



Southern Illinois Criminal Justice Training Program

Mobile Team Unit 15

By-laws

*Effective March 19, 2019
Amended: September 15, 2020*

Table of Contents

Page	Subject
2	Definitions
3	Article I – <i>Authority & Purpose</i>
4-5	Article II – <i>Advisory Board</i>
6-8	Article III - <i>Executive Committee</i>
9-10	Article IV - <i>Meetings</i>
11	Article V – <i>Duties & Authority of the Director</i>
12	Article VI – <i>Fiscal Matters</i>
13	Article VII – <i>Non-Discrimination Policy</i>
14-15	Article VIII – <i>Sexual Harassment Policy</i>
16	Article IX – <i>Savings Clause</i>
17	Appendix A – <i>County Populations</i>
18	Signatures & Authorization

Definitions

Advisory Board:

Southern Illinois Criminal Justice Training Program, Mobile Team Unit 15 Advisory Board.

Advisory Board Member:

Duly selected employee of a Member Agency appointed to the Advisory Board.

Executive Committee:

Duly elected Executive Committee Officers as prescribed within these by-laws.

Director:

The Southern Illinois Criminal Justice Training Program, Mobile Team Unit 15 “Program Coordinator”, as prescribed by Public Act 82-674 & Illinois Administrative Code Title 20: 1740.203(b)(1).

MTU 15:

The Southern Illinois Criminal Justice Training Program, designated Mobile Team Unit 15, and authorized by, the Illinois Law Enforcement Training and Standards Board.

MTU 15 Staff:

All full- and part-time employees of the Southern Illinois Criminal Justice Training Program, including the Director.

Member Agency:

A local law enforcement agency that has entered into an Intergovernmental Cooperation Agreement with and that has paid annual membership dues to the Southern Illinois Criminal Justice Training Program.

Member:

Employees of member agencies in the positions of Full-time, Part-time and Auxiliary Police Officers; Full- and Part-time Corrections Officers; Full- and Part-time Court Security Officers; Full-time Telecommunicators; Coroners and Deputy Coroners; and Fire Service Sworn Arson Investigators.

Associate Member Agency:

Any other law enforcement, or other agency, whose members or employees would benefit from training services provided by MTU 15. Those agencies include, but are not limited to State Law Enforcement Agencies, Fire Service Sworn Arson Investigators, and Coroners Offices. Employees of Associate Member Agencies shall not be qualified to be members of the Advisory Board, and thus have no voting rights on that board.

Board:

The Illinois Law Enforcement Training and Standards Board created by the Illinois Police Training Act, 50 ILCS 705.

Article I Authority & Purpose

Authority

The Southern Illinois Criminal Justice Training Program (SICJTP) was established as a General Not-for-Profit Corporation and was created by units of local government under the State of Illinois statutory authority: *The Intergovernmental Officers Training Act, 50 ILCS 720*.

The SICJTP shall operate by the rules established in the Illinois Administrative Code, Title 20, Chapter V, Part 1740, Subpart B “Mobile Team Organization”.

Purpose

To deliver in-service training at scheduled times and selected sites within a geographic region to local and state law enforcement officers, both full- and part-time, as well as retired law enforcement officers qualified under federal law to carry a concealed weapon.

The geographic region of MTU 15 consists of the counties of: Alexander, Clay, Crawford, Edwards, Effingham, Fayette, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Marion, Massac, Perry, Pope, Pulaski, Richland, Saline, Union, Wabash, Wayne, White, and Williamson, together with the many municipalities contained therein.

Creation of the Advisory Board

In accordance with State of Illinois statutory authority provided by the Intergovernmental Officers Training Act, 50 ILCS 720 and the directives of the Illinois Law Enforcement Training and Standards Board (ILETSB), the local Advisory Board of MTU 15 has been created and such Advisory Board does now exist.

The following procedures are hereby adopted as the procedures of the SICJTP, MTU 15 Advisory Board.

Article II Advisory Board

Duties

The duties and responsibilities of the Advisory Board are established in accordance with the provisions of Public Act 82-674 and the Intergovernmental Law Enforcement Officers In-Service Training Act. Among the duties of the Advisory Board codified by this act is to select and employ a Mobile Team Unit (MTU) Coordinator (*Director*). The Executive Committee shall establish the process for the selection of the MTU Coordinator.

All actions taken by the Advisory Board in regular or special meetings and all actions taken by *ad hoc*, special, or formal committees shall be fully reported to the ILETSB in the form of written minutes of those meetings.

Membership

The Advisory Board shall consist of a maximum of 46 members based on county population, as follows:

County population*	Members per county
Under 14,000	1
14,000 – 40,000	2
Over 40,000	3

**see Appendix A*

- One member from each county: The Sheriff of each county, who is a Member Agency of MTU 15, shall be a standing member of the Advisory Board. In the event a Sheriff's Department is not a member agency, any qualified department head of a Member Agency in that county may be appointed to the Advisory Board by a simple majority vote of the Advisory Board.
- Eighteen At-large members chosen from eligible individuals. At-large Advisory Board Members appointed as individuals and are not members by virtue of their position or office.
- The Executive Director of ILETSB, or his/her designee, shall be a member of the Advisory Board.

To qualify as an At-Large member of the Advisory Board one must be a Full-Time Police Chief of a municipality Member Agency, County Board Chairman, or Mayor of a municipality wherein the police department is a Member Agency. At-Large Advisory Board members shall serve indefinitely. Any At-Large member can be removed by a majority vote of members present at any Advisory Board Meeting. An At-Large member of the Advisory Board may be removed from that Board in the event they fail to attend at least one Regular Advisory Board meeting within the Fiscal Year.

Selection of Advisory Board Members

During the Annual Meeting the Chairman will provide the names of any At-large members who failed to attend at least one Regular Meeting during the previous fiscal year.

A member represented by a proxy at a Regular Meeting shall have been considered present at that meeting for the purposes of this section. The Advisory Board may then, upon a motion as described in these by-laws, vote to have any such members removed from the Advisory Board.

In the event a vacancy for an At-large Advisory Board member is created, by removal or resignation, the Director shall, as soon as practical, notify all eligible individuals of the vacancy via email. Interested qualified individuals will be instructed to notify the Director at least 10 days prior to the next Regular Meeting. The Director will prepare the necessary ballots providing them to the Chairman at the next Regular Meeting. The Chairman will conduct the election of new Advisory Board member(s) during that meeting. Newly elected member(s) will assume their seat on the Advisory Board immediately after the election.

Article III Executive Committee

The Executive Committee shall consist of the following officers:

- Chairman
- First Vice-Chairman
- Second Vice-Chairman
- Secretary
- Financial Officer

Eligibility

Any Advisory Board Member in good standing who has served on the Advisory Board for at least one year shall be eligible to serve on the Executive Committee.

Election, Term & Progression in Office

The Chairman, First Vice-Chairman and Second Vice-Chairman shall serve one-year terms in their respective offices. At the end of that term, ending on June 30, the Chairman shall vacate that office. At that time the First Vice-Chairman will become the Chairman and the Second Vice-Chairman will become the First Vice-Chairman. A new Second Vice-Chairman shall be elected the Annual Meeting. The new Chairman, First Vice-Chairman and Second Vice-Chairman shall assume office effective July 1 following the Annual Meeting. The person vacating the office of Chairman shall not be eligible to hold the office of Chairman, First Vice-Chairman or Second Vice-Chairman for at least one year.

Nomination for a new Second Vice-Chairman shall take place during the regular quarterly Advisory Board Meeting in March. Any Advisory Board Member present may place a name in nomination for election as Second Vice-Chairman. Nominations shall be made as a motion as described elsewhere in these by-laws. Nominees must be physically present at the meeting to accept the nomination.

The Director will prepare ballots for the election of a new Second Vice-Chairman providing those ballots to the Chairman at the Annual Meeting. During that meeting the Chairman shall conduct the election for Second Vice-Chairman. Only members (or proxies) present at the meeting may vote. Votes will be tallied by the Chairman and the Secretary during that Annual Meeting. The election will be determined by a simple majority vote. In the event of a tie, there will be a run-off election (via paper ballot) of those tied in the vote count. If only two individuals are running, and a tie takes place, the election will be decided by a coin-toss with the senior Advisory Board Member candidate making the call. The Secretary shall read into the record (meeting minutes) the results of the election.

Mid-term Departures & Special Elections

In the event the Chairman leaves office mid-term, for any reason, the First Vice-Chairman will become the Chairman and the Second Vice-Chairman will become the First Vice -Chairman. In the event the First Vice-Chairman leaves office mid-term, for any reason, the Second Vice-Chairman will become the First Vice-Chairman. In this event, nominations for the election for a new Second Vice-Chairman, in a Special Election, shall take place at the next Regular Meeting. The nomination and election process previously prescribed by these by-laws shall be followed for that Special Election. Officers will fulfill the remainder of that term and still progress in office, as previously described in these by-laws, on the following July 1. If a mid-term departure occurs after the Regular Meeting in December, the office of Second Vice-Chairman will remain vacant until the nomination, through the prescribed process, takes place at the following Regular Meeting, in March.

Financial Officer

The Financial Officer must be a publicly elected official. The Financial Officer shall be appointed by the Chairman with advice of the First Vice-Chairman and Second Vice-Chairman. The Financial Officer shall serve an indefinite term until they resign or are removed by a majority vote of the remaining members of the Executive Committee.

Secretary

The Secretary shall be elected by the same process as previously described for the election of the Second Vice-Chairman, during the Annual Meeting. The Secretary shall serve an indefinite term until they resign or are removed by a majority vote of the remaining members of the Executive Committee. Should that resignation or removal take place mid-term, the Chairman, with advice of the First Vice-Chairman and Second Vice-Chairman, shall appoint a temporary Acting Secretary to serve until the election of a new Secretary at the next Annual Meeting.

All officers should possess a working knowledge of *Roberts Rules of Order*.

Duties of Officers:

Chairman: To preside at all meetings of the Advisory Board in accordance with the procedures outlined in *Roberts Rules of Order* and these operating procedures, except otherwise authorized by resolution of said Advisory Board;

To authenticate, when necessary, all the acts, orders, and proceedings of the Advisory Board, but only at the direction of the membership or Executive Committee;

To establish, at the direction of the Advisory Board, such ad hoc committees as the Advisory Board deems necessary to carry out its responsibilities;

To provide for the annual election of officers;

To consult with the Director regarding each meeting's agenda;

To abide by the Illinois Open Meetings Act; and

To abide by the provisions of Public Act 82-674, the Intergovernmental Law Enforcement Officers In-Service Training Act.

First Vice-Chairman: To perform such duties as may be delegated by the Chairman. Shall perform the duties of the Chairman in the absence or incapacity of the Chairman.

Second Vice-Chairman: Shall perform such duties as may be delegated by the Chairman. Shall perform the duties of the Chairman in the absence or incapacity of the Chairman and the First Vice-Chairman.

Secretary: Shall act as the signatory for all proceedings of the Advisory Board.

Financial Officer: Is the Board's signatory authorizing the receipts and expenditures operations of MTU 15.

Article IV Meetings

Annual Meeting

The Annual Meeting of the Advisory Board shall be conducted during the month of June in each year for the purpose of electing officers and new Advisory Board members. That meeting shall be considered a Regular Meeting.

Regular Meetings

The Advisory Board shall meet no fewer times than four times annually. These regular meetings will occur, unless otherwise scheduled by the Chairman, on the third Tuesday of March, June, September, and December at 10:00 am unless otherwise determined by the Advisory Board. An agenda of all such meetings scheduled or rescheduled shall be available to the members no fewer than seven days prior to the meeting date.

Special Meetings

Special meetings of the Advisory Board may be called at the discretion of the Chair or by a written request signed by a minimum of twenty members. An agenda for any such meeting must be available to the members no fewer than three days prior to the meeting date. Only matters specified in the agenda shall be considered and voted upon at any such meeting.

Quorum

No official business shall be transacted by the Advisory Board in the absence of a quorum present at the commencement of any Regular or Special Meeting. A quorum shall consist of 25% of the current active Advisory Board membership.

Passage of Motions

With a quorum present, a simple majority of those voting, defined as those who cast "yes" or "no" votes, on a motion shall be sufficient to pass and make it the official act of the Advisory Board. The Chair or any member may call for the roll-call vote on any motion. The minutes shall reflect the results of each roll call vote.

Proxies

Any Member may assign a proxy to represent them at any Regular or Special Meeting. The assignment of a proxy must be done by notifying the Chairman at least twenty-four hours prior to the meeting via email. The Director shall be included as a recipient of that email notification. A proxy shall have all voting authority of the member at that meeting on matters including passage of motions and voting on membership.

Public Meeting Agenda

Agenda, proceedings and records of the Advisory Board shall be open to the public. The Director shall be responsible for the preparation and distribution of the agenda for all meetings. All meetings and public notice will be in accordance with the Illinois Open Meetings Act, IL Rev. Stat., Ch. 102, Par. 41 et. seq. (1981). All Regular Meeting dates, times and locations shall be posted on the publicly accessible MTU 15 website at the beginning of the calendar year.

Article V Duties & Authority of the Director

To manage and coordinate the overall operations of the Mobile Team and its programs as mandated by the ILETSB and the MTU 15 Advisory Board.

To prepare the annual *Application for State Financial Assistance* for review by the Executive Committee.

To prepare all necessary reports as required by the Grant for State Financial Assistance from the ILETSB.

To hire, supervise, evaluate, discipline, or terminate the employment of all full-time, part-time, or temporary staff.

To develop job descriptions for all full-time, part-time, and temporary staff.

To develop operational policies, procedures, and other written directives for the overall operations of MTU 15.

To perform any other tasks necessary in support of the administrative functions and responsibilities of the Advisory Board and Executive Committee.

Article VI

Fiscal Matters

The fiscal year for MTU 15 shall run from July 1 until June 30 the following year.

The primary source of funding for the Operational Budget of MTU 15 is an annual grant from ILETSB. To achieve the matching “local share”, as required by the Grant, SICJTP assesses membership dues to its Member Agencies. Those dues are based on a set dollar amount per member. That dues amount is authorized by the Advisory Board and is evaluated annually as a part of the Grant application and budget preparation process.

The Annual Operational budget, including all anticipated income and expenditures, shall be prepared by the Director within guidelines provided by the ILETSB. This proposed budget shall be presented to the Executive Committee who will advise and consent to present the proposed budget to the Advisory Board.

With the approval of the proposed budget by the Advisory Board the Director is authorized to manage all purchases and other expenditures throughout the year. The Director shall advise the Executive Committee of any major equipment purchase, that exceeds \$10,000.00, at least ten days prior to that purchase.

All funds received for use by MTU 15 shall be deposited into an account at a bank approved by the Executive Committee. Any checks written on that account shall be issued over the signature of at least two Executive Committee Officers or one Executive Committee Officer and the Director.

At least once per month the Financial Officer shall review all fiscal transactions made during the previous month. Those transaction will include all checks, credit card statements, paid invoices, paid contracts, Electronic Funds Transfers (EFT), and Automated Clearing House (ACH) transactions.

Article VII

Non-Discrimination Policy

Neither the MTU 15 Advisory Board nor its employees shall discriminate against any persons on the basis of race, creed, color, national origin, sex, age, religion, mental or physical handicaps, marital status, political affiliation, or beliefs.

Article VIII

Sexual Harassment Policy

The Advisory Board of the SICJTP recognizes the right of every employee to be able to attend work and to perform their duties without being subjected to any form of sexual harassment. It is the obligation and responsibility of every employee to ensure that the workplace is free from sexual harassment.

The Advisory Board of the SICJTP is fully committed to its obligation to prohibit sexual harassment in the workplace.

The purpose of this directive is to outline the Advisory Board of the SICJTP's position on sexual harassment and to document the process that is to be followed should any grievances arise.

Sexual Harassment is defined as: Any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature that makes a person feel offended, humiliated, or intimidated, and where that reaction is reasonable in the circumstances. Examples of sexual harassment include, but are not limited to:

- Staring or leering
- Unnecessary familiarity, such as deliberately brushing against another any other unwelcome touching
- Sexually suggestive comments or jokes
- Insults or taunts of a sexual nature
- Intrusive questions or statements about the private life of another
- Displaying posters, magazines, or screen savers of a sexual nature
- Any electronic transmission of sexually explicit information or images
- Inappropriate advances on social networking sites
- Accessing sexually explicit internet sites
- Requests for sex or repeated unwanted requests to go out on dates
- Behavior that may also be considered to be an offence under criminal law, such as Assault, Battery, Indecent Exposure, Sexual Assault, Stalking or Obscene Communications

Behavior that is based on mutual attraction, friendship, and respect is not sexual harassment.

The Advisory Board of the SICJTP will not tolerate sexual harassment under any circumstances. Responsibility lies with the Director and every other employee or volunteer to ensure that sexual harassment does not occur.

This policy applies to conduct that takes place in any work-related context, including meetings, conferences, work functions, social events, and business trips.

No employee or volunteer at any level should subject any other employee, volunteer, MTU 15 member agency member, or visitor to any form of sexual harassment.

A breach of this policy will result in disciplinary action outlines in Article 10 of the Personnel Policies of MTU 15.

The Advisory Board of the SICJTP strongly encourages any employee who feels they have been sexually harassed to take immediate action. If an employee feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee should identify the harassing behavior, explain that the behavior is unwelcome and offensive, and ask that the behavior stops.

Alternatively, or in addition, they may report the behavior to the Director. In the event the alleged harasser is the Director, the employee shall report the behavior directly to the Chairman of the MTU 15 Advisory Board. Once a report is made, the Director or the Chairman, has the authority and obligation to determine how the report should be dealt with in accordance with his obligations and this policy. In the event the conduct is reported to the Director, he shall notify the Chairman prior to moving forward with the investigation.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No employee will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment, or against any employee who has been alleged to be a harasser.

In the event the Director fails to take appropriate corrective action when aware of harassment of an employee or other person, he will be subject to disciplinary action by the Advisory Board.

Article IX Savings Clause

If any provision of these policies or any application thereof should be rendered or declared unlawful, invalid, or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted Federal or Illinois legislation, or by other competent authority, the remaining provisions of these policies shall remain in full force and effect.

Appendix A

Counties	Members per County
Population: under 14,000	
Alexander Clay Edwards Gallatin Hamilton Hardin Jasper Johnson Pope Pulaski Wabash	1
Population: 14,000 – 40,000	
Crawford Effingham Fayette Franklin Jefferson Lawrence Marion Massac Perry Richland Saline Union Wayne White	2
Population over 40,000	
Jackson Williamson	3

Signatures and Authorization

The signatures of the MTU 15 Advisory Board Secretary and Advisory Board Chairman affixed to this page attests that the contents of this document constitute the by-laws of the Southern Illinois Criminal Justice Training Program which were voted on and adopted by the Mobile Team Unit 15 Advisory Board on September 15, 2020. These by-laws consist of a total of eighteen (18) pages including the Table of Contents and this Signature page.

These by-laws are amended and effective September 15, 2020.

MTU 15 Advisory Board Secretary	Signature	Date
Jeff Grubbs		September 15, 2020

MTU 15 Advisory Board Chairman	Signature	Date
Doug Maier		September 15, 2020