

**CHAMPAIGN COUNTY CHILDREN’S ADVOCACY CENTER  
CONSTITUTION AND BY LAWS**

**PREAMBLE**

The Champaign County Children’s Advocacy Center is hereby formed pursuant to the Abused and Neglected Child Reporting Act, Illinois Revised Statutes, Chapter 23, Paragraph 2057.1 and Paragraph 2081.1 (1983), and the Children’s Advocacy Center Act of the State of Illinois (1989).

**ARTICLE I-ORGANIZATION NAME**

The name of this organization is the Champaign County Children’s Advocacy Center (herein referred to as “the CAC”).

**ARTICLE II-MISSION STATEMENT**

The mission of the Champaign County Children’s Advocacy Center is to coordinate a timely, comprehensive, and multidisciplinary response to child sexual abuse and serious physical abuse allegations in a safe, agency-neutral, child-focused setting. The Champaign County Children’s Advocacy Center will facilitate investigations, medical and treatment referrals, and will assist with any consequent legal proceedings in order to protect and support the children it serves and their families. The Children’s Advocacy Center will also assist in coordinating education and prevention services.

**ARTICLE III-GOVERNING BOARD**

**SECTION 1: Role of the Governing Board**

A Governing Board shall administer the CAC. The Governing Board’s purpose shall be:

To promote interdisciplinary communication and training of personnel from various Champaign County offices, agencies, departments and local service providers;

To supervise, oversee and promulgate policy for the operation of the CAC and make such reports to contributing offices, agencies and departments as may be required;  
and

To act as liaison to the multi-disciplinary professionals involved in the CAC.

**SECTION 2: Interagency Cooperation**

The agencies/departments represented on the Governing Board agree to cooperate in an effort to achieve the mission of the CAC.

## **ARTICLE IV-THE GOVERNING BOARD'S ORGANIZATION**

### **SECTION 1: Membership**

- a) The following County Officers or State Agencies shall designate one or more representative(s) to serve on the Governing Board of the CAC: the Champaign County State's Attorney, the Illinois Department of Children and Family Services (DCFS), the Champaign County Sheriff, and the Department of State Police.
- b) The following agencies/departments may designate one or more representative(s) to serve on the Governing Board of the CAC: Carle Clinic, the Champaign County Probation and Court Services Department, the Champaign County Mental Health Board, the Champaign Police Department, the Mahomet Police Department, the Rantoul Police Department, the Regional Office of Education, the University of Illinois Police Department, and the Urbana Police Department. Agencies and departments may be added to or removed from membership, subject to the approval of the Governing Board. No agency shall be removed without 30 days' advance written notice.
- c) The Governing Board, at its discretion, may invite a mental health professional to serve on the Governing Board. This individual may be added to or removed from the membership, subject to the approval of the Governing Board. No individual shall be removed without 30 days' advance written notice.
- d) Any individual or agency representative who stands to benefit financially from CAC decisions, transactions or contracts will disclose the potential conflict of interest, and will recuse themselves from voting on decisions which may impact the interests.

### **SECTION 2: Right to Vote**

Each agency represented shall have one vote.

### **SECTION 3: Officers**

Officers of the CAC Governing Board shall be the Chairman and the Secretary/Treasurer. They shall serve a one-year term ending at the last meeting of the fiscal year.

### **SECTION 4: Elections**

The Chairman and Secretary/Treasurer shall be elected by a quorum of the membership of the CAC Governing Board at the last meeting of the fiscal year and this meeting shall be designated as the "Annual Meeting of the CAC." The newly elected officers shall take office at the next scheduled Governing Board meeting.

## SECTION 5: Duties of Officers

### a) Chairman

The Chairman shall preside at all meetings of the CAC Governing Board. In conducting the meetings, it is the Chairman's responsibility to call the members to order; to announce the business which is to be conducted; to recognize members entitled to the floor; and to state and to put to vote all questions which are regularly moved or necessarily arise in the course of proceedings. In the event that the Chairman is unable to attend a meeting of the CAC Governing Board, the Chairman shall designate an Acting Chairman for that meeting. In the absence of such a designation, those members attending the meeting shall select a Chairman Pro Tempore. The Acting Chairman or Chairman Pro Tempore shall assume the duties of Chairman during the Chairman's absence and any other duties for the good of the Governing Board as requested by the Chairman or the Board.

### b) Secretary/Treasurer

The duties of the Secretary/Treasurer shall include, but not be limited to: recording and maintaining minutes of the Governing Board meetings, preparing materials for the consideration of members at meetings, initiating correspondence as required by the Governing Board, and conducting any other business as directed by the Chairman. The Secretary/Treasurer shall monitor the financial books and records of the CAC and shall report to the Governing Board from time to time as may be required.

## **ARTICLE V-COMMITTEES**

The Chairman may appoint committees as deemed necessary for the benefit and advancement of the CAC's Governing Board.

## **ARTICLE VI-GOVERNING BOARD MEETINGS**

### SECTION 1: Regular Business Meetings

The Governing Board members shall meet quarterly, and at such times that may be called by the Chairman, to conduct business relating to the mission of the CAC. The Chairman shall designate the dates, times, and locations of the quarterly meetings. The meetings of the Governing Board shall be conducted in accordance with Robert's Rules of Order unless otherwise set forth in these By Laws.

### SECTION 2: Other Meetings

The Chairman has the authority to convene any other meetings of the Governing Board as may be deemed necessary.

### SECTION 3: Quorum

A majority of the voting membership of the Governing Board will constitute a quorum.

### SECTION 4: Governing Board Meeting Agenda

A meeting agenda will be circulated, in advance, to the Governing Board members and to the public in accordance with Illinois law.

The agenda will include an opportunity for public comment, and other subjects necessary to conduct the business of the organization.

## **ARTICLE VII-AMENDMENTS**

### SECTION 1: Authorization

Amendments to the Champaign County Children's Advocacy Center's Constitution and By Laws may be made by a two-thirds majority vote of the Governing Board.

### SECTION 2: Notice

All participating members of the CAC's Governing Board shall be given written notice of any proposed amendment thirty days before the scheduled meeting in which it is to be voted on.

All participating members of the CAC's Governing Board shall be given written notice of any amendment within thirty days of its adoption.

## **ARTICLE VIII-THE CHILDREN'S ADVOCACY CENTER PERSONNEL**

### SECTION 1: The Children's Advocacy Center Executive Director

- a) The Governing Board shall appoint the CAC's Executive Director.
- b) The CAC Executive Director shall be an employee of the Governing Board. The Governing Board shall be responsible for all acts of the Executive Director and officers, pursuant to assigned duties.
- c) The CAC's Executive Director shall act as community liaison and shall coordinate, schedule, and supervise all activities of the CAC. The Executive Director shall be responsible for the day-to-day operation of the CAC and shall report directly to

the Governing Board. The Executive Director shall maintain the financial books and records of the CAC and shall report to the Governing Board at regular meetings, and shall perform such other duties as are assigned by the Governing Board.

#### SECTION 2: Additional Personnel

The Executive Director, with the approval of the Governing Board, shall hire additional staff to achieve efficient operation of the CAC. Personnel, such as case manager and administrative assistant, shall be employees of the Governing Board and report to the Executive Director.

#### SECTION 3: Background/Screening Check

All potential Children's Advocacy Center personnel, including interns and volunteers, will be subject to a thorough background screening/check (including criminal) to be conducted by the CAC Governing Board, prior to employment.

### **ARTICLE IX-CONTRACTS AND FUNDING**

#### SECTION 1: General Funding Mechanisms

The CAC shall receive funds from any legal source and shall deposit it into the CAC account.

#### SECTION 2: Funding Procedure

All funds received shall be deposited into the CAC account for the sole benefit of funding operations and projects of the CAC. The CAC shall operate under a duly approved budget which may be amended with the approval of the Governing Board.

Funds to be expended will be approved at the appropriate dollar level according to the Champaign County Purchasing Policy in force at the time of the purchase, with the following exceptions:

- a. Any purchase for which the Purchasing Policy requires approval by the County Administrator will instead be approved by an officer of the CAC Governing Board;
- b. Any purchase for which the Purchasing Policy requires full County Board approval will instead be approved by the CAC Governing Board.

#### SECTION 3: Accounting

A statement of receipts and disbursements shall be presented for review and approval to the Governing Board at each Governing Board meeting.

**SECTION 4: Contracts**

The Governing Board may designate an agent to have authority to enter into any contract or deliver any instrument on behalf of the CAC and such authority may be general or confined to specific instances.

**ARTICLE X-FISCAL YEAR**

The fiscal year of the CAC shall be the same as that of Champaign County Government.

**ARTICLE XI-INSURANCE**

The Children’s Advocacy Center staff, board members, and property shall be covered by Champaign County’s insurance.

**ARTICLE XII-NONDISCRIMINATION**

In all activities, this organization will not discriminate against any person or entity on the basis of age, race, color, religion, national origin, ancestry, gender, marital status, sexual orientation, physical or mental challenges, socio-economic status or any other cultural descriptors.

Adopted by  
The Champaign County Children’s Advocacy Center  
Governing Board  
on  
Thursday, April 26, 2001

Amended these dates:

January 31, 2002	August 22, 2002	October 25, 2007
October 23, 2008	January 23, 2014	October 23, 2014
June 25, 2015	October 22, 2015	January 28, 2016