

**ILLINOIS COUNCIL ON FAMILY RELATIONS (ILCFR)
CONSTITUTION
EFFECTIVE AS OF MARCH 7, 2014**

ARTICLE I - Purpose

The Purposes of the Illinois Council on Family Relations shall be:

- a. To provide an opportunity for all organizations and individuals in the state interested in family science to learn of others' work, exchange ideas, and discuss matters of mutual concern.
- b. To stimulate and encourage study and research in the field of family science.
- c. To evaluate and articulate positions on family related issues and move toward responsible social action.
- d. To demonstrate ways to strengthen family relationships through means as deemed to be appropriate.
- e. To invite and encourage student membership and participation in the Council.

ARTICLE II - Affiliation with National Council on Family Relations

- a. The Illinois Council on Family Relations shall be affiliated with the National Council on Family Relations, meet all required guidelines established by the National office for affiliates, and work in cooperation with it. A copy of this Constitution as adopted and amended every year, or as deemed necessary by the Executive Committee, shall be filed with the national office by the President.
- b. The President-elect will serve as the liaison to the National Council (see Article V, Sect b for a complete list of the President-elect's responsibilities. In the event the President-elect is unable to serve, a liaison will be selected by the Executive Committee.
- c. The President of the Illinois Council shall send to the National office annual reports of the activities and progress during the year and such other reports as may be authorized by the Executive Committee or required by the National office.

ARTICLE III – Membership

- a. Membership in this Council shall be individual.
- b. There shall be three (3) membership categories: student, professional NCFR member, and professional NCFR non-member.
- c. The Executive Committee of the ILCFR is empowered to determine and set the

membership dues for this organization. Membership dues will be reviewed as deemed necessary by the Executive Committee.

ARTICLE IV – Officers

- a. The officers of this council shall consist of the president, immediate past president, president-elect, secretary, treasurer, newsletter editor(s), student representative, and membership chair. The president and president-elect shall be nominated by the nominating committee or by any ILCFR Member and elected annually. All other officer positions shall be reviewed annually by the Executive Committee.
- b. The terms of office shall be for one year or until their successor can be chosen. The Executive Committee shall appoint members to fill any vacancies. The president-elect shall serve in the absence of the president and be responsible for liaison representation to other professional organizations where appropriate. For a complete list of officer responsibilities, see Article V.

ARTICLE V - Executive Committee

- a. The Executive Committee shall consist of the president, immediate past president, president-elect, secretary, treasurer, newsletter editor(s), student representative, membership chair, and an additional 5 to 10 members at large.
- b. Duties and responsibilities of the Executive Committee are as follows:

President. The president must be an active member of ILCFR and NCFR. He/she shall lead the organization and act as a liaison between the Executive Committee, ILCFR Members at large, and NCFR leaders. The president has the authority to call meetings and shall preside over meetings. The president shall file the constitution with The National Council as the constitution is amended every 5 years, or as deemed necessary by The Executive Committee. He/she shall also send a complete and updated list of the Executive Committee/Officers and meeting minutes to The National Council following the spring meeting each year. The President shall serve as the editor-in-chief for the annual newsletter and see that the newsletter is put on the ILCFR website. The President shall orient the President-elect as he/she becomes skilled with the responsibilities of that position.

Immediate past president. The Immediate Past President must be an active member of ILCFR. The Immediate Past President shall serve as a consult to the President and the Executive Committee. He/she shall work with the Membership Chair to fulfill the function of membership recruitment. The Immediate Past-President shall assist with the orientation of the President and President-elect.

President-elect. The president-elect must be an active member of ILCFR and NCFR. To be eligible for President-elect, candidates must have been an active member of the ILCFR Executive Committee for at least 1 year

prior to the election. The President-elect will serve as the liaison to the National Council. He/she shall attend The National Council on Family Relations Annual Conference and organize a state affiliate meeting; ILCFR will contribute a \$300.00 stipend to assist the President-elect with expenses for registration and travel. In the event the President-elect is unable to serve in this role, a liaison(s) will be selected by the Executive Committee and the \$300 stipend will be provided to each of the liaison(s). The President-elect will coordinate the planning of the ILCFR annual conference. The president-elect shall assume the office and duties of the president in his/her absence or in the event the office becomes vacant.

Secretary. The secretary must be an active member of ILCFR. He/she shall record minutes at all chapter meetings and make them available to officers and members. The secretary shall ensure that the President-elect has the updated list of the Executive Committee, as well as the meetings from the spring meetings, so that he/she can send them to the National Council. The secretary of the Illinois Council shall send to the National office any additional annual reports, activities, and progress as deemed necessary by the Executive Committee.

Treasurer. The treasurer must be an active member with ILCFR. He/she shall keep proper records of all funds received by and dispersed from the organization and shall report these transactions at meetings. He/she shall collect annual dues from chapter membership and present the membership chair with a list of all members delinquent in payment. The treasurer shall assume responsibility for the organization's finances, and he/she shall have the power to make purchases on behalf of the organization with the approval of a majority (2/3) of the Executive Committee. In the event that the treasurer is unable to fulfill his/her responsibilities with the ILCFR Executive Committee, the President shall appoint a treasurer with approval of a majority of the Executive Committee.

Membership chair. The membership chair must be an active member of ILCFR and NCFR. The membership chair shall keep accurate and current records of all membership classification and report at each chapter meeting. He/she shall work with the immediate past president to fulfill the function of membership recruitment.

Student representative. The Student Representative must be an active member of ILCFR. He/she Shall act as a liaison between the Family Science students, faculty, and service organization employees. He/she shall propose ideas from a students' perspectives at meetings. The Student Representative shall assist the President-elect with conference planning and organize student help. To be eligible for this position, the Student Representative must have a working relationship with the President-Elect prior to elections, or be considered qualified by special circumstance by The Executive Committee.

Newsletter editor(s). The Newsletter Editor(s) must be active members of ILCFR. The Newsletter Editor(s) shall compose an annual newsletter each

spring. The Newsletter Editor(s) shall correspond with the President and conference photographer to obtain pertinent information for use in the annual newsletter (conference papers/abstracts, photographs, keynote speaker biographies, or attendance information). The newsletter should be sent to the President for editing within 2 months of the spring conference.

Members at large. All Executive Committee Members at large must be active members of ILCFR. Members at large shall assist other Executive Committee Members with their responsibilities. Members at large must serve on at least 2 committees throughout their time as Members at large on the ILCFR Executive Board. Members at large of the Executive Committee shall be elected by the membership and shall serve for a term of three years unless he/she moves to another position on the Executive Committee at which point another Member at large will be appointed to serve in his/her place.

- c. The executive committee shall replace an Executive Committee member who has missed three consecutive executive committee meetings, or has three unexcused executive committee meetings. What is deemed as an excused absence is at the discretion of the president.
- d. No member who has served two full consecutive terms as a member-at-large shall be eligible for reelection as a member-at-large until one year has elapsed.
- e. In the nomination of members, consideration shall be given to securing as wide a representation as possible of the diverse groups participating in the Illinois Council on Family Relations.
- f. The Executive Committee shall be responsible for planning the program of this council, for defining policies subject to review by the membership, setting membership dues, and for the expenditure of funds. It shall have authority to act on behalf of the membership in the interim between membership meetings.

ARTICLE VI – ELECTIONS

- a. Each ILCFR member is entitled to one vote in elections.
- b. Elective officers of the ILCFR shall be elected under policies and procedures established by the Executive Committee.

ARTICLE VII - Other Committees

- a. A nominating committee, whose duty it shall be to present to the membership at the Annual Meeting candidates for officers and Executive Committee, shall be chaired by the President and consist of the past President, President Elect, and one Member at Large to be appointed by the President. The current President has power to appoint replacements should a committee member become unable to serve. The nominating committee shall discuss the next slate of officers with the Executive Committee.

- b. Other committees as may from time to time be necessary to carry on the work of the Council shall be appointed by the President on the authorization of the Executive Committee. Examples of such committees include, but are not limited to the Membership Recruitment and Retention Committee, Awards Committee, Legislative Committee, External Funding Committee, and Conference Peer-Review Committee.
- c. The chairpersons of these committees, if not elected members of the Executive Committee, shall be ex-officio members of the Executive Committee.

ARTICLE VIII - Meetings

- a. There shall be an annual business meeting of this Council at the annual conference at a time and place to be chosen by the Executive Committee.
- b. Other general or regional meetings shall be held at the discretion of the Executive Committee with a minimum of 3 per year.

ARTICLE IX - Finance

- a. Membership. Membership fees and registration fees from meetings as determined by the Executive Committee shall be used for the support of this Council. The fiscal year shall be from annual meeting to annual meeting. Authorization of all spending must be approved by the majority (2/3 vote) of the Executive Committee. The only exception is that the President and Treasurer have authority to spend up to \$300 without obtaining a majority vote for items that regularly occur; these items may include, but are not limited to: stamps/postage, membership cards, or website maintenance.
- b. Tax-Exempt Status. The Illinois Council on Family Relations shall operate as a not-for-profit, educational organization, compatible with the Internal Revenue Code, Section 501 (c) (3)
- c. In the event of dissolution of this organization, any and all assets shall be returned to the National Council on Family Relations, and is exempt under Section 501 (c) (3). Assets shall not accrue to any individual.

ARTICLE X - Amendments

This constitution may be amended by a two-thirds vote of the members present at any Annual Meeting, provided notice of the proposed amendment has been presented to the membership in writing thirty days prior to the meeting. Amendments may be proposed by the Executive Committee or by any member of the Council.

Approve by the Executive Committee February 2, 2014
Approved by membership March 7, 2014