

CONSTITUTION
ILLINOIS ADULT AND CONTINUING EDUCATORS
ASSOCIATION, INC.

ARTICLE I - NAME

Section 1. The name of this corporation shall be Illinois Adult and Continuing Educators Association, Inc., hereinafter IACEA.

ARTICLE II - PURPOSE AND FUNCTIONS

Section 1. The purpose of this professional, not for profit corporation is:

- A. To work for the improvement of Adult and Continuing Education standards in the State of Illinois;
- B. To work to make Adult and Continuing Education available to all people in the State of Illinois;
- C. To stimulate the intellectual and professional growth of its membership including those individuals who administer, teach, or provide support services.

Section 2. The functions of this corporation are:

- A. To act and speak for the membership in regard to legislation, governmental programs and educational policies;
- B. To represent and speak for the membership with allied professional, community and governmental bodies and with the public;
- C. To promote research in adult and continuing education, disseminate research findings and encourage the utilization of new knowledge;
- D. To provide for continuing education for Adult and Continuing Education practitioners.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be open to any individual, business, agency, institution, or organization involved with or interested in Adult and/or Continuing Education.

Section 2. All members of IAEA and PACE on February 1, 1979, are members of IACEA.

Section 3. The classes of membership shall be as designated by the By-Laws.

Section 4. Membership shall be effective immediately upon receipt of dues and for a period of twelve months. Renewal dates will be the semi-annual dates of April 1 or October 1. New members who join between these dates will be assigned the renewal date following receipt of dues.

Section 5. Membership in the Association is neither transferable nor assignable.

ARTICLE IV - ORGANIZATION

In order to promote and encourage the widest possible member participation, the corporation shall be organized with a Statewide, Regional and Divisional structure.

Section 1. To provide the greatest possible strength addressing matters affecting Adult and/or Continuing Education throughout the State of Illinois, the corporation shall have a basic Statewide organization.

- A. All members shall have voting rights and the privileges of participating in all Statewide activities and business.
- B. All members shall be represented on the Board of Directors by voting Statewide Officers and shall have the opportunity to participate in their nomination and election.

Section 2. To encourage active participation by members in all geographic areas, the state shall be divided into Regions in accordance with the By-Laws.

- A. All members shall have Regional voting rights and the privileges of participating in all Regional activities and business in either the Region where they reside or where they work.
- B. All members in a Region shall be represented on the Board of Directors by, in addition to the Statewide Officers, two voting Regional Directors and shall have the opportunity to participate in their nomination and election.

Section 3. To promote and encourage the activities of groups or members having a common interest in one or more areas of adult and/or continuing education, the corporation shall be further organized into Divisions.

- A. Four divisions have been established in accordance with these By-Laws:
 - 1. Instruction and Curriculum: Basic and Secondary
 - 2. Instruction and Curriculum: Directed Programs
 - 3. Administration
 - 4. Student Support Services
- B. All members of a Division may participate in all Divisional activities, shall be represented on the Board of Directors by a voting Senior and Junior Division Chair and shall have the opportunity to participate in the nomination and election of the Representative.
- C. A member should belong to one Division.
- D. Each Division will be clearly defined in terms of work related responsibilities.
- E. Any group of members having like interests in an area of concern may organize themselves into a Professional Interest Affiliation (PIA). Members may be from any or several Divisions.

- F. To be officially recognized as a PIA by the board, a membership list with twenty (20) or more signatures of current IACEA members must be submitted annually to the IACEA membership chair.
- G. PIA's are responsible for their own internal structure and agenda. The board does not have responsibility for the organization, internal structure or operation of any PIA.
- H. Each PIA has the right to send a representative to the board meeting if the members of the affiliation so choose. The board will fund (with travel and lodging) one appearance by one representative of a PIA per year for a presentation to the board on issues of concern to the PIA. Such funding must be preceded by a request for a place on the agenda endorsed by at least one third of the membership of the PIA no less than thirty days prior to the board meeting.
- I. Time will be allocated for PIA meetings at the Annual Conferences and all functioning PIA's may be represented on the conference planning committee. PIA's should encourage participation by their membership in conference programming of interest to their area.

ARTICLE V –BOARD OF DIRECTORS

- Section 1. The business of this corporation shall be conducted by the Board of Directors.
- Section 2. The Board of Directors shall be composed of all elected statewide and regional officers.
- Section 3. Members of the Board of Directors shall take office on July 1 following the annual meeting and shall serve until their successors take office.
- Section 4. The Board of Directors shall have full power to adopt its own rules of procedures subject to this Constitution and the By-Laws.
- Section 5. The duties of the Board of Directors shall be:
 - A. To interpret and carry forward the purpose of this corporation and to implement policy;
 - B. To manage the general affairs, administrative operations and property of this corporation;
 - C. To report regularly to the membership any action taken to carry out the corporation's policies;
 - D. To receive monies and authorize the expenditures of such funds as are necessary for the work of the corporation;
 - E. To fill by appointment or special election for the un-expired term of any vacancy which occurs;
 - F. To provide suitable bonding for the President, Treasurer, Conference Chairperson, and other such individuals as deemed necessary;
 - G. No person shall seek election or hold more than one office on the Board of Directors concurrently.

Section 6. The Executive Council of the Board of Directors shall consist of the President, President Elect, Immediate Past President, Secretary, Treasurer, Vice President of Divisions and Vice President of Regions.

- A. At the discretion of the President, the Executive Council will thoroughly investigate issues for presentation to the Board of Directors.
- B. The Executive Council shall conduct the business of the corporation between meetings of the Board of Directors. Actions taken by the Executive Council between meetings of the Board of Directors shall be presented for ratification at the next scheduled meeting of the Board of Directors.

ARTICLE VI. -STATEWIDE OFFICERS

Section 1. The Statewide Officers of this corporation shall be as follows:

- A. President
- B. President-Elect
- C. Immediate Past-President
- D. Vice President for Regions
- E. Vice President for Divisions
- F. Senior Division Chair for Instruction and Curriculum: Basic and Secondary
- G. Junior Division Chair for Instruction and Curriculum: Basic and Secondary
- H. Senior Division Chair for Instruction and Curriculum: Directed Programs
- I. Junior Division Chair for Instruction and Curriculum: Directed Programs
- J. Senior Division Chair for Administration
- K. Junior Division Chair for Administration
- L. Senior Division Chair for Student Support Services
- M. Junior Division Chair for Student Support Services
- N. Secretary
- O. Treasurer

Section 2. The term of office shall be as follows:

- A. The term of office for the President, President-Elect, and the Immediate Past-President shall be for one year.
- B. The term of office for the Vice-President for Regions, Vice-President for Divisions, Secretary and the Treasurer shall be for two years with the Vice President for Regions and the Secretary elected in even numbered years and the Vice-President for Divisions and the Treasurer elected in odd numbered years.

- C. The term of office of the Junior Division Chair for each Division shall be for one year. The Junior Division Chair for each Division shall succeed to the Senior Division Chair of its respective Division. The term of office of the Senior Division Chair of each Division shall be for one year.
- D. The Senior Division Chair of each Division, upon the expiration of his/her respective term, shall not be allowed to seek election to the office of Junior Division Chair for any Division for a period of one year.

Section 3. The President-Elect shall succeed to the presidency at the end of that term of office.

Section 4. The President-Elect and either the Secretary or the Treasurer shall be elected annually by the membership according to procedures set forth in the By-Laws.

Section 5. The duties of the officers of this corporation shall be as follows:

- A. The President shall serve as the chief officer of the corporation and its representative to the public. The President shall preside at all meetings of the general membership and of the Board of Directors and shall assist with the coordination of the Annual Conference.
- B. The President-Elect shall preside in the absence of the President, shall assist with the coordination of the Annual Conference and shall perform such other duties as designated by the President or the Board of Directors.
- C. The Immediate Past-President shall chair the standing Committee on Nominations and Elections, shall assist with the coordination of the Annual Conference and shall perform such other duties as designated by the President or the Board of Directors.
- D. The Vice-President for Regions shall assist the Regional Directors in assessing needs, developing budgets and planning activities.
- E. The Vice-President for Divisions shall assist the Division Chairs in assessing needs, developing budgets and planning activities.
- F. Each Senior Division Chair, assisted by the Junior Division Chair, shall chair and convene his/her Division in accordance with rules set forth in the By-Laws and work together in the following areas:
 - 1. To assist the Membership Chair in the recruitment and retention of members;
 - 2. To serve on the Publication and Public Relations Committee by submitting articles concerning Division activities and the activities of other members within the Division;
 - 3. To assist the Conference Committee in the planning of the Annual Conference;
 - 4. To assist any other Chairpersons that request help to further the aims of the organization;
 - 5. To chair the Division meeting at the Annual Conference.
 - 6. To keep the Board of Directors informed of Division Activities.

G. The Secretary shall send out notices of general membership and Board of Directors meetings, conduct correspondence, record and maintain minutes, and supervise their preparation and distribution.

H. The Treasurer shall be responsible for all financial records, including the receipt, deposit, and expenditure of all funds, and shall submit financial statements at all regular meetings of the general membership or the Board of Directors. The Treasurer shall develop and implement procedures for supervising the receipt and/or expenditures of funds by any Region, Division Committee, or other group authorized by the Board of Directors to independently receive and/or expend corporation funds.

Section 6. Each Statewide Officer may exercise one vote at each regular, called, or annual meeting of the Board of Directors. Proxy voting shall not be allowed.

ARTICLE VII. - REGIONAL OFFICERS

Section 1. Each region shall elect two Directors for two-year terms with one elected each year in accordance with procedures set forth in the By-Laws.

A. The Junior Regional Directors shall be members of the Public Relations and Publications Committee.

B. The Senior Regional Directors shall be members of the Membership Committee.

Section 2. The Regional Directors shall be responsible for promoting corporation activities in their Regions and may request monies from the Board of Directors to conduct such activities.

Section 3. Each Regional Director may exercise one vote at a regular, called or annual meeting of the Board of Directors. Proxy voting shall not be allowed.

ARTICLE VIII - NOMINATIONS AND ELECTIONS

Section 1. The Immediate Past-President shall chair the standing Committee on Nominations and Elections. The Vice President for Regions and the Senior and/or Junior Directors of all five regions (or their designees) will serve on this committee. Those officers who are candidates for the next election are ineligible to serve on this committee.

Section 2. Nominations and elections will be held in accordance with procedures set forth in the By-Laws.

ARTICLE IX - BOOKS AND RECORDS

Section 1. The corporation shall keep permanent records and minutes of the Board of Directors and membership proceedings and meetings, including records of Regional and Division activities as appropriate.

Section 2. There shall be an annual audit of the financial records of the corporation as prescribed in the By-Laws.

Section 3. All historical records of both IAEA and PACE shall become the property of this corporation.

ARTICLE X- DUES

Section 1. Dues, as established in accordance with the By-Laws, shall be payable upon application for new membership.

Section 2. Membership will be renewable annually on the anniversary date of April 1 or October 1.

ARTICLE XI - FISCAL YEAR

The fiscal year of this corporation shall begin July 1 and end June 30.

ARTICLE XII- CONTRACTS

No individual member of the corporation shall be vested with the authority to enter into any agreement or contract or otherwise obligate the corporation in matter of policy except by virtue of the authority granted by the Board of Directors or by the Constitution or By-Laws.

ARTICLE XIII - RATIFICATION

This Constitution shall become effective on February 1, 1979, provided the members of IAEA and the members of PACE vote to authorize representatives of their respective organizations to jointly incorporate IACEA and vote to dissolve their respective organizations upon such corporation.

ARTICLE XIV- AMENDMENTS

This Constitution may be amended at an annual or called meeting of the corporation by a two-thirds vote of the members present, provided the proposed amendment shall have been submitted in writing to the membership one month before that meeting, or a mailed ballot may be used in lieu of a called meeting with a favorable vote of two-thirds of the members returning the ballot by the designated date constituting approval.

ARTICLE XV - DISSOLUTION

This corporation may be dissolved according to the procedures outlined in the General Not for Profit Corporation Act of Illinois.

ARTICLE XVI- PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order shall govern all cases.

**BY-LAWS OF
ILLINOIS ADULT AND CONTINUING EDUCATORS
ASSOCIATION, INC.**

ARTICLE I - MEMBERSHIP AND DUES

Section 1. Membership shall be effective for twelve consecutive months from the semi-annual renewal date of April 1 or October 1.

- A. A member shall have the right to vote, hold office, receive services designated by the Board of Directors, and participate in the activities of the corporation in statewide matters and in the Region where he/she either resides or works.
- B. A member may not be affiliated with more than one Division.
- C. Failure to renew membership after two written notices will cause a member's name to be removed from the rolls of the corporation and the Division in which the member is affiliated.
- D. Any member having interest in an area of concern may organize in a Professional Interest Affiliation (PIA).
- E. Officially recognized PIA's must have a membership of twenty (20) or more current IACEA members and must be re-established annually by giving the membership chair a list of the members involved with the specific PIA.

Section 2. There shall be two classes of membership: Professional and Part-time.

- A. Any individual involved with or interested in Adult and/or Continuing Education may become a professional member of the corporation. The annual professional membership fee shall be \$45.00 for full-time adult education members and \$20.00 for part-time adult education members, and shall entitle the person to Statewide and Regional privileges of the Association and to affiliate with one and only one Division.
- B. Any person who is a retired educator, a full-time volunteer, or a student may become a part-time member of the corporation. The annual part-time membership fee shall be \$20.00 and shall entitle the individual to Statewide and Regional privileges of the corporation and to affiliate with one and only one Division.

ARTICLE II - REGIONS

Section 1. The state shall be divided into five (5) Regions.

- A. Region 1 shall include the counties of Cook, DuPage, Lake, and Will.
- B. Region 2 shall include counties of Boone, Bureau, Carroll, DeKalb, Grundy, Henry, Jo-Davies, Kane, Kendall, LaSalle, Lee, McHenry, Marshall, Mercer, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, and Winnebago.
- C. Region 3 shall include the counties of Adams, Bond, Brown, Calhoun, Cass, Christian, Fayette, Fulton, Greene, Hancock, Henderson, Jersey, Knox, Logan, Macoupin, McDonough, Mason, Menard, Montgomery, Morgan, Peoria, Pike, Sangamon, Schuyler, Scott, Tazwell, and Warren.
- D. Region 4 shall include the counties of Champaign, Clark, Coles, Cumberland, Dewitt, Douglas, Edgar, Ford, Iroquois, Kankakee, Livingston, Macon, McLean, Moultrie, Piatt, Shelby, Vermillion, and Woodford.
- E. Region 5 shall include counties of Alexander, Clay, Clinton, Crawford, Edwards, Effingham, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Madison, Marion, Massac, Monroe, Perry, Pope, Pulaski, Randolph, Richland, St. Clair, Saline, Union, Wabash, Washington, Wayne, White, and Williamson.

Section 2. All members of the Region must be members of the corporation.

Section 3. Each Region shall be represented on the Board of Directors by two elected Directors who shall also promote activities within the Region.

ARTICLE III - DIVISIONS

Section 1. Divisions will be composed of members having professional interests in the area encompassed by the Division.

Section 2. All Division members must be members of the corporation.

Section 3. Each Division may choose committees to plan and conduct activities of interest to its members.

- A. Each Division shall present a proposed annual operating budget and supporting rationale to the Board of Directors for approval no later than August 1.
- B. Monies generated by a Division are official funds of the corporation and must be returned to the Board of Directors by the close of the fiscal year.

Section 4. Each Division shall keep the Board of Directors informed of Division activities and shall prepare and submit a written yearly report including financial accounting to the Board of Directors for presentations at the annual meeting.

Section 5. Official meetings, workshops, and/or conferences conducted by any Region or Division must have prior approval of the Board of Directors.

ARTICLE IV - MEETINGS

- Section 1. There shall be an annual meeting of the corporation. The time and place shall be designated by the Board of Directors; the membership shall be given prior notice.
- Section 2. Additional meetings may be called by the President with the approval of the Board of Directors. The membership shall be given prior notice.
- Section 3. In order to transact official business, the meetings of the Board of Directors shall have at least thirteen of its voting members in attendance.
- Section 4. Official meetings, workshops and/or conferences conducted by any Region or Section must have prior approval of the Board of Directors.

ARTICLE V - COMMITTEES

- Section 1. The corporation shall have the following Standing Committees:
- A. Membership
 - B. Nominations and Elections
 - C. Annual Conference
 - D. Public Relations and Publications
 - E. Legislative
 - F. Finance
 - G. Awards
- Section 2. The President may also appoint, with the approval of the Board of Directors, such additional committees as are necessary to carry forth the programs and plans of the corporation.
- Section 3. Each committee, except for the Nominations and Elections and the Annual Conference Committees, shall have one member designated by the President, approved by the Board of Directors, to serve as Chairperson of the committee. Committee chairpersons may be invited to participate in Board of Directors meetings.
- Section 4. Membership to the committees will be appointed each year by the Committee Chairperson, approved by the Board of Directors, with at least one member chosen from the past year's committee to provide continuity of the committee's responsibilities.

Section 5. Standing Committee responsibilities shall be:

A. Membership

1. The Membership Committee shall include, but not be limited to, the Regional Directors during their second year in office.
2. The committee shall be responsible for developing and maintaining a current listing of members (names, addresses, and telephone numbers), preparing and mailing renewal notices and membership cards, and for the recruiting of new members.

B. Nominations and Elections

1. The Nominations and Elections Committee shall be chaired by the Immediate Past President.
2. Members of the committee shall include the Vice President for Regions and the Senior and /or Junior Director from each region.
3. Members of this committee shall not be eligible to be candidates for office in the election for which the committee is responsible.
4. The committee shall supervise the nomination and election procedures as provided for in ARTICLE VI of these By-Laws.
5. The committee shall be responsible for the preparation, duplication and distribution of ballots for the annual election.

C. Annual Conference

1. The President-Elect shall serve as Coordinator of the Annual Conference and the Chairperson of the Annual Conference Committee. The President and Immediate Past President shall assist in the coordination and duties of the Annual Conference.
2. The Annual Conference Committee shall be responsible for planning and submitting to the Board of Directors for approval, the following items:
 - (a) Conference dates
 - (b) Conference site
 - (c) Conference committees
 - (d) Conference theme
 - (e) Lodging and meals
 - (f) Conference program representing various and specialized interests in the field of adult and continuing education
 - (g) Conference fiscal management
 - (h) Conference fees

- (i) Conference pre-registration and registration procedures
- (j) Conference publicity
- (k) Conference materials

D. Public Relations and Publications

1. The Public Relations and Publications Committee shall include, but not be limited to, the Regional Directors during their first year in office.
2. The Public Relations and Publications Committee shall be:
 - (a) Advising and assisting the Board of Directors in the gathering and dissemination of information to the corporation membership and aiding in bringing about a more widespread interest in adult education.
 - (b) Supervising the preparation of the newsletter, on no less than a quarterly basis, to be mailed to members.
 - (c) Supervising the preparation of any other publication authorized by the Board of Directors.

E. Legislative Committee

1. The Legislative Committee shall include the President, President-Elect, Immediate Past President, a Chairperson and three other members.
 - (a) Each Division may designate one of its members to serve as a legislative advisor in the area of its professional concern. These advisors may participate in committee activities but do not have a vote.
 - (b) The Legislative Committee is empowered to invite additional non-voting legislative advisors to participate in Committee activities, as the Committee deems necessary.
2. The duties of the Legislative Committee shall be:
 - (a) To educate the membership regarding the legislative process;
 - (b) To provide leadership and coordination in design, promotion, and support of legislation beneficial to adult education;
 - (c) To maintain liaison with the Illinois State Board of Education, the Illinois Community College Board and other appropriate boards and agencies relating to adult and/or continuing education;
 - (d) To provide communication regarding legislation among adult educators;
 - (e) To represent the membership in the legislative processes of local, state, and federal government.

F. Finance Committee

1. The Finance Committee shall include, but not be limited to President, Immediate Past-President, President-Elect, Treasurer, and at least one person from the membership, not otherwise on the Board, appointed by the president and approved by the Board.
2. The Committee shall be responsible for examining income and expenditures and making recommendations to the Board regarding a sound fiscal policy.

G. Awards Committee

1. The Awards Committee shall be appointed by the President and shall consist of a Chairperson and one member from each Region.
2. The purpose of the committee is to make recommendations to the Board regarding the awards to be presented by the association each year.

Section 6. The Chairperson of each committee may request monies from the Board of Directors to conduct committee activities. The Chairperson shall keep the Board of Directors informed of committee activities and shall prepare and submit a yearly report including financial accounting to the Board of Directors for presentation at the annual meeting.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1.

- A. The Chair of the Nomination and Elections Committee will send a letter by November 15 to explain the nominations process and to ask the entire membership for written nominations for Statewide officers and Regional Director.
- B. Written nomination responses will be sent to the Chair of Nominations and Elections Committee no later than December 15.
- C. The Chair of the Nominations and Elections Committee will convene a meeting of the Committee no later than January 30. The committee will prepare an acceptable slate of candidates by (1) checking the eligibility of write-in nominees with the membership chair; (2) contacting nominees to determine willingness to accept candidacy; (3) securing additional nominees, if necessary, through the Junior and/or Senior Regional Directors who will solicit suggestions of their regional membership; (4) sending congratulatory letters and biographical forms for completion by the eligible candidates.
- D. Eligible candidates will return to the Chair of the Nominations and Elections Committee completed biographical forms no later than January 15.

Section 2. Nominees, in so far as possible, shall reflect the membership of the corporation by including administrators, classroom teachers, and support personnel from various types of programs. Nominees will be for these offices.

- A. President-Elect
- B. Vice President for Regions (during even numbered years)
- C. Vice President for Divisions (during odd numbered years)
- D. Junior Division Chairs for Divisions
- E. Regional Director (there should be at least two nominees for Regional Director if possible)
- F. Secretary (during even numbered years)
- G. Treasurer (during odd numbered years)

Section 3. Nominees for Statewide Offices may reside or work in any region of the state.

Section 4. Nominees for Regional Director must reside or work in the region from which they are nominated.

Section 5. Each nominee must have been a member of the corporation for at least two consecutive years including the year in which the nomination occurs.

Section 6. Nominees for President-Elect must have served on the Board of Directors or have been a committee Chairperson.

Section 7. Each nominee must consent to his/her nomination and agree to serve actively if elected.

Section 8. The Senior Regional Director is responsible for actively promoting participation in the nominations process by encouraging potential candidates.

Section 9. The full slate of nominees shall be submitted to the Chairperson of the Nominations and Elections Committee (Immediate Past-President) no later than two weeks following the nominating meeting.

Section 10. The Nominations and Elections Committee is responsible for the annual election.

- A. Each member of the corporation shall be mailed two ballots for the annual election.
 - 1. One ballot shall be mailed which contains the names of the Statewide Offices with the nominees for each office and space for write-in candidates.
 - 2. One Ballot shall contain the names of the nominees for Regional Director with a space for write-in candidates; each Region's ballot shall be of a different color and mailed only to members of that Region.
- B. The Committee shall also prepare an information sheet containing the background information on all nominees which shall be mailed with the ballots to the members.
- C. This mailing of ballots, information sheet and return envelope shall be made no later than six (6) weeks prior to the annual meeting.

- D. The ballots are to be returned by mail and must be postmarked no later than midnight of the fifteenth day prior to the annual conference.

Section 11. The Chairperson shall convene the committee prior to the Annual Conference for the purpose of determining the election results.

- A. At least three members of the committee shall be present to open and count the ballots.
- B. In case of a tie in votes, the committee members present shall break the tie.
- C. The committee shall then prepare an election report which shall be certified by each member present.
- D. The results of the election shall be announced at the annual meeting.

Section 12. All ballots are to be retained until thirty days after the annual meeting. Any member may request the opportunity to inspect the ballots and the certified list of candidates.

ARTICLE VII - ACTIVITIES

Section 1. To accomplish its purpose the corporation shall engage in, but not be limited to, the following activities:

- A. Promotion of workshops, conferences, seminars, and meetings designed to enhance the professional growth of its membership;
- B. Promotion of legislation affecting adult and/or continuing education;
- C. Assisting Regions and Divisions in the promotion of their activities;
- D. Publication of material designed to inform the membership of current developments and concerns in adult and/or continuing education;
- F. Allocation of time for professional interest affiliation meetings at the Annual Conference and representation of all functioning PIA's on the conference planning committee.

ARTICLE VIII - NATIONAL AFFILIATION

Section 1. Affiliation with national associations shall be encouraged. Such affiliation shall be initiated and maintained at the discretion of the Board of Directors.

Section 2. Divisions may request the Board of Directors to establish new affiliations with other national associations.

ARTICLE IX - QUORUMS

Section 1. A quorum for the annual and called meetings of the corporation shall consist of the members present if due notice of such meetings has been given.

Section 2. A quorum for meetings of the Board of Directors shall consist of a minimum of thirteen (13)-voting members.

ARTICLE X - AMENDMENTS

The By-Laws may be amended at any regular or called meeting of the corporation by a majority vote of the members present provided the proposed amendment shall have been submitted in writing to the membership one month before that meeting, or a mailed ballot may be used in lieu of a called meeting with a favorable vote of a majority of the members returning the ballot by the designated date constituting approval.

PROFESSIONAL STANDARDS

The Illinois Adult & Continuing Educators Association, Inc. represents a diverse membership, which shares a concern for the development of the adult and continuing education profession. In recognition of the unique character of our profession and in accordance with the constitution of the Association, the following professional standards have been identified. It is the intention of the Association that these standards be applied voluntarily and due recognition of the rights of the individual adult educator.

THE ADULT AND CONTINUING EDUCATOR:

1. Is committed to his/her own lifelong learning.
2. Understands the physical, psychological, social and cognitive characteristics of the adult learner.
3. Accepts the learner's cultural and ethnic uniqueness.
4. Is flexible and innovative.
5. Communicates effectively with learners, colleagues and supervisors.
6. Establishes linkages with appropriate community resources.
7. Is committed to the adult and continuing education profession.

THE ADULT EDUCATION INSTRUCTOR:

1. Provides a non-threatening, supportive atmosphere for learning, which fosters freedom of thought and expression.
2. Demonstrates competence in the subject area to be taught.
3. Assists learners in formulating personal learning objectives and assessing progress toward those objectives.
4. Facilitates a continuum of successful learning experiences for the adult learner.
5. Uses the instructional methods, techniques, materials, and resources most appropriate for the learning tasks and characteristics of the adult learner.

Uses a variety of appropriate evaluations to assess learning.