



BY-LAWS & POLICIES

**THE ASSOCIATION OF COMMUNITY MENTAL HEALTH
AUTHORITIES OF ILLINOIS, INC.**

BY-LAWS

TABLE OF CONTENTS

PREAMBLE.....	4
ARTICLE I: NAME.....	4
ARTICLE II: PURPOSE.....	4
ARTICLE III: ACCOMPLISHING THE PURPOSE.....	4
ARTICLE IV: BUSINESS PROCEDURES.....	5
ARTICLE V: GEOGRAPHIC AREA.....	5
ARTICLE VI: MEMBERSHIP.....	6
ARTICLE VII: GOVERNING AUTHORITY.....	6
ARTICLE VIII: OFFICERS.....	7
ARTICLE IX: DUTIES OF OFFICERS.....	7
ARTICLE X: EXECUTIVE COMMITTEE.....	8
ARTICLE XI: TECHNICAL ADVISORS & CONSULTANTS TO THE ASSOCIATION.....	9
ARTICLE XII: MEETINGS.....	9
ARTICLE XIII: SURETY BONDING.....	9
ARTICLE XIV: INDEMNIFICATION.....	9
ARTICLE XV: COMPENSATION.....	10
ARTICLE XVI: GIFTS, DONATIONS OR CONTRIBUTIONS.....	10
ARTICLE XVII: BOOKS, RECORDS AND REPORTS.....	10
ARTICLE XVIII: WAIVER OF NOTICE.....	10

ARTICLE XIX: CERTIFICATE OF MEMBERSHIP.....	10
ARTICLE XX: STAFF.....	10
ARTICLE XXI: COMMITTEES.....	11
ARTICLE XXII: AMENDMENTS.....	11
ARTICLE XXIII: PARLIAMENTARY AUTHORITY.....	11
ARTICLE XXIV: FISCAL YEAR.....	11
ARTICLE XXV: DISSOLUTION CLAUSE.....	11
PAST PRESIDENTS.....	12

Adopted September 23, 1972
 Amended November 22, 1975
 Amended June 15, 1979
 Amended May 27, 1982
 Amended March 26, 1987
 Amended June 1, 1989
 Amended December 2, 1998
 Amended December 3, 2007
 Amended December 4, 2008
 Amended December 15, 2010
 Amended July 18, 2014
 Amended December 4, 2015
 Amended June 9, 2017
 Amended April 12, 2019
 Amended December 16, 2019
 Amended December 4, 2020
 Amended August 27, 2021
 Amended January 11, 2023
 Amended December 8, 2023
 Amended April 26, 2024

PREAMBLE

Because of a body of common beliefs and concerns of local community authorities focused on behavioral health, intellectual/developmental disabilities and substance use, an organization shall be created in order for this group to act and speak with one voice on a statewide basis. The organization shall be known as the Association of Community Mental Health Authorities of Illinois, Inc.

The Association believes that an individual's well-being is significantly influenced by the environment in which he lives. Further, it is understood that in the development of a healthy treatment and care of a variety of disabilities is essential for the promotion of a healthy and productive environment. Community based services are, therefore, the most desirable method for meeting the needs of local residents.

The Association believes that the democratic principal of public participation in determining the design of services provided within each community must exist. Further, it is understood that units of local government are the appropriate vehicles for ensuring that public participation occurs. These beliefs are based upon an understanding of the diversity and complexity of service need. In designing local services the Association acknowledges the need to balance the rights of government and society. It is the responsibility of the local community to assure that such principles are equally applied to each resident.

ARTICLE I: Name

Section 1. The name of this organization shall be the Association of Community Mental Health Authorities of Illinois, Incorporated.

Section 2. The Association shall be chartered as a 501 (c) 6 Not For Profit Corporation under the laws of the State of Illinois.

ARTICLE II: Purpose

The purpose of the Association of Community Mental Health Authorities is to increase the capacity of individual community systems to eliminate, ameliorate, or reduce the adverse effects of mental illness, developmental disabilities, and substance use disorders by strengthening and developing local authorities.

ARTICLE III: Accomplishing the Purpose

The Association shall accomplish the purpose stated in Article II by:

1. Providing such services and activities which will strengthen existing local authorities, including development of human and financial resources.

2. Consultation and technical assistance in the development of local authorities and like units in the State of Illinois.
3. Researching, supporting, and initiating legislation consistent with the purpose of the Association.
4. Providing general leadership in the areas of community based mental health, developmental disability and substance use disorder systems and services in the State of Illinois.

ARTICLE IV: Business Procedures

- Section 1. A quorum for conducting the business of the Association shall consist of a minimum of twenty-five (25%) of the member boards.
- Section 2. Business of the Association shall not be reenacted unless member boards have been notified by mail or electronic transmission of the time and place of the meeting at least seven (7) working days in advance of the meeting date.
- Section 3: Official decisions other than amendments to by-laws shall be made by a simple majority of those member boards physically present and voting.
- Section 4: Business of the Association may be conducted by telephone or by other electronic communication.
- Section 5: Notwithstanding anything to the contrary in these bylaws, a meeting of the members may, at the discretion of the ACMHAI Executive Committee, be held by means of a teleconference communication system or a video conference communication system, or any other similar electronic communication facility, that permits all members participating in such meeting to hear each other during the meeting. An individual member, who, through such communication system attends a meeting, shall be deemed to be personally present at that meeting for the purposes of Article IV – Business Procedures.

ARTICLE V: Geographic Area

This Association shall initially work toward the achievement of the purposes cited in Article II, in the State of Illinois.

ARTICLE VI: Membership

- Section 1. All community mental health authorities established under the jurisdiction of the Community Mental Health Act (405ILCS, 20/0.1 *et.seq.*), all public health boards established under the jurisdiction of the Public Health Act (55ILCS, 5/5, 25001 *et.seq.*), all boards established for Community Care for Persons with Developmental Disabilities (50ILCS, 835/0.1 *et.seq.*), Retail Occupation Tax Act (55 ILCS 5/5-1006.5), and such other groups authorized in Illinois Compiled Statutes 1/190-10, desiring membership, may make application to the Association. For voting purposes, any representative serving as a proxy, other than an ACMHAI member board executive staff or board member, must be submitted in writing to the ACMHAI Executive Committee 10 calendar days in advance of the meeting in which a vote will be held.
- Section 2. Any groups working toward passage of a referendum as referenced in Section 1 or filling a delegated community role in planning for the community mental health, substance use, or developmental or intellectual disability systems and services, or any local authority included in Section 1 that has not previously been an ACMHAI member may be eligible for non-voting trial membership in this Association for one year.
- Section 3. Any not-for-profit organization, association, or local government entity, excluding state or federal governmental units, supporting the achievement of the purposes cited in Article II may be eligible for affiliate non-voting membership in this Association. Affiliate members are entitled to receive educational information, to attend ACMHAI trainings and conferences and quarterly membership meetings, and to serve on select committees at the discretion of full membership. Affiliate members may not participate in closed sessions or when notice is given that there will be time allocated at a membership meeting for local authority members only.
- Section 4. The Association shall determine the membership fee appropriate for each category of membership based on an approved fee schedule with a minimum dues amount set at \$500.00. The membership fee schedule shall be submitted for ratification at the year-end membership meeting. The Executive Committee may consider requests for dues modification by existing local behavioral health authorities for up to two years. Any modification of the annual dues for a local authority must be reported at the subsequent membership meeting.

ARTICLE VII: Governing Authority

- Section 1. The power, authority, and responsibility to conduct the affairs of the Association subject to any limitations set forth in the Articles of Incorporation or these By-Laws shall be vested in the general membership.

- Section 2. Authority to act on behalf of the general membership is granted to the Executive Committee subject to the ratification of its action by the general membership at its next regularly scheduled quarterly meeting.

ARTICLE VIII: Officers

- Section 1. The Officers shall be elected by the general membership of the Association at its year-end membership meeting. Officers must be board members, Membership Coordinators or senior staff of member authorities, holds voting membership, and actively participate in the Association. Officers shall be: President, Vice President, Secretary, Treasurer, and Immediate Past President. No more than one officer shall represent a single local authority. If possible, each officer should represent a different geographical area of the State. The President and Vice President shall not hold the same office for more than two (2) consecutive years.
- Section 2. If a vacancy occurs in the office of the President, Vice President shall succeed to the office of President for the remainder of the term. Vacancies occurring in all other elected offices shall be filled by appointment of the general membership at the next regularly scheduled meeting.

ARTICLES IX: Duties of Officers

- Section 1. The President shall coordinate all activities of the Association, execute all instruments on its behalf, preside at all meetings, call such meetings of the Association as shall be deemed necessary and as herein provided and assume such other duties as are inherent in such office. The President shall appoint replacements for all committee vacancies that occur during the year. The President shall have the authority to call for periodic financial audits as determined by extenuating events and/or circumstances.
- Section 2. The Vice President shall execute the assigned duties of the office for the Association, including presiding over meetings in the absence of the President and such other duties as the President may from time-to-time request.
- Section 3. The Secretary shall execute the assigned duties of the office for the Association. The Secretary shall be responsible for keeping and distributing minutes and shall supervise the custody of all records and files of the Association.

Section 4. The Treasurer shall be accountable for all funds belonging to the Association: authorize payment of all obligations incurred, supervise the maintenance of all bank accounts and depositories, and render such periodic financial reports as may be necessary for the competent management of the affairs of the Association. The Treasurer shall provide for a periodic audit report, at a minimum of no less than every four years and be responsible for facilitating the filing of periodic financial reports to Federal, State, and Local Government Agencies when required.

Section 5. The Immediate Past President serves as a member of the Executive Committee. The Past President position is that of advisor to the President and Executive Committee.

ARTICLE X: Executive Committee

Section 1. The Executive Committee shall consist of the officers of the Association. The Committee shall act on behalf of the general membership during those times when the general membership is not scheduled to meet. Chairs of standing committees shall be included in Executive Committee meetings in an advisory capacity.

Section 2. A simple majority of the members of the Executive Committee shall constitute a quorum to conduct the business of the Association.

Section 3. Actions of the Executive Committee shall be ratified by the general membership at its next legally constituted meeting.

Section 4. All meetings of the Executive Committee shall be open to the general membership.

Section 5. The Executive Committee shall act as the Finance Committee. Duties shall include but not be limited to planning and recommending a budget for the upcoming fiscal year.

Section 6. Notwithstanding anything to the contrary in these bylaws, meetings of the Executive Committee may, if all the members consent, be held by means of a teleconference communication system or a videoconference communication system, or any other similar electronic communication facility that permits all members participating in such meeting to hear each other during the meeting. Participation in a meeting by such communication system shall constitute presence for the purposes of Article X.

ARTICLE XI: Technical Advisors and Consultants to the Association

Advisors retained by the Association shall be qualified by education and/or experience related to the purposes for which they are appointed.

ARTICLE XII: Meetings

Section 1. At least three (3) meetings of the General membership shall be held annually.

Section 2. A year-end membership meeting shall be held in the fourth quarter of each calendar year, the date, time and place of which shall be determined by the Membership Committee. At its year-end membership meeting, the Association shall elect new officers who shall assume office on January 1 of the following year.

Section 3. **ELECTRONIC MEETINGS:** Any ACMHAI meeting, including any meeting of the ACMHAI members, Executive Committee, or any other committee, may be held by remote communication as provided herein and shall be subject to the following provisions:

- (1) The technology used for the electronic meeting shall allow attendees full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
- (2) ACMHAI shall implement reasonable measures to authenticate the attendance and vote of each attendee.
- (3) Participation in a remote meeting shall constitute presence for all purposes, including quorum and voting.
- (4) Any action that could be taken at an in-person meeting may also be taken at a remote meeting held pursuant to this provision.

ARTICLE XIII: Surety Bonding

All authorized signatories for checks of the Association and designees, shall be bonded by a reliable company in an amount approved by the Executive Committee based on financial and other assets of the Association, cost to be paid by the Association.

ARTICLE XIV: Indemnification

The Association may purchase and maintain indemnity insurance with respect to any obligations hereunder to the full extent permitted by law as may be necessary.

ARTICLE XV: Compensation

The Members of the Association shall not personally benefit in any way from gifts, bequests, grants, and/or other proceeds made for the purpose of fulfilling the functions and purpose of the Association.

ARTICLE XVI: Gifts, Donations, or Contributions

Gifts, donations, or contributions, whether in the form of negotiable instruments or physical assets shall be accounted for, audited, and treated in the same manner as for all acquired assets of the Association.

ARTICLE XVII: Books, Records and Reports

The Association shall keep complete books and records of account and shall keep minutes of the proceedings of its Executive and all other Committees and shall keep at the registered or principal office a record giving the name and addresses of its members. The principal office can be other than a physical address such as a shared drive. All books and records of the Association may be inspected by any member for proper purposes at any reasonable time. The Association shall render to the Federal, State, Local Government and/or other proper authority necessary reports reflecting activity of the organization.

ARTICLE XVIII: Waiver of Notice

Whenever any notice that is required to be given under the provisions of the Not For Profit Corporation Act of Illinois or under provisions of the waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to giving of such notice.

ARTICLE XIX: Acknowledgment of Membership

A New Member Welcome packet shall be issued to each new member. The general membership shall be notified at membership meetings and/or electronic communication.

ARTICLE XX: Staff

The Association may employ or otherwise provide for whatever staff it may deem necessary.

ARTICLE XXI: Committees

- Section 1. A nominating committee of three (3) members shall be appointed by the President to serve for a term of one (1) year. The purpose of this committee is to present a slate of officers for election at the year-end membership meeting. The slate of officers shall be presented in writing to Association members thirty (30) days prior to the year-end membership meeting.
- Section 2. A membership committee consisting of not less than five (5) members shall be appointed by the President. Duties shall include but not be limited to outreach and recruitment of non-member boards.
- Section 3. Other committees shall be appointed or disbanded by the President as required.
- Section 4. In all committees, a majority of the members present shall constitute a quorum, and the affirmative vote of a majority of the members present at any time when a quorum is present shall constitute the act of the committee.

ARTICLE XXII: Amendments

The By-Laws may be amended by a two-thirds vote of the member boards present and voting at a full membership meeting or special meeting called for such purpose, provided that a quorum is present and also provided that written notice is given at least thirty (30) days prior to said meeting.

ARTICLES XXIII: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern all meetings of the Association except as stated in the above By-Laws.

ARTICLES XXIV: Fiscal Year

The fiscal year for this Association shall commence on January 1 and terminate December 31.

ARTICLES XXV: Dissolution Clause

Upon the dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. All attempts shall be made to distribute assets to existing members in alignment with most recent annual dues payments.

PAST PRESIDENTS

Carol Chapman St. Clair County Mental Health Board	1973-75
Arnold Blair Coles County Mental Health Board	1976-77
Margaret "Peggy" Dick Macon County Mental Health Board	1978-79
Robert G. Criss LaSalle County Mental Health Board	1980
William G. Macier Lyons Township Mental Health Commission	1981-82
Dennis Trybus Oak Park Township Mental Health Board	1983-84
Bobby J. Wilkerson Macon County Mental Health Board	1985
Mary Beth Taylor Livingston County Mental Health Board	1987-88
Dennis G. Smith McHenry County Mental Health Board	1989-90
Don Didier St. Clair County Mental Health Board	1991-92
Dennis Crowley Macon County Mental Health Board	1993-94
Carol Flessner Livingston County Mental Health Board	1995-96
F.T. Smith, III Peoria County Board for the Care & Treatment of Persons with Developmental Disabilities	1997-98
George Roth Champaign County Mental Health Board	1999
Fred Nirdé Oak Park Township Mental Health Board	2000-01
Dana Rosenzweig St. Clair County Mental Health Board	2002-03
Peter Tracy Champaign County Mental Health Board	2004-05
Gilbert Zych Lyons Township Mental Health Commission	2006-07
Jerry Murphy INC Board, NFP, South Kane County	2008-09
Sandy Lewis McHenry County Mental Health Board	2010-11

Carol Flessner	2012-13
Livingston County Mental Health Board	
Peter Tracy	2013-14
Champaign County Mental Health Board	
Lisa Loster	2015-16
Proviso Township Mental Health Commission	
Deborah Humphrey	2017-2018
St. Clair County Mental Health Board	
Scott Block	2019-2020
McHenry County Mental Health Board	
Ron Melka	2021-2022
Lyons Township Mental Health Board	

**ASSOCIATION OF COMMUNITY MENTAL HEALTH
AUTHORITIES OF ILLINOIS, INC**

POLICIES

TABLE OF CONTENTS

ACCOUNTING POLICY.....	15
DEVELOPMENT AND ADOPTION OF POSITION STATEMENTS.....	17
EVENT AND TRAVEL POLICIES.....	21
MEMBERSHIP RE-INSTATEMENT DUES POLICY.....	23
OUT OF TOWN (OVERNIGHT) AUTHORIZATION FORM....	24
RAPID RESPONSE POLICY.....	25
SPECIAL INITIATIVE POLICY.....	26
CORPORATE SPONSORSHIP POLICY.....	27
CONFLICT OF INTEREST POLICY	28
WHISTLEBLOWER POLICY.....	31
EXHIBITOR POLICY.....	33

ACMHAI

ACCOUNTING POLICY

All instructions and policies are guided by the bank resolution passed at the year-end membership meeting.

Receipts:

- As checks are received, Treasurer and Fiscal Agent
 - Determines the appropriate depository account for the check and makes the deposit.
 - Fiscal Agent enters the deposit into the accounting program.
 - Treasurer facilitates sending of membership annual dues statement and reports members paid in full to membership during the membership business meetings., Fiscal Agent records and deposits memberships due payment, and reports members paid in full to membership during the membership business meetings. A certificate of membership may be sent by the President, upon request.

Disbursements:

- Credit Card
 - Charge requests that are not in the current approved budget are sent to the President indicating the purpose of the charge(s) and approval by President and Treasurer.
 - Upon President approval, Treasurer will make purchases as needed.
 - Treasurer shall be authorized to make purchases within the current approved budget.
 - Fiscal Agent enters online payment of credit card from credit card statement and accounts for transactions.
- Requests for reimbursed expenses
 - Any reimbursed expense not in the current approved budget should be preauthorized by two (2) members of the executive committee. Send itemized reimbursement request documentation to President and/or Treasurer for approval with accompanying receipts within five (5) business days of the expenditure, noting what it is for, the name/address to whom the reimbursement is payable and the amount due.
 - Treasurer submits all the approved documentation to the Fiscal Agent for payment documentation.
 - In the instance that reimbursement is for the Treasurer, the President will submit approved documentation for payment to the Fiscal Agent
 - Fiscal Agent enters the transaction into the accounting system and sends it to the President and Treasurer.
- Fiscal Agent will deliver receipts of submission to the President and Treasurer

- Contractual obligations / regular monthly invoices for operations / tax obligations and filings.
 - Treasurer
 - Receives invoices/notifications by mail or email.
 - Treasurer pays invoices notifications through on-line bill pay.
 - Fiscal Agent enters the transaction into the accounting system and sends it to the President and Treasurer.
- Fiscal Agent delivers receipts of submissions to President and Treasurer.

Other disbursements:

Any other disbursements must be authorized by the Executive Committee and/or membership with authorization submitted to Treasurer indicating payee, address, amount due and due date.

Treasurer pays disbursement through on-line bill pay and uploads documentation to the Fiscal Agent to enter into the billing system, Fiscal Agent enters the transaction into the accounting system and send it to the President and Treasurer.

Investment and Depository Accounts

- Treasurer and President receive notification and Fiscal Agent enters gain or loss of interest.
- President receives copy and the accounts are reviewed during Executive Committee monthly meetings.
- If funds are to be moved, must have a motion and approval from membership.

Accountability

- Fiscal Agent does bank and investment reconciliations from electronic reports submitted by Treasurer.
- Fiscal Agent runs monthly financial statements and delivers to President and Treasurer.
- Fiscal Agent runs financial statements for Treasurer to present to membership in conjunction with membership meetings.
- Treasurer submits a Dues Statement for membership in conjunction with membership meetings.
- Membership reviews the financial statements during the meeting.

MOTION: _____

SECOND: _____

APPROVED DATE: _____

ATTESTED BY: _____

Secretary

ACMHAI

DEVELOPMENT AND ADOPTION OF POSITION STATEMENTS

PURPOSE:

ACMHAI exists to increase the capacity of local community mental health and developmental disability boards (708, 377, and 553 Boards) to improve the development and delivery of comprehensive mental health, substance abuse and developmental disability services and develop a unified state-wide voice to impact policies and resources for this purpose. Critical to the implementation of this goal is membership consensus on state-wide policy statements or positions on initiatives; resource deployment; and system change. This policy provides guidance to the development process of such position statements and the protocol to establish consensus and dissemination of such statements. This policy is not designed to change or influence the existing procedure for consensus agreement on the Association's position for specific legislation through the Legislative Committee.

Definitions:

Position Statements - A written document that outlines the background of an issue; the discussion of impact; and the official statement of ACMHAI relating to the issue. Also, referred to as ***Policy Synopsis***.

Consensus – When the individual responses of membership responses indicates agreement with the draft statement. This can be measured by the majority of positive responses recorded by individual members. At a minimum, it must be supported by two thirds or more of the Officers and Committee Chairs, which represent the Executive Committee.

White Paper – An expanded document providing additional information related to an issue. For this to be recognized as the official document of ACMHAI, it must include an approved Position Statement.

Internal Distribution – Distribution is limited to ACMHAI dues paying members (official contact staff) and Coordinator, Legislative Consultants, and any other consultants working on the position statement.

External Distribution – Distribution represents a wide audience including the Board members of the dues paying members; legislators; state directors and staff liaisons; Governor; other trade association Executive Directors/ Coordinator(s) and posted for the public on the ACMHAI website.

Policy Committee – The Coordinator, Officers and Committee Chairs.

PHASE 1: Development

Any ACMHAI member may bring forward a request for the development of a Position Statement. Such requests will be directed by the Coordinator to the appropriate Committee for subject inquiry and position development or refinement. The Coordinator would provide staffing support (along with any support needed from the Legislative Consultant) to determine whether a position statement is needed and develop such draft statement. Committees may also identify a need for a position statement.

***Example:** A member identifies a need for a position statement on the reduction of Medicaid rates that will impact the delivery of service and requests ACMHAI to respond to oppose such action and to recommend a rate setting methodology. This request would be forwarded to the Medicaid Committee to review appropriate background; determine any impacting legislative issues; develop the Position Statement with consensus from that committee.*

Committee Considerations:

During this phase, the Committee should consider multiple aspects of the request including but not limited to:

- a) Whether there is enough data and resource material to prepare a sound analysis.
- b) Whether this request is within the scope of local authorities and aligned with the mission and purpose of ACMHAI.
- c) Consideration of legal review (or legislative consultation).
- d) Any additional partners or sources that can act as consultants to the matter and/or partners in establishing the position statement, including IPHA and NACBHDD.
- e) Timeline for response.
- f) Resources needed to develop the statement.
- g) Recommendations for soliciting initial feedback on the draft.
- h) Recommendations for action steps, including dissemination.
- i) Alternative disposition if the Committee feels this is outside of their realm.

The Committee chair is responsible for communicating the progress and disposition of the request to the person making the request in a timely manner. If the Committee does not move forward with the statement draft, the person requesting may bring it forward to the President to place it on the agenda for discussion at the next Executive Committee or Membership Meeting for further consideration.

Position Statement Outline:

Position Statements should include, but are not limited to the following content:

1. Background of the Issue
2. Rationale for alignment with the ACMHAI Mission and Strategic Goals
3. Synopsis of the Committee Analysis
4. Recommended Position
5. Discussion of Risks, Barriers, Other Considerations including Majority/Minority positions
6. Other Recommendations for Implementing the Position Statement

PHASE 2: Consensus

The Committee Chair is responsible for determining a majority consensus to accept the drafting of the position statement, forward it to another Committee, or denying the request. This is determined by a simple majority of members active in the committee process by formal vote in person or by email or an informal voice consensus.

When the draft is completed, the final document must receive consensus from the active committee members to submit to the Executive Committee for review.

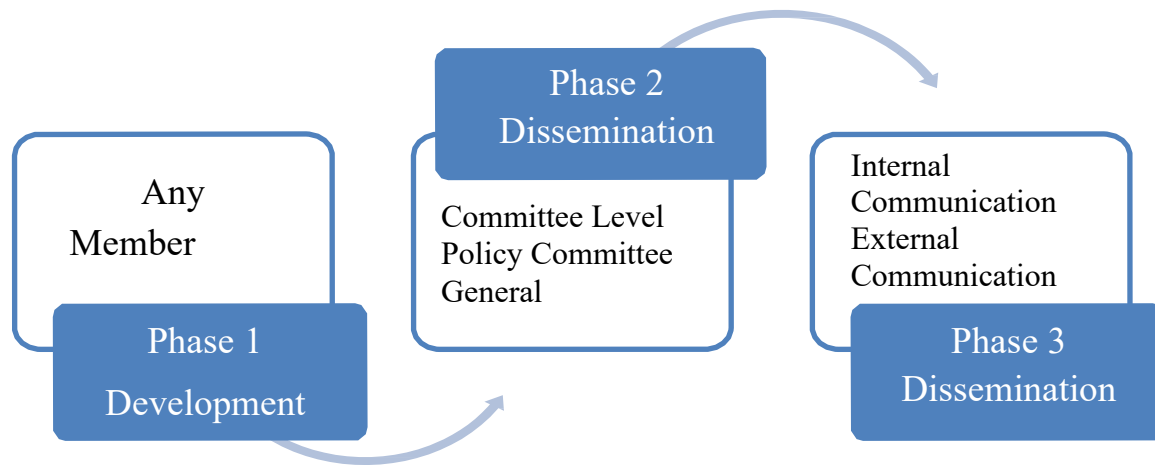
The Executive Committee which includes the Officers and Committee Chairs must support the position statement with a majority of the EC members. In this capacity, the Executive Committee acts as the **“Policy Committee”** of the Association. The President is responsible for moving the Position Statement forward by determining whether this position can be released to the membership for their review and consensus or by placing it on the Membership Meeting agenda or Special Meeting agenda.

Membership Consensus is reached by either a majority vote on the resolution to adopt the position by those present at a Membership Meeting or Special Meeting according to the Bylaws **OR** if time is limited for response, the President may direct the Coordinator to distribute the Position Statement to all members via email with a specific return response no longer than seven business days. Consensus is derived by the majority of those responding within the timeframe. The President must consider the impact of the position when considering the alternative method. Note: Prior to final distribution, drafts of the statement should be distributed to membership for their input, whenever possible. Drafts may be limited to internal distribution and should be marked DRAFT with the appropriate Date of the Draft on each page.

Consensus for the Association does not require that all members must be in agreement with the position.

PHASE 3: Dissemination:

Following Executive Committee or Board action, the Coordinator will implement a dissemination process with respective parties. The Board may direct that dissemination be externally distributed or restricted to internal distribution. Distribution of official position statements must be on ACMHAI letterhead and dated with the official date of adoption. Copies of all official position statements will also be available on the ACMHAI website. If members are assigned to represent ACMHAI on designated committees, they must use the official position statement to communicate ACMHAI's direction. If a member is also a representative of a committee, task force, coalition as an individual, the member is urged to be pro-active in stating that any opinions voiced are not to be interpreted as ACMHAI positions when contrary to the official position.



ACMHAI

EVENT AND TRAVEL POLICIES

Group Membership Dinners: Two staff representatives from each member authority may attend the group membership dinner at the membership meetings for no charge. Board members are not subject to this limit. Additional staff attendees are welcome with advance notice, but there will be a \$25 charge for the dinner. The President of the Board may waive the charge and/or may invite special guests of the Association to attend at no charge.

ACMHAI will not be responsible for any alcoholic beverages at any membership event, including the group membership dinners. Each individual is responsible for their own alcoholic beverages.

Membership Meeting Meals

Members will not be assured meals (dinner, breakfast, or lunch) if they have not pre-registered at least 10 days in advance, although efforts will be made to accommodate those able to attend at the last minute.

Based on the annual budget, the Executive Committee has the authority to determine the need to assess a non-refundable event fee for any membership meeting or training. The event fee will be part of the Event Fee Schedule to cover a portion of the costs for hotel and speaker fees, based on the annual Association Budget.

Cancellations:

ACMHAI Events with Paid Event Fees:

Any ACMHAI membership meeting or training with an event fee will be non-refundable, unless the cancellation falls under one of the exceptions listed below.

ACMHAI Events without Event Fees:

A cancellation fee will be issued for cancellations received less than 10 days in advance to cover meal expenses. The cancellation fee will be in accordance with the current Event Fee Schedule approved by the Executive Committee.

Exceptions to the Cancellation Policy: ACMHAI recognizes that serious issues may arise that could prevent a member from cancelling their registration more than 10 advance.

Exceptions include:

- Serious illness or disabling injury – either you or an immediate family member (spouse, child, parent, grandchild, grandparent, etc.)
- Death in the immediate family
- Court appearance or jury duty
- Unexpected military duty call-up

NACBHDD meetings and conferences:

ACMHAI will approve the registration fee for the President or Executive Committee Member to attend a NACBHDD meeting/conference as an ACMHAI representative. A brief report will be given on the meeting or conference highlighting information of interest to ACMHAI members.

Travel reimbursement:

ACMHAI members can request full or partial reimbursement up to \$500 for the expense of attending an ACMHAI meeting requiring an overnight stay and/or travel of more than 150 miles or to cover the cost of attending a meeting or event in Illinois at the request of ACMHAI.

ACMHAI requests that reimbursement for ACMHAI meeting attendance be needs-based.

Reimbursement requests should be made and approved prior to the expense being incurred.

Travel reimbursement requests (lodging, food, air fare, cab, and/or mileage expenses) will be considered as the ACMHAI budget line item for reimbursements to ACMHAI members.

President's Expenses:

ACMHAI will approve and reimburse the President for incidental expenses up to \$250. The President's overnight and meeting travel expenses will be reimbursed according to the travel reimbursement policy.

ACMHAI

MEMBERSHIP RE- INSTATEMENT DUES POLICY

If a member organization ceases being a dues paying member, that organization would be ineligible for any discounted or trial membership for a period of two years. If an organization wishes to re-instate its membership after not being a member for more than two years, the Executive Committee may authorize a trial membership of \$500 for the first year after returning, with an increase to full membership dues after the one-year trial.

Consideration will be given in cases where boards have experienced a major turnover of board members, or in the case of a change in the full time 708, 553 or 377 Board staff. This would be at the discretion of the Executive Committee.



Membership Travel Authorization Form (Out of Town-Overnight)

Conference/Meeting:	
Purpose:	
Date:	
Date of Request:	

Signature: _____

Expense Detail	Cost/ Rate
Conference Registration:	
Hotel:	\$
Airfare/Baggage:	\$
Round trip mileage_____ @ \$ _____ cost/ml*	\$
Cabs/Shuttles/Rental car/Ride Share:	\$
Per Diem:	\$
Other Incidentals:	\$

***Current Federal Mileage Reimbursement Rate Total projected expenses:**

\$_____ = ACMHAI Portion \$_____ = Other Payer portion \$_____ = Total Expenses

FISCAL IMPACT

Budget Category	Total AMT. of Expenses	Budget Balance (Includes Pending Reimbursement)	Balance After Expenses
Name:	\$	\$	\$
Name:			

Signature:

Date: _____

President

*Per Diem Calculation is based on IRS Meals and Incidental Expenses (M&IE) by zip code.
Breakfast, lunch and dinner portions may be separated in cases where meals are provided. Using
the IRS guidelines, the Per Diem = _____*

ACMHAI RAPID RESPONSE POLICY

In the event that an Association response or other action is required before the next scheduled committee or membership meeting, a vote of the membership may be conducted by email, with a request for responses within a 24-48 hour period. The consensus of the members who respond will represent the position of ACMHAI on the particular issue in question, providing that at least 25% of the membership responds with a vote of support, opposition or abstention. If the rapid response mechanism fails, the Executive Committee shall act on behalf of the general membership during those times when the general membership is not scheduled to meet as approved in *Article X, Section 1* of the ACMHAI Bylaws.

ACMHAI

SPECIAL INITIATIVE POLICY

Subject to availability, ACMHAI shall grant funds to members for special initiatives, not to exceed 25% of their membership dues. Applications are reviewed and approved on a rolling basis. Priority will be given to members who did not receive special initiative funds the previous year. An ad hoc committee appointed by the ACMHAI president and comprised of members who did not apply for special initiatives funding will select the recipients.

ACMHAI CORPORATE SPONSORSHIP POLICY

ACMHAI is a non-profit corporation operating in the State of Illinois and accepts donations and sponsorships from foundations, corporations, individuals, and other companies with an interest in the mission of the organization. To comply with its mission and applicable IRS regulations, ACMHAI welcomes sponsorships subject to the following guidelines:

Sponsorship Guidelines:

- ACMHAI solicits and gratefully accepts corporate sponsorships as a mutually beneficial exchange of information and opportunities to meet and build relationships. ACMHAI offers a venue in which industry and local government boards can learn from each other and collaborate on projects of mutual interest.
- ACMHAI will choose which sponsorships it will accept and reserves the right to reject any sponsorship offer.
- ACMHAI does not accept advertising.
- ACMHAI does not endorse, either implicitly or explicitly, any of its sponsors, nor does it endorse any of those sponsors' products, services, or ideas.
- ACMHAI staff and contractors should not receive any substantial benefit from association with sponsors. Any substantial benefit should be brought to the attention of the Officers of the Board.
- ACMHAI retains full control of its work, program, and content. Sponsors do not have authority over the operations of what they have sponsored.
- ACMHAI retains the right to review and approve all communications in regard to a sponsorship. This includes, but is not limited to, announcements, articles, and press releases about the sponsorship.

Corporate Sponsorship Levels

Premier (\$5,000)

- Sponsorship recognition on public portion of ACMHAI website.
- Opportunity to make a presentation at ACMHAI Board Meeting once a year and provide an informational flyer for membership.
- One complimentary registration to ACMHAI year-end membership meeting.
- Hyperlink to sponsor's website for one full year.

Diamond (\$2,500)

- Sponsorship recognition on public portion of ACMHAI website.
- Opportunity to make presentation at ACMHAI Board meeting once a year and provide an informational flyer for membership.
- One complimentary registration to ACMHAI year-end membership meeting.

Gold (\$1,000)

- Opportunity to make presentation at ACMHAI meeting once a year.

ACMHAI CONFLICT-OF-INTEREST POLICY

The ACMHAI Executive Committee, Employees/Consultants, and volunteers have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which The Association of Community Mental Health Authorities of Illinois (the Organization) wishes its business to operate. The Conflict of Interest Disclosure Statement shall be completed by all Executive Committee members, Employees/Consultants and volunteers annually at the ACMHAI year-end meeting. The purpose of these guidelines is to provide general direction so that the Executive Committee, Employees/Consultants and volunteers can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an Executive Committee member, Employee/Consultant or volunteer is in a position to influence a decision that may result in personal gain or gain for a relative as a result of the Organization's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Executive Committee member, Employee/Consultant or volunteer is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if a Executive Committee member, Employee/Consultant or volunteer has any influence on any material business transactions, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a board member, an employee, or a relative has a significant ownership in a firm with which the Organization does business, but also when a board member, an employee, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Organization.

CONFLICT-OF-INTEREST DISCLOSURE STATEMENT

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate; complete the balance of the form; sign and date the statement; and return it to the board chair.

- A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and the Organization on the other.

Initials: _____

- B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and the Organization on the other.

Initials: _____

Corporate (either nonprofit or for-profit) directorships, positions, and employment:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time:

I have read and understand the Organization Conflict-of-Interest Policy and agree to be bound by it. I will promptly inform the President of the Organization of any material change that develops in the information contained in the foregoing statement.

Type/Print Name	Signature	Date
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ACMHAI

WHISTLEBLOWER POLICY

General

The Association of Community Mental Health Authorities of Illinois (the Organization) Code of Ethics and Conduct (“Code”) requires directors, officers, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations

The Code addresses the organization’s open-door policy and suggests that, and employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the human resources department or anyone in management who you are comfortable approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the organization’s compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the organization’s open-door policy, individuals should contact the organization’s compliance officer directly.

Compliance Officer

The ACMHAI Secretary shall serve as the organization’s compliance officer. The Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the chief executive and/or the audit committee. The compliance officer has direct access to the board of directors and is required to report to the board at least annually on compliance activity. The organization’s compliance officer is

Accounting and Auditing Matters

The board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The compliance officer shall immediately notify the board of directors of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Whistleblower Compliance Officer

Board President

ACMHAI Exhibitor Policy

The ACMHAI Membership Committee may provide an opportunity for an exhibitor session at any ACMHAI membership meeting or event, provided the exhibitor session room rental is either free or within the approved current budget.

The Membership Committee shall invite organizations and companies representing, but not limited to, the following industries: entities that provide services for financial reporting, grant funding, outcome evaluation, data storage/housing, HIPAA compliant software and any other services that would streamline the work of a local mental health authority.

The fee to exhibit at an ACMHAI event is \$100.00. For exhibitors that require power supply, there is an additional \$20 fee.

ACMHAI will provide one 6-foot table to each exhibitor. Free WIFI will be available to Exhibitors.

ACMHAI reserves the right to refuse exhibitor space to companies/organizations whose mission does not align with the mission of ACMHAI.