day. Published spring, summer and fall.
- Summarize activities in an Annual report and in other reports as requested by the ILAVESNP President.

Articles should be submitted by:

1. President- Public Policy Seminar
2. President-Elect -re: conferences
3. Historian Task Force Chair
4. Awards Task Force Chair-nomination process/forms, recipients
5. Public Relations Task Force Chair-activities
6. Membership Task Force Chair - benefits of membership, activities
7. Legislative concerns Task Force Chair- current concerns, resolutions
8. Past-President- audit
9. Finance Chair - budget

LEGISLATIVE CONCERNS TASK FORCE

Legislative Concerns Task Force Chair must be a member of Illinois Association of Career and Technical Education (IACTE) and Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP). Legislative Concerns Task Force Chair term of office is one year.

Responsibilities:

- Review information related to changing and new legislation concerning educational/vocational issues.
- Contact IACTE Executive Director, legislators and other key figures to acquire information.
- Disseminate pertinent information to the membership at Membership meetings.
- Disseminate information at critical stages of the legislative process to the ILAVESNP Executive Council so that information can be forwarded to the membership when immediate action is needed.
- Summarize activities in an Annual Report and in other reports as requested by the ILAVESNP President.

HISTORIAN

The Historian shall be a member of Illinois Association of Career and Technical Education (IACTE) and the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP). The Historian term of office is one year.

Responsibilities:

- Maintain a history of the Association
- Summarize activities in a report to the Executive Council

AWARDS TASK FORCE CHAIR

The Awards Task Force Chair shall be a member of Illinois Association of Career and Technical Education (IACTE) and the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP). The Awards Task Force Chair term of office is one year.

Responsibilities:

- Solicit award nominations from the membership
- Coordinate award selection
- Notify recipients
- Coordinate payment of scholarships
- Report recipients to IACTE Award Chair
- Summarize activities in a report to the Executive Council

BY-LAWS TASK FORCE CHAIR

The By-Laws Task Force Chair shall be a member of Illinois Association of Career and Technical Education (IACTE) and the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP). The By-Laws Task Force Chair term of office is one year.

Responsibilities:

- Updates By-Laws as needed by changes in IACTE By-Laws or vote of the Association.

PARLIAMENTARIAN

The Parliamentarian shall be a member of Illinois Association of Career and Technical Education (IACTE) and the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP). The Parliamentarian term of office is one year.

Responsibilities:

- Provides parliamentary guidance at Executive Council and Membership meetings.

Duties:

- Attend and provide parliamentary guidance at Executive Council and Membership meetings.

ILAVESNP OFFICER RESPONSIBILITIES

President-Elect (one year term)

- Attend annual meeting held in conjunction with annual conference, assisting president as needed.
- Attend other membership and executive meetings, assisting president as needed.
- Provide support to president.
- Carry out presidential responsibilities as delegated.
- Participate in all planning activities.
- Preside in president's absence.
- Serve as a nonvoting representative to the IACTE Board of Directors
- Attend IACTE Board of Directors meetings.
- Serve on the annual conference planning task force.

President (one year term)

- Attend and preside over annual meeting held in conjunction with annual conference, represent ILAVESNP at the ACTE Convention as sponsored.
- Attend other membership and executive meetings.
- Provide direction to Executive Council and ILAVESNP organization.
- Maintain linkages with other vocational education organizations.
- Maintain linkages with national and regional special needs organizations.
- Monitor legislative concerns nationally and statewide.
- Channel pertinent information to membership.
- Assure communication with membership on all aspects of organization.
- Serve as a voting member of the IACTE Board of Directors.
- Attend IACTE Board of Directors meetings.
- Appoint regular standing Task Forces and other special Task Forces as necessary.

Past President (one year term)

- Provide support and counsel to president.
- Attend annual meeting held in conjunction with IACTE Convention, assisting president as needed.
- Attend other membership and executive meetings, assisting president as needed.
- Chair Audit Task Force.
- Chair Nominating Task Force.
- Serve as ILAVESNP Board of Director concurrently as Past President.
- Serve on an IACTE Task Force, when asked.

- Attend annual meeting held in conjunction with IACTE Convention.
- Attend other membership and executive meetings.

Secretary (two year term—elected odd years)

- Serve as recorder at all organizational meetings.
- Ensure that appropriate organizational correspondence is completed.

Treasurer (two year term—elected even years)

- Attend annual meeting held in conjunction with IACTE convention.
- Attend other membership and executive meetings.
- Prepare and present annual budget.
- Maintain financial records for audit.
- Receive and disperse funds as stated in by-laws.
- Maintain accounts with banks according to the direction of the board.
- Report on financial status of accounts at meetings.
- Chair Finance Task Force.

**CONSTITUTION AND BY-LAWS OF THE ILLINOIS
ASSOCIATION
OF VOCATIONAL EDUCATION SPECIAL NEEDS
PERSONNEL
(ILAVESNP)
CONSTITUTION
Amended – Proposal May 2, 2006**

Article I. Name

- Section 1.** The name of the association shall be the Illinois Association of Vocational Education Special Needs Personnel (ILAVESNP) and shall be affiliated with the **Illinois Association of Career & Technical Education.**
- Section 2.** ILAVESNP is a professional association concerned with developments in all fields of employment-related education for special needs populations.
- Section 3.** The association shall be nationally affiliated with the Association of Vocational Education Special Needs Personnel and the American Vocational Association/Special Needs Division.

Article II. Objectives

- Section 1.** To serve as a unifying association for all personnel interested in/or responsible for the development and/or operation of employment-related education programs for learners with special needs in the State of Illinois.
- Section 2.** To provide service to members of the association.
- Section 3.** To serve as a catalyst to promote continued program development and improvement throughout Illinois.
- Section 4.** To facilitate special needs efforts with affiliated organizations of the Illinois Association Career and Technical Education.

Article III. Membership

- Section 1.** Persons interested in ***career & technical education*** for special needs populations may become members of this association.
- Section 2.** All ILAVESNP members will have equal voting rights.
- Section 3.** Student membership status with a membership fee of 1 /2 the regular membership fee is available for full-time students.

Article IV. Dues

- Section 1.** The dues of this organization shall be a sum sufficient to cover the essential service of this association as determined by the executive committee and approved by the voting members at the annual meeting.
- Section 2.** Any change in the membership dues and/or method of dues collection shall be voted upon at the annual meeting.

Article V. Officers

- Section 1.** The officers of this association shall be Past-President, President, President-Elect, Secretary, and Treasurer.
- Section 2.** All officers except Presidential line officers shall serve a two-year term of office.
- Section 3.** The Executive Council shall consist of the officers and the chairs of all standing committees of the association.
- Section 4.** The Board of Directors will be comprised of three individuals having expertise in the vocational special needs area. Two will be selected by a majority vote of the Executive Council. The term of office will be three years. The third Director will be the immediate Past-President. Responsibilities will be determined by the Executive Council. Members of the Board of Directors will have equal rights.
- Section 5.** The Executive Council shall have the authority to receive and expend funds for the business of ILAVESNP. All receipts and expenditures shall be approved by the membership at the annual meeting.

Article VI. Representatives to the IACTE Board of Directors

- Section 1.** Representatives to the IACTE Board of Directors shall be the President and the President-elect or an alternate officer designated by the President.

Article VII. Election of Officers

- Section 1.** The President, President-Elect, Secretary, and Treasurer shall be elected by the membership of the ILAVESNP.

- Section 2.** The Past-President shall appoint a nominating committee and shall serve as the committee chair for the election of new officers for this association. This committee is subject to approval by members of the Executive Council.
- Section 3.** The office of President-Elect shall be voted upon annually. The President-Elect then becomes President and Past-President in succession.
- Section 4.** The Secretary and Treasurer shall each hold a two-year term of office, and will be elected on alternating years.
- Section 5.** If a vacancy occurs during a term of office, the Executive Council may appoint an individual to fill this vacancy for the remainder-of the term.
- Section 6.** The Board may fill the position the past-president would hold on the board should the past-president be unable to serve or if the position of the past-president is vacant.

Article VIII. Meetings

- Section 1.** There shall be an annual business meeting of the association and additional meetings may be called at the discretion of the Executive Council.
- Section 2.** The annual meeting of the association shall be held each year in conjunction with the annual conference
- Section 3.** A majority vote of the members present shall prevail.
- Section 4.** The Executive Council of this association shall meet three times yearly.
- Section 5.** A majority of the regular members of the Executive Council shall constitute a quorum for meetings of the Council.

Article IX. Standing Committees

- Section 1.** All regular standing committees shall be appointed by the President, with the approval of the Executive Council. The President may appoint special committees.
- Section 2.** Minutes shall be taken at all meetings of standing committees and shall be sent to the President within ten days. These minutes will be presented to the Executive Council at their next meeting.

Article X. Amendments and Changes

Section 1. Amendments to this constitution shall be made only by majority of the voting membership in attendance at the annual business meeting. No proposition to amend shall be acted upon unless written notice thereof has been given to the Secretary and members notified at least thirty days prior to the actual vote.

Article XI. Parliamentary Authority

Section 1. The rules contained in Robert's Rules of Order (Revised) shall govern in all cases wherein they do not conflict with the rules of the organization.

Enabling Act

Any changes in this constitution shall become affective upon the adoption by a vote of the membership at the annual meeting and any changes, which affect the wording of other portions, without changing the intent, are permissible.