

**COALITION OF CITIZENS WITH  
DISABILITIES IN ILLINOIS**



**POLICIES AND PROCEDURES**

**Approved by the Board of Directors  
February 20, 2009**

# TABLE OF CONTENTS

<b>CCDI</b>		
<b>MISSION STATEMENT</b>		<b>Page 4</b>
Purpose		
Policies and Procedures Handbook		
Maintenance of Handbook		<b>Page 5</b>
	<b>CHAPTER 1</b>	
<b>STATE OFFICE</b>		
Role of State Office		<b>Page 6</b>
	<b>CHAPTER 2</b>	
<b>MEMBERSHIP</b>		<b>Page 7</b>
Members		
Qualifications		
At-Large Membership		
Voting		
Transfer of Membership		
Probation Policy		<b>Page 7-8</b>
	<b>CHAPTER 3</b>	
<b>CONFLICT OF INTEREST</b>		<b>Page 9</b>
Policy		
Definitions		
Procedures		<b>Page 9-10</b>
Whistleblower Policy		<b>Page 11</b>
Policy		
Reporting Responsibility		
No Retaliation		
Procedure		<b>Page 11-12</b>
	<b>CHAPTER 4</b>	
<b>ORGANIZATIONAL STRUCTURE</b>		<b>Page 13</b>
Regions		
Description		
Meetings		
Chapters		
Description		

Formation	
Requirements	
Name	
Meeting	<b>Page 14</b>
Financials	
Membership Lists	
Officers and Committees	
Fiscal Year	
Advocacy Action Teams	<b>Page 14</b>
Description	
Procedure	
Requirements	<b>Page 15</b>
Name	
Meetings	
Transition to Chapter	
<b>CHAPTER 5</b>	
<b>THE COALITION</b>	<b>Page 16</b>
Board of Directors	
Board Meetings	
Executive Committee	
Committees	
General Statement	
Term of office	<b>Page 16-17</b>
Meetings	
Committee Descriptions	
Board Responsibilities for Executive Director	
Advertising, Selection and Hiring Of Executive Director	<b>Page 17-18</b>
Evaluation of the Executive Director	<b>Page 18</b>
<b>CHAPTER 6</b>	
<b>THE CATALYST</b>	<b>Page 19</b>
Description	
Submitting Copy	<b>Page 19-20</b>
<b>CHAPTER 7</b>	
<b>ANNUAL DISABILIY RIGHTS CONFERENCE</b>	<b>Page 21</b>
Description	
Purpose	
Financing	
Public Relations	

Accommodations  
Cancellation, Substitutions and Refunds

## **CHAPTER 8**

### **ANNUAL MEETING**

**Page 22**

Description  
Purpose  
Voting  
Minutes

## **CHAPTER 9**

### **STRATEGIC PLAN, WORKSHOPS AND TRAININGS, SPECIAL PROGRAMS**

**Page 23**

Strategic Long Range Plan  
Workshops and Trainings  
Conference Scholarship Program

## **CHAPTER 10**

### **ORGANIZATIONAL REPRESENTATION**

**Page 24**

Purpose	
Endorsement of Product or Service	
Letterhead	
Logo	
Websites	
Membership Lists	
Equipment	
Fundraising	
Memorial Gifts	
Reimbursement Policy	<b>Page 24-25</b>
Non-Sufficient Funds (NSF) Checks	<b>Page 25</b>
Petty Cash Policy	<b>Page 25</b>
General Policy	
Procedures	
Competitive Bidding Policy	<b>Page 26</b>
Purchases	
Dollar Thresholds	<b>Page 26-27</b>
Competitive Bidding Procedure	<b>Page 28</b>
Obtaining Bids \$1,000 or More and Less than \$10,000	
Obtaining Bids \$10,000 or More	
Conditions for Waiving the Competitive Bidding Process	<b>Page 28-29</b>
Evaluating Quotes	<b>Page 29</b>
Bid Award	

Monitoring & Control Mechanism for RFP Process	<b>Page 30</b>
<b>CHAPTER 11</b>	
<b>ADVOCACY GOALS</b>	<b>Page 31</b>
Policy	
Procedure	
<b>CHAPTER 12</b>	
<b>STATE AWARDS</b>	<b>Page 32</b>
General Statement	
Selection of Award Winners	
The Doctor Judy Smithson Advocacy Award	
The Mary Linden Award	
The Bang Long Jr. Marketta Award	
The Barbara Pritchard Award	
Volunteer of the Year Award	
Senator Penny Severns Memorial Award	
Justin Dart Distinguished Citizen Award	<b>Page 33</b>
<b>Appendix A</b>	<b>Page 34</b>
CCDI Standards for Board	
<b>Appendix B</b>	<b>Page 36</b>
Conflict of Interest Disclosure Statement	
<b>Appendix C</b>	<b>Page 39</b>
Fiscal Policy and Procedures	
<b>Appendix D</b>	<b>Page 56</b>
Petty Cash Voucher	

# **COALITION OF CITIZENS WITH DISABILITIES IN ILLINOIS**

The Coalition of Citizens with Disabilities in Illinois (“Coalition”) is a not-for-profit corporation incorporated under the laws of the State of Illinois and is tax-exempt within the meaning as defined in section 501 c (3) of the Internal Revenue Code of the United State of America. The Coalition shall have the powers stated in its Articles of Incorporation, the Bylaws, and the Illinois General Not-For-Profit Act as amended. The Coalition may take no action inconsistent with its tax-exempt status. (See Bylaws Article I, Section 1.1)

## **MISSION STATEMENT**

“The Coalition shall be a grassroots organization of individuals, groups, and organizations that will act together to be a catalyst to promote and advocate for the full and equal participation in society of all people with disabilities.” (See Bylaws Article II, Section 2.1)

## **PURPOSE**

“The Coalition shall have the purposes and powers as may be stated in its Articles of Incorporation and such powers as are now or may be granted hereafter by the State of Illinois General Not-For-Profit Corporation Act of 1986, or any successor legislation. The primary purposes of the Coalition include but are not limited to:

- a. Educating the general public and public officials on the rights, interests, and abilities of persons with disabilities;
- b. Encouraging the full exercise of human and constitutional rights of citizens with disabilities;
- c. Supporting and working with other organizations, governmental agencies, and the general public to encourage equal participation of citizens with disabilities in society;
- d. Engaging in any other purpose and lawful activity related to the above purposes.”

(See Bylaws Article II, Section 2.2)

## **POLICIES AND PROCEDURES HANDBOOK**

This handbook is compiled as a guide for the Board of Directors, Chapters, Advocacy Action Teams, Members and Staff of the Coalition of Citizens with Disabilities in Illinois, (“CCDI”) in conducting the business and furthering the mission and purpose of the Coalition.

The handbook is divided into two separate sections. The content of each section is discussed below:

- Section 1: Provides information on the structure and specific policy and procedures concerning the Coalition of Citizens with Disabilities in Illinois.
- Section 2: Provides Appendices of forms used by the Coalition.

## **MAINTENANCE OF HANDBOOK**

The handbook has been prepared for use by the Board of Directors, Chapters, Advocacy Action Teams, Members and Staff. This document will be reviewed on an annual basis by the Documents Committee with suggestions or concerns expressed by the Board of Directors and /or staff. The Documents Committee will provide the Board of Directors with recommendations/revisions for their approval.

# CHAPTER 1

## ROLE OF THE CCDI OFFICE

The CCDI office will:

- Address state and federal issues pertaining to people with disabilities,
- Monitor and report via the newsletter, e-mail, action alerts information pertaining to people with disabilities,
- Draft letters to legislators and policy makers,
- Develop position papers on issues for Board approval and testify at hearings,
- Implement policies, directives and goals approved by the Board of Directors.
- Assist Regional Directors in organizing Chapters/Advocacy Action Teams.

The Executive Director and or staff at the direction of the Executive Director will serve on the advisory councils, committees and boards to represent the interests and issues of the Coalition membership. Examples below include but are not limited to:

1. The CCDI office will provide information pertaining to issues affecting people with disabilities to the membership but the Coalition does not provide direct services.
2. The CCDI office will provide assistance and resources needed to recruit members. Maintain an accurate and current membership database, an 800 number for referral and assistance to people with disabilities. The office will develop and distribute brochures and training toolkits.
3. The CCDI office will assist in developing new chapters/advocacy action teams in the state and will continue to provide existing chapters/advocacy action teams with support through education and training opportunities. The CCDI office will coordinate an annual Disability Rights Conference.
4. The CCDI office will support the Board of Directors and facilitate all board meetings.
5. The Executive Director shall provide for the day to day operation of the CCDI office in fiscal management, personnel management, compliance with state and federal laws, negotiation of contracts and leases, membership management, public relations, marketing, obtaining new resources and the maintenance of official records.
6. The CCDI Executive Director will work with the Board of Directors to provide accurate and concise CCDI Bylaws, Standing Rules and Policies and Procedures.

# CHAPTER 2

## MEMBERSHIP

### Members

The Coalition shall have two types of members: individual and organizational. Membership dues are set by Board resolution and may be paid annually or once for a life membership.

### Qualifications

1. Believe in the mission and purposes of the Coalition.
2. Complete an application for membership.
3. Pay the annual or lifetime dues for members as set by the Board of Directors.
4. Accept the duty and the responsibility of voting.

An individual or organizational membership shall become effective upon issuance of a membership card from the Coalition and may not be transferred or assigned.

A membership will be automatically terminated without vote or hearing if the Member's dues are not paid within sixty (60) days of their due date, provided notice has been given to the Member of delinquency.

A member may resign by providing a written notice to the CCDI office. Any Coalition property held by the member must be returned to the CCDI office or the chapter within 30 days.

### At-Large Members

Those members residing outside of the State of Illinois shall be designated as At-Large-Members.

### Member Voting

Each Member shall have the right to cast one (1) vote in the manner prescribed in the CCDI Standing Rules. There shall be no voting by proxy.

**Memberships are not transferable to another individual, organization or business.**

### Probation Policy

Purpose: The purpose of this Probation Policy ("this Policy") is to articulate an understanding about the expectations and responsibilities of all members of the Coalition of Citizens with Disabilities in Illinois.

### Conduct justifying probation: CCDI Bylaws ARTICLE III

**SECTION 3.5** Removal A Member may lose his/her membership as follows:

- a) The Board may suspend or expel a Member for cause after a hearing and an affirmative vote of two-thirds (2/3) of the Officers and Regional Directors present at a meeting with a Quorum.
- b) For the purpose of these Bylaws, loss of membership for cause shall include but not be limited to:
  1. Conduct that is contrary to the mission or purpose of the Coalition.
  2. Conduct that is contrary to the Articles of Incorporation, Bylaws, Policy and Procedures of the Coalition or Standing Rules.

3. Conduct that is prejudicial or disrespectful to the interest of the Coalition,
4. An Officer's or Director's failure to perform the duties of his or her office,
5. A Officer's or Director's failure to attend two or more Board meetings within a year,
6. Breach of any duty the Officer or Director owes to the Coalition, or whenever the best interests of Coalition would be served thereby.
7. Violation of the confidentiality of executive session(s) is grounds for expulsion.

Probation Procedure:

If a member witnesses another member exhibiting conduct meeting the conduct justifying probation it is his/her responsibility to present written allegations to the president within 30 days of the alleged conduct.

The president shall investigate all allegations made of a members conduct meeting the criteria of the conduct justifying probation within 10 days of receiving the written allegations. If the allegations warrant additional investigation or possible action, the president will appoint an ad hoc committee charged with the investigation of the allegations and if probable cause is found to exist conduct a hearing within 30 days.

The president will chair the hearing with the ad hoc committee where the committees' findings will be presented and the person charged may present his/her factual information before the committee. The person will then be excused from the hearing. The committee shall consider all evidence presented and then make a decision whether the allegations are valid.

The minutes of the hearing shall include the decision and /or recommendations. The president shall immediately inform the member the outcome of the hearing.

Probationary Period: The probationary period shall be no less than six (6) months. The member(s) will have their membership status changed to probationary status. They will not be considered a member in good standing and will not be eligible to hold any local or state office of CCDI. Voting privileges will be denied until the end of the probationary period. At the end of the stated probationary period the Ad Hoc Committee will make a determination regarding the conduct of the offending member(s). At which time the member(s) will either be returned to a member in good standing or has his/her membership terminated.

Appeal Procedure: An Appeal Notice must be served to the CCDI State Office within the first 30 days of the probation period. An appeal hearing will be commenced within 30 days of receipt of the notice. The Ad Hoc Committee will be the designated arbiter for the appeal hearing.

Repeated Offenses: In the event that a member who has previously been placed on probation for a violation of this policy is found to have violated this policy a second time the Ad Hoc Committee may at its discretion choose to terminate all membership privileges of the offending member(s) according to Article III, Section 3.5 Removal of the Coalition Bylaws.

Member Removal: The Board may suspend or expel a member for cause after a hearing by the affirmative vote of two-thirds (2/3) of the Board of Directors present at a meeting with a quorum. (See Bylaws Section III, 3.5)

Changes and Amendments: This Policy is not an expressed or implied contract. The policy described herein is subject to change. Revisions to this policy may occur from time to time and any revisions to this policy may be made only by approval of the Board of Directors.

# CHAPTER 3

## CONFLICT OF INTEREST

See CCDI Bylaws, Article XVII

The goal of the Conflict of Interest Policy is to assure that each member of the board of directors and members of staff shall at all times base his/her independent judgment free of outside influences and make decisions based solely on the benefit of or to CCDI. Each member of the board of directors and staff members shall disclose any and all potential conflict of interest to the board of directors in care of the president. The board without the member present shall review the information and determine if a conflict is present. The results will be recorded in the minutes. Each year all board members and staff members shall sign the conflict of interest form. Failure to provide a signed conflict of interest form will result in immediate termination.

### Definitions

- Conflict of interest are any interests, associations or relationships that could influence or impact a board member or staff members using independent judgment or could result in being perceived as a failure to use his/her own independent judgment when making a decision or taking an action solely in the best interest of CCDI. The board member and members of staff and their immediate families or related parties \* will not benefit materially from the organization beyond receipt of salaries, fringe benefits and reimbursement for authorized expense.
- Financial Interest - A board member or staff member has a direct financial interest if he/she receives any gifts, favors or money in excess of \$500.00 would be a conflict of interest or could be perceived as a conflict of interest an indirect financial interest is one that involves the person or family member has an interest in a business, corporation or contractual service doing business with CCDI.
- Fiduciary Interest – Any board member or staff member or his/her immediate family who serves or seeks to serve as a trustee, director, officer, employee, agent, partner, associate, personal representative or consultant of any supplier, insurer, provider, customer, contractor or other individual or entity that does business seeks to do business with or competes with CCDI or any individual or entity which receives significant financial support to or competes with CCDI from which CCDI receives significant financial support.
- Significant Personal Interest – Any board member or staff member who has any personal relationship with any person with a member of staff and other board member, supplier/vendor, representative or other person that may be considered an influence or perceived as such or a conflict or making it difficult a person to act objectively use independent judgment in the sole interest of CCDI.

### Procedures:

The board member or member of staff who has or may have a conflict of interest based on the above shall report the potential conflict of interest to the CCDI President. The President will ask the individual for all of the details of the situation. The board (or in the interim between meetings the Executive Committee) will review the information and facts of the situation and determine if a conflict of interest is found without the reporting person being present. The information presented shall be considered confidential and may not be repeated or shared outside of the discussion in that meeting.

### Board Members

If the board finds that there is no conflict of interest for the reporting individual he/she joins the meeting and joins in the full role of board member. If a conflict is found the reporting person shall not be present or take any part in the discussion, action or decision CCDI is considering on that issue. After the action or decision is taken the individual returns to the meeting and resumes his/her role.

### Staff Members

If the person reporting is a member of staff and the board finds no conflict the individual resumes their normal work schedule. If a conflict is found the President works with the Executive Director to assure the reporting individual is not present when the subject is discussed in meetings between individuals, involved in, or communicates staff or CCDI member regarding the action or decision to be made.

### Conflict of Interest Disclosure Statement

The Conflict of Interest Disclosure Statement shall be signed at the beginning of each year, July 1 to June 30 being the CCDI year. Members of staff shall present a signed copy of the Conflict of Interest Disclosure Statement within ten (10) working days of the beginning of the new CCDI year. Board members will present their signed conflict of interest form prior to the first board meeting of the New Year. Failure to provide the signed Conflict of Interest Disclosure Statement each year will result in termination. The members of the Board of Directors will not be allowed to attend meetings until the President has received their signed form.

### Failure to Disclose Potential Conflict of Interest

Any board member or staff member that has a reasonable belief that a member of the staff or board has failed to disclose a potential conflict of interest he/she shall report such to the President. The President shall contact the individual giving the opportunity to explain the alleged failure to disclose. If it appears there was a failure to disclose or a possible conflict of interest the President shall conduct an appropriate investigation. If the investigation reveals no conflict or failure to disclose then no action takes place. If the investigation reveals there is a probability of a conflict, the board will hear the individual's response and then the member will be excused from the meeting. The full facts from the investigation and the individual's response shall be presented and the board shall determine if a failure to report occurred and if so determine the disciplinary action and/or corrective action to be taken.

**\*For this purpose, a "related party" is defined as members of your immediate family, which includes your spouse, children, siblings, and parents; estates, trusts, partnerships, limited liability companies, corporations and other entities in which you or any member of your immediate family has a present or vested future beneficial interest or serves as an officer, director, or trustee, other than entities in which you and your immediate family members in the aggregate own less than five percent in value of all traded securities.**

**CCDI also includes Personal Assistants (PA, "related party") of the person signing the Conflict of Interest.**

# **CCDI WHISTLEBLOWER POLICY**

## **Policy**

The CCDI Code of Ethics and Conduct (Board of Directors Standards for CCDI Board Members “Code” requires Directors, Officers and Staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of CCDI, Staff, Officers, and Directors, 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 Staff to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy. A written report of the violation should be addressed to the CCDI Compliance Officer providing how to be contacted, dates of the alleged violation, and other pertinent information.

## **No Retaliation**

No Director, Officer, or Staff who in good faith reports an alleged violation of the Code shall suffer harassment, retaliation or adverse employment or Board consequences. A Director, Officer, or Staff member who retaliates against someone who has reported an alleged violation in good faith is subject to discipline up to and including termination of employment or exclusion from the Board. The Whistleblowers Policy is intended to encourage and enable Directors, Officers and Staff to raise serious concerns within CCDI prior to seeking resolution outside the organization. Any allegations that prove not to be substantiated and which prove to have been made knowing the information was false or made maliciously will be viewed as a serious offences and disciplinary action will be taken.

## **Procedure:**

- The CCDI President will appoint the Compliance Officer for a term consistent with the President’s term in office. The Past President is the likely candidate.
- The Compliance Officer (CO) shall conduct an investigation of the compliant.
- The CO will acknowledge receipt of the compliant within 10 days.
- The CO will speak with the person reporting the alleged violation to clarify all information and collect any documentation the person has to support the claim.
- If the compliant involves corporate accounting practices, internal fiscal controls or auditing the CO shall immediately notify the CCDI Auditing Committee Chair. The CO shall work with the Audit Committee to fully investigate, to assure that a thorough and appropriate investigation is conducted. The CO and the Auditing Chair shall have access to all files needed, financial information, documentation, records, and the resources necessary to complete the investigation.
- The CO will work with the Committee until the matter is resolved.
- All other issuers will be investigated thoroughly and appropriately by the CO who shall have access to all file, documents, records, and the resources necessary to complete the investigation.

If the investigation determines a violation has occurred the Compliance Officer (CO) will:

- A. Staff – The CO will contact the Executive Director and review the findings. The CCDI President will be kept informed and may assist the Executive Director in determining the disciplinary action up to and including termination. If it appears that a possible criminal act could have occurred, the proper authorities shall be immediately contacted.
- B. Board Member – The CO will contact the CCDI President and review the findings. They will work together to determine the disciplinary action to be taken. If it appears that a possible criminal act could have occurred, the proper authorities shall be immediately contacted.

### **Compliance Officer Reports**

The Compliance Officer shall report annually to the President, Executive Director and the Board of Directors on the Compliance activity; this includes the number of comments recited, the number of complaints without merit, and the number of complaints valid and acted upon. This report also lists suggestions to the Board of Directors to address any concerns or risks to CCDI. The Documents Committee will review suggestions from the Board and prepare the appropriate changes or remedies to the Bylaws, Policy and Procedures, Standing Rules, or other documents for approval by the Board of Directors or in case of the Bylaws the membership.

# CHAPTER 4

## ORGANIZATIONAL STRUCTURE

### REGIONS

#### Region Description

The Coalition has divided the state into Regions. Each Region includes all members residing in that geographic region. Each Region will elect one Regional Director and one Assistant Regional Director. The Regional Director will serve on the Board of Directors and assist in the governing of the Coalition.

#### Regional Meetings

The Regional Director shall arrange for at least one (1) regional meeting 90 days prior to the annual meeting. The date shall be sent to the state office as soon as they have been confirmed. The purpose of the regional meetings is to conduct the business of the region, develop membership expansion plans, discuss Advocacy Action Team issues, exchange ideas between Advocacy Action Teams, discuss chapter and region issues, exchange ideas between the chapters, aid in the development of leadership and promote state programs and priorities. Notice of such meetings shall be sent to all members living in the region. This is the business meeting of the region at which candidates for the regional director are introduced.

### CHAPTERS

#### General Description

A chapter is the local group of members committed to advocating for persons with disabilities. A chapter is a group of 10 or more members who meet the qualifications and have applied for and received recognition by the Board of Directors (“Chapters”). (See Bylaws Article IV, Section 4.1)

#### Chapter Formation

Any 10 or more members desiring recognition as a Chapter may request such acceptance from the Coalition by following the requirements found in Article IV, Section 4.2 of the CCDI Bylaws.

#### Chapter Requirements

Each Chapter must:

1. Submit an annual report including their advocacy agenda
2. Submit approved minutes from each meeting
3. Submit financial reports
4. Any publicity and /or correspondence surrounding the Chapter and its activities must involve the CCDI PR & Marketing Coordinator and must adhere to the mission and purpose of CCDI as stated in Article II, Section 2.1 and 2.2.

The CCDI office must receive all required documentation before dues reimbursement will be credited to the Chapter account.

#### Chapter Name

The chapter name shall include the county/city with Coalition of Citizens with Disabilities in Illinois and must be approved by the Board of Directors. (See Bylaws Article IV, Section 4.3)

#### Chapter Meeting

Chapters shall hold meetings at least quarterly in an accessible environment. A legal meeting of a Chapter with a quorum shall be defined as a meeting with a minimum of 2 Chapter Officers and 4 Chapter members.

### **Chapter Financials**

CCDI shall hold all funds of the Chapter at the CCDI Office. Individual Chapters have no ability to accept or hold donations or other funds except through the CCDI office. Chapters may apply for funds to pay for expenses related to approved advocacy goals and other advocacy activities. **See Chapter 4, Section E of the CCDI Fiscal Policies and Procedures Manual. No Chapter shall incur debt. See Appendix.**

### **Membership List**

Chapter membership lists will be provided to the chapter presidents or their designee only. The chapter president must identify designee in writing to the state office. It is the President's responsibility to keep all chapter membership lists confidential and ensure they are used for chapter business only.

### **Chapter Officers**

Each Chapter must elect a President, Vice-President, Secretary and Treasurer. These four officers will constitute the Chapter Board.

### **Chapter Committees**

Chapters may form committees as necessary to carry out the mission. The Chapter President will appoint the Chairperson of each committee. The Committee Chair will preside at all meetings of the committee and shall report to the Chapter the activities and recommendations of the committee.

### **Fiscal Year**

The fiscal year will begin on July 1 of each year and end on June 30 of each year. (See Bylaws Article XIII)

## **Regional Advocacy Action Teams**

### **Description**

To engage Members in advocacy and education activities, a Regional Director will establish and lead issue-specific "Regional Advocacy Action Teams" composed of members within his or her Region.

All Regional Advocacy Action Teams will be results-oriented and will focus simultaneously on CCDI's most current advocacy goals as approved by its members. A Region may customize a portion of its efforts to address issues unique to their Region.

Regional Advocacy Action Teams will implement concepts that offer a variety of new ways for Members to advocate and educate.

The CCDI State Office will assist Regional Directors, Assistant Regional Directors, and Regional Advocacy Action Teams by developing materials for the issue-specific efforts.

Regional Directors and Assistant Regional Directors will be reimbursed for approved expenditures related to their roles. Regional Advocacy Action Team members will not receive compensation of any kind unless specific funding sources are secured in advance to do so.

The CCDI State Office will disperse all funds approved to support Regional Advocacy Action Teams.

### **Procedure:**

A Regional Advocacy Action Team is a group of two or more members who meets the qualifications and who make an application to the State Office and receive approval to act as such.

### **Advocacy Action Team Requirements**

Each Advocacy Action Team must:

1. Submit an Activity Request Form for approval by the State Office.
2. Any publicity and/or correspondence surrounding Regional Advocacy Action Teams activities must involve the CCDI PR/Marketing Coordinator and must adhere to the mission and purpose of the CCDI as stated in the CCDI Bylaws Article II, Sections 2.1 and 2.2.
3. Submit Advocacy Action Reports upon completion of all activities.
4. Each Regional Advocacy Action Team must designate a team leader to act as the contact.

### **Advocacy Action Team Name**

The Regional Advocacy Action Team name shall include the county/city with Coalition of Citizens with Disabilities in Illinois and must be approved by the State Office.

### **Advocacy Action Team Meeting**

Regional Advocacy Action Teams shall hold meetings as needed in an accessible environment. The Regional Advocacy Action Team may only continue to meet with the approved regional advocacy action activity as the agenda.

### **Advocacy Action Team Transition**

If an Advocacy Action Team chooses to become a Chapter, see ARTICLE IV, Sections 4.1 through 4.6 of the CCDI Bylaws.

# CHAPTER 5

## THE COALITION

### CCDI Board of Directors

The affairs of CCDI shall be managed by its Board of Directors which shall have all powers and duties enumerated in the laws pertaining to the State of Illinois' Charitable Organizations Act. The Board of Directors consists of the elected Officers, the Immediate Past President, and Regional Directors. A Parliamentarian may be invited to sit with the Board of Directors without vote.

The ultimate authority of CCDI is vested in its members. Members of CCDI will ratify the advocacy goals, conduct other business as necessary and receive the report of the election and declared results.

All members of the CCDI Board of Directors shall annually review and sign the Standards for CCDI Board Members (Ethics) and the CCDI Conflict of Interest Disclosure Statement indicating their agreement and acceptance to abide by both documents (See Appendix A). All Board Members are also required annually to sign an Insurance Verification Statement and provide proof of insurance for travel.

The Board of Directors will secure and maintain liability insurance covering all Officers, Board Members and employees from exposure to liability against CCDI in relation to exercising their outline duties.

### Board Meetings

It's is the responsibility of all board members to register in advance with the CCDI office for any board meeting. A board member must request a reasonable accommodation a minimum of five (5) business days in advance of the meeting. If proper notice is not given the board member will be responsible for any and all charges incurred associated with attendance at the board meeting.

The CCDI Bylaws and Robert's Rules of Order shall govern all CCDI meetings.

### Executive Committee

The Executive Committee manages the business of the CCDI between meetings of the Board of Directors. The elected officers of CCDI shall constitute the Executive Committee. The Executive Committee shall conduct an annual performance evaluation of the Executive Director and make an evaluation recommendation to the Board of Directors. (See CCDI Bylaws Article X, Section 10.3)

## COMMITTEES

### General Statement

The standing committees are Executive, Documents, Finance and Nominating. Committee chairmen shall be the members of CCDI designated to serve in the position as stated in Article 10 of the Bylaws. The Board may by motion create other special and ad hoc committees as necessary for the work of the Board and the organization.

### Term of Office

Committee chairmen and members shall serve a term of one year.

Committee chairmen serve under the direction of the President and are Responsible for:

1. Presiding at all meetings of the committee
2. Assuring that minutes are kept of each meeting

3. Submitting a report including the minutes of each meeting, activities and recommendation of the committee to the Board of Directors.

### **Committee Meetings**

Committees will meet as needed and will provide the President and the CCDI office with minutes of the meeting, reports detailing the committee's activities and current list of committee members.

### **Committee Descriptions**

The Documents Committee is comprised of a chairman and members. The Documents Committee is responsible for reviewing the Bylaws, Standing Rules, Policies and Procedures and any other documents that govern CCDI. The Documents Chair with the Committee prepares all recommended changes to the above documents and presents recommendations to the Board of Directors.

The Finance Committee is comprised of a chairman, the Treasurer, and members. The Finance Committee is responsible for providing input for the preparation of the annual budget in conjunction with the Executive Director, reviewing the Financial Policy and making recommendations to the Documents Committee, reviewing the audit and preparing a response to the audit as necessary.

The Nominating Committee is comprised of a chairman and members. The Nominating Committee is responsible for encouraging members to recruit and endorse qualified candidates for office. The Standing Rules of CCDI define the process for the nomination and elections of Directors (See Appendix).

Additional committees established by the Board through a motion will be described within the creating motion.

### **Board Responsibilities for Executive Director**

The CCDI Bylaws, Article IX, Section 9.2 gives responsibility for "approving, advertising, selecting, hiring, evaluating and terminating the Executive Director and approving an annual performance review and determining compensation to the Board of Directors".

### **Advertising, Selection and Hiring of Executive Director**

When a new Executive Director is needed the President names a committee to conduct the search and interview process. The committee will determine how the search and the extensiveness of the search will be conducted. The committee will arrange for the advertising of the position meeting all requirements of CCDI. Resumes and information of potential candidates will be received in care of the committee chair in the CCDI office. The committee shall review each resume/information form of each candidate and compare to the Executive Director job description. The committee shall select no more than ten (10) candidates, which meet of the requirements of the position to be interviewed. The interviews will be conducted by the committee with the addition of one Officer and one Regional Director appointed by the President. They shall narrow the list of potential candidates to no more than four (4) candidates.

The Board of Directors will interview up to four (4) candidates for the Executive Director position. Members of the board will submit questions for the candidate to the President by the date established by the President. The President will review the questions and consolidate the questions into a reasonable number covering as much of the information as possible. The Board will hold these interviews conducted by the President with questions being read by the President and answered by each candidate in his/her interview. Once the candidate has responded to the questions he/she will be excused for a few minutes. The board will then hold a short discussion to determine if there are questions that need clarification and if so the President will ask the candidate to return and provide clarification. The only person addressing questions to the candidate will be the President.

After all candidates have been interviewed the board will discuss the best match of candidate to CCDI Executive Director Position. The Board will take an action, which will be spelled out in the minutes of the meeting. If the candidate is selected by the board the President will offer the position to the chosen individual.

Once the candidate has accepted the position the President will assure the Executive Director has a current job description, current Bylaws and signs a Conflict Of Interest form and other documents to the hiring process for CCDI. The Executive Director will be on probation for 6 months and will receive two (2) preliminary performance evaluations.

### **Evaluation of the Executive Director**

All board members will be mailed an Executive Director Performance Evaluation Form to perform his/her annual performance review of the Executive Director. All completed forms will be returned to the CCDI President who will tabulate the data. The Executive Committee will use the Executive Director comparable compensation data information and the data summary when reviewing the Executive Directors performance and recommending to the board the performance rating and compensation.

The Board of Directors in Executive Session shall review the Executive Committees recommendation and take the appropriate action. This Executive Session is confidential and may not be disclosed.

The CCDI President meets with the Executive Director to review the data summary, make any recommendation or suggestions and informs the Executive Director of his/her rating and compensation. The Executive Director and CCDI President shall sign and date the performance review. A copy of the signed evaluation will be given to the Executive Director, and one copy to the CCDI President and one to the personnel file of the Executive Director. In addition to the signed review a copy of the comparable compensation information and minutes of the Executive Committee evaluation meeting will be attached.

# CHAPTER 6

## *THE CATALYST*

### **General Description**

The official publication of CCDI is *The Catalyst*. The purpose of the newsletter is:

1. To interpret the purposes and objectives of CCDI, as well as report the activities and achievements of members to all members and the general public;
2. To educate CCDI members regarding policies, programs, special projects, guidelines for activities and events; and
3. To serve as the primary correspondence medium among officers, chairman and members

The subscription to *The Catalyst* is included in the member(s) dues. Members are responsible to notify the state office of a change of address.

### **Guidelines for Submitting Copy to *the Catalyst***

*Writing submission deadlines are always the 15<sup>th</sup> of the month.  
Work may not appear in the issue directly following submission.*

**Poetry:** All poetry submissions should be no longer than 500 words in length. The editorial staff may remove profanity or sexually explicit material so we ask that the poem's author please take these provisions into account. Other spelling and grammatical inconsistencies will not be altered in poetry submissions in an attempt to preserve the author's intent and integrity of the work. The author's name should be included but requests to have the author's name withheld will be honored. Poems with a disability focus and authors with disabilities will have preference. All poems should be submitted either via e-mail ([catalyst@ccdionline.org](mailto:catalyst@ccdionline.org)) or saved to a 3 ½ inch floppy disk, CD or zip disk and mailed to the CCDI state office. All poems should be in either MS WORD or Corel WordPerfect. If the author is unable to supply the poem via electronic format, contacting the state office can make other arrangements. Disks and CDs will not be returned unless a self addressed stamped envelope is included with the submission. *The Catalyst* staff reserves final editorial privileges over all poetry submissions.

**Other Writing:** All other writing, such as short stories, can be submitted to *The Catalyst* as well. These submissions will be evaluated based on their form, length and content and published accordingly. Longer works may span several issues and be printed in installments. The editorial staff may remove profanity or sexually explicit material so we ask that the author please take these provisions into account. The Catalyst's editorial staff may correct spelling and grammatical errors. The author's name should be included but requests to have the author's name withheld will be honored. Writing submissions with a disability focus and authors with disabilities will have preference. All writing should be submitted either via e-mail ([catalyst@ccdionline.org](mailto:catalyst@ccdionline.org)) or saved to a 3 ½ inch floppy disk, CD or zip disk and mailed to the CCDI state office. All submissions should be in either MS WORD or Corel WordPerfect. If the author is unable to supply the work via electronic format, contacting the state office can make other arrangements. Disks and CDs will not be returned unless a self addressed stamped envelope is included with the submission. *The Catalyst* staff reserves final editorial privileges over all writing submissions.

**Artwork:** Artwork submissions to *The Catalyst* are welcome. Artwork measuring 8 ½ by 11 ½ inches or smaller that is suitable for scanning can be submitted in its original format (oil paint, water color, ink, pencil, pastel . . .). Any works dimensions greater than 8 ½ by 11 ½ inches must be in electronic format. TIF and

JPEG images are preferred. Photographs are subject to the same criteria. All artwork should be submitted either via e-mail ([catalyst@ccdionline.org](mailto:catalyst@ccdionline.org)), in its original format (if size permits) or saved to a 3-½ inch floppy disk, CD or zip disk and mailed to the CCDI state office. Disks and CDs will not be returned unless a self addressed stamped envelope is included with the submission. The artist's name should be included but requests to have the artist's name withheld will be honored. Submissions with a disability focus and artists with disabilities will have preference.

# CHAPTER 7

## ANNUAL DISABILITY RIGHTS CONFERENCE

### General Description

CCDI will hold a conference once a year at date and place approved by Board of Directors.

### Purpose

It is the purpose of the conference:

1. To provide education, advocacy and networking opportunities to attendees;
2. To provide attendees the opportunity to hear a noted disability rights activist;
3. To provide attendees the opportunity to practice advocacy skills;
4. To present awards to outstanding individuals.

### Financing the Conference

It is the goal that the conference be self-sustaining and is financed by registration fees, sponsors, contributions and program book ads.

The CCDI Office prepares a balanced conference budget for submission to the Finance Committee. The Finance Committee then makes recommendations to the Board of Directors for their approval.

### Public Relations

The CCDI Office makes all public relation releases about the conference and CCDI programs. The conference registration form will be distributed statewide by mail and the CCDI website at least 60 days prior to the conference.

### Accommodations

The CCDI office will provide reasonable accommodations for all functions and materials of the conference provided the request for these accommodations are made to the CCDI Office within two weeks of the conference. All conference materials will be made available in a variety of formats. Accommodations do NOT include such items as personal care attendants, durable medical equipment, and personal health care items.

### Cancellations, Substitutions and Refunds

There will be no refunds issued for cancellations. Substitutions are permitted. If a person(s) are unable to attend, notification of the cancellation **must** be made to the CCDI office prior to the conference.

# CHAPTER 8

## ANNUAL MEETING

### **General Description**

An Annual Meeting will be held each year at a date and place approved by the Board of Directors.

### **Purpose**

During this meeting members will ratify the advocacy goals, conduct other business as appropriate and receive a report of the elections and declared results. The Annual Meeting is free to attend.

### **Voting**

Each member has a right to cast one vote on any business that may be conducted during the Annual Meeting that requires an action.

### **Minutes**

Clear and accurate minutes will be taken and presented for approval at the next Annual Meeting.

# CHAPTER 9

## STRATEGIC PLAN, WORKSHOPS AND TRAININGS, SPECIAL PROGRAMS

### STRATEGIC LONG RANGE PLAN (3 YEARS)

CCDI will develop a strategic long-range plan to address objectives for the future and provide a blueprint for development and attainment of the general objectives, which will establish and promote a strong organizational and economic policy for CCDI. The Board of Directors will review the strategic long-range plan annually. The Board of Directors can make revisions to the plan.

### WORKSHOPS AND TRAININGS

CCDI may sponsor workshops and trainings throughout the year to enhance members' professional and personal growth. The CCDI Office will determine the type, date and site of such workshops and trainings.

These workshops and trainings provide an opportunity for members to learn the history of the Disability Civil Rights Movement, to acquire skills, study current issues, trends and apply the learned skills and knowledge in a variety of areas.

### CONFERENCE SCHOLARSHIP PROGRAM

As funding permits CCDI will provide a scholarship program to assist members who would not otherwise be able to attend the annual conference. Scholarships are generally for registration fees only. Applicants will be expected to contribute some amount of monetary support. In situations with extenuating circumstances exceptions can be made.

The scholarship program is open to CCDI members only; however, preferences will be given to first time attendees. A member can apply for a scholarship for their personal assistant; however the personal assistant **must accompany** the member throughout the conference. A member receiving a conference scholarship is responsible for making their own reservations for the conference, lodging, transportation and meals not included in the conference.

An application must be completed and returned to CCDI Office by the deadline date on the application. All questions on the application must be answered; incomplete applications will not be considered.

A written notification including the amount of the scholarship, the amount of the applicants' personal monetary contribution as well as cancellation policies and procedures will be provided to each scholarship award recipient. If proper cancellation procedures are not followed the recipient will not be eligible for a scholarship for the next two (2) years.

# CHAPTER 10

## **ORGANIZATIONAL REPRESENTATION**

No member, Chapter or Advocacy Action Team shall singularly represent him/herself as a representative of CCDI without direct permission by the Board of Directors. No member, Chapter or Advocacy Action Team shall endorse, support, or align themselves with a political affiliation, activity, and/or candidate, while using CCDI affiliation. Any member or group of members is free to support any political candidate or cause they choose of their own volition. However, they cannot do so under the banner of CCDI.

## **ENDORSEMENT OF PRODUCT OR SERVICE**

Using the name of the Coalition of Citizens with Disabilities in Illinois to endorse any product or service is prohibited.

## **LETTERHEAD**

Use of official CCDI letterhead must receive prior approval from the CCDI office.

## **LOGO**

No use of the CCDI logo is permitted without approval of the Board of Directors.

## **WEBSITES**

If a member, Chapter or Regional Advocacy Action Team develops an Internet website, all contents must be approved by the CCDI Office before any information can be posted. No information on the website shall be allowed to remain if it is in conflict with the beliefs of CCDI as expressed in the mission statement and found in Article II, Section 2.2 of the Bylaws. If conflicting information is discovered, a request will be made that said information be immediately removed. Non-compliance will result in member, Chapter, Regional Advocacy Action Team membership removal.

## **MEMBERSHIP LISTS**

Under no circumstances will the membership list be sold, rented or distributed to any outside source without prior approval of the Board of Directors.

## **EQUIPMENT**

Equipment is provided for the use of staff to enable them to fulfill the mission and vision of the organization. Any use of equipment by other individuals must have prior approval of the Executive Director.

## **FUNDRAISING**

In accordance with the CCDI Bylaws, Article IV, Section 4.5 (b), all fundraising activities must occur in the name of the Coalition and must be approved and/or executed by the Executive Director of the Coalition. **Any grants or contracts can only be executed by the Executive Director of the Coalition. See Bylaws, Article XI, Section 11.1. No member(s) may collect, hold or receive monies for or on behalf of CCDI.**

## **MEMORIAL GIFTS**

In the event of a death of a Board member or member of their immediate family, a memorial gift of \$25.00 will be sent to a charitable organization.

## **REIMBURSEMENT POLICY**

The Board Members may be reimbursed for allowable expenses with preapproval of the Executive Director in an amount not to exceed that amount allowed for each in the annual budget as long as funds are available. Each member of the Board must have a signed Insurance Verification Statement and proof of insurance on file in the

State Office in order to be reimbursed for travel. The Executive Director will deny reimbursement for board members who indicated they would attend a meeting but fail to be present for said meeting.

Allowable expenses shall be defined as those expenses incurred in the performance of the duties of each office and shall include, but not be limited to the following:

1. Mileage to and from approved official or related Coalition functions;
2. Housing the cost of the double occupancy room rate;
3. Meal expenses not to exceed \$15.00 per day for approved official or related Coalition functions;

A reimbursement voucher must be submitted to the state office for all allowable expenses and receipts must accompany the completed reimbursement voucher for payment.

### **NON-SUFFICIENT FUNDS (NSF) CHECKS**

Any individual whose check is returned for non-sufficient funds (NSF) shall be assessed any service or bank charge incurred by the Coalition. Further, she/he shall be requested to pay with a certified check, cashier's check, postal money order or cash for the NSF check and surcharge.

### **PETTY CASH POLICY**

#### **Purpose:**

To give guidelines for use of spending Petty Cash funds, to assist the Executive Director in monitoring its use, to provide consistency in the use of Petty Cash for personal expenditures, and to provide a process to assure accountability of Petty Cash use.

#### **General Policy Statements:**

1. The only individuals authorized to spend Petty Cash are the Executive Director or staff.
2. Petty Cash funds are only to be used to reimburse for an expenditure previously made from personal funds. Before being given Petty Cash reimbursement a Payment Request Form needs to be completed. This form needs to describe the purpose of the disbursement, a receipt showing the amount spent, and the Department expense account to be charged.
3. The Executive Director and Treasurer will review quarterly the type and purpose of Petty Cash expenditures and the processing of Payment Request Forms.
4. Petty Cash funds are **not** to be used for personal items that are **not** related to performance of job responsibilities, such as personal snack items, entertainment, or routine meals.
5. The Assistant Director will be responsible for keeping the Petty Cash fund in a secure place, and will report quarterly to the Treasurer about the use of Petty Cash.

#### **Procedures:**

1. Petty Cash funds are controlled and managed by the Assistant Director.
2. The maximum amount of Petty Cash held by the Assistant Director will be no more than \$100 at any one time.
3. When money is low in the Petty Cash box, the receipts and requests for reimbursement will be totaled and categorized by the account number to which they need to be charged.
4. The Petty Cash Reconciliation/Request for Reimbursement Form must be completed and turned into the Executive Director for approval and the replenishment of Petty Cash funds expended.
5. The Assistant Director prepares a check for the total amount requested for reimbursement to the Petty Cash fund, and charges each indicated expense account number for the individual expense amount.
6. The Assistant Director is responsible for cashing the Petty Cash check and keeping it secure in the Petty Cash fund box.

## **COMPETITIVE BIDDING POLICY**

**PURCHASES** are defined as supplies, equipment, purchased services, consultants, and contractors. Although bids are not required for purchases under \$1,000.00, the Coalition of Citizens with Disabilities in Illinois (CCDI) strongly encourages seeking the best price on all purchases.

### **DOLLAR THRESHOLDS:**

\$0 - \$1,000 – No Quotes Required

\$1,000.01 - \$10,000 – Minimum of 3 Written Quotes

Over \$10,000 – Minimum of 4 Written Quotes

### **POLICY**

1. All purchases, or contracts to purchase supplies, equipment or services including maintenance agreements with a value of \$1000.01 - \$10,000 or more, are subject to the competitive bid process.
2. The Executive Director must approve all consulting services contracts regardless of price. All contracts for consulting services of any kind regardless of price, initiated at any level of the Coalition of Citizens with Disabilities in Illinois (CCDI) are subject to the competitive bidding process unless a waiver is requested in writing and approved by the Executive Director
3. All contracts for consulting services of any kind regardless of price initiated at any level of CCDI are subject to the competitive bidding process unless a waiver is requested in writing and approved by the Executive Director.
4. The Executive Director is responsible for assuring originating, obtaining and awarding bids.
5. Bids must be obtained based upon the estimated dollar value of the purchase. The total estimated dollar amount of the purchase may not be broken down into multiple smaller amounts or quantities in order to bypass the competitive bidding process.
6. Three (3) written bids are required for purchases or contracts to purchase which are \$1,000 or more and less than \$10,000.00. A minimum of four (4) written bids are required for purchases or contracts to purchase which are \$10,000.00 or more.
7. Bids must be sealed for over \$25,000.
8. If an award is to be made to a vendor other than the low bidder, or less than the required number of bids is received, the Executive Director and President must approve the award. Written justification must be provided prior to receiving such approval by using the “Request for Waiver of Competitive Bid Process Award to Other than the Low Bidder” form.
9. The Executive Director may waive the bidding procedure when:
  - CCDI is out of stock of an inventory supply item and the contracted vendor is unable to supply on an immediate basis.
  - CCDI is experiencing an emergency/disaster situation.
  - A true sole source situation is verified.
  - A product or equipment standardization requirement is being maintained.
10. Contracts and agreements may not be automatically renewed at the end of their terms. At the close of a contract or agreement period, existing vendors will again be asked to competitively bid for the provision of the relevant goods and/or services.
11. This policy applies to initial bids for purchases. Documentation to justify why competitive bids are not obtained on renewal contracts of \$1,000 or greater must be submitted to the Executive Director and approved in advance.
12. A sanction check is performed on all vendors against the Office of Inspector General’s List of Excluded Individuals/Entities and the General Services Administration’s List of Parties Excluded from

Federal Procurement and Non-Procurement Programs. Any vendor who positively matches names on these lists will not be eligible to provide services for the Coalition of Citizens with Disabilities in Illinois.

13. This policy applies to all purchases by a CCDI employee and/or member of the CCDI Board of Directors. In addition, employees who make purchases on grants where CCDI is serving as the fiscal agent must follow the policy and any additional regulations as mandated by the funding agency. Purchasing policies are also applicable to federal grants and agreements.

## **COMPETITIVE BIDDING PROCEDURE**

### **Procedure for Obtaining Bids on Purchases of \$1,000.01 or More and Less than \$10,000.**

2. The Executive Director is responsible for making the purchase and shall obtain at least three (3) written bids from competent vendors. Notation of the bid responses will be made on the purchase requisition, with responses attached.
3. If the Executive Director cannot obtain three additional independent bids, he/she must document the reason in a memo and submit to the President.
4. Each potential bidder must receive the same information, specification and business requirements. Documentation must include a copy of the "Request for Bids" or the letter soliciting quotes which clearly specify requirements such as, quantity, information on manufacturer name and part number if available, a complete description of the desired product(s) and/or services, the delivery location, special conditions, and bid due date.
5. At no time will one supplier's proprietary information be shared with another supplier.

### **Procedure for Obtaining Bids for Purchases of \$10,000 or More.**

1. The Executive Director is responsible for the purchase and shall obtain at least four written bids from competent vendors. Notation of the bid responses will be made on the purchase requisition, with responses attached.
2. If the Executive Director cannot obtain at least three (3) independent bids, he/she must document the reason in a memo and submit to the President.
3. Each potential bidder must receive the same information, specifications and business requirements. Documentation must include a copy of the "Request for Bids" or the letter soliciting quotes which clearly specify requirements such as, quantity, information on manufacturer name and part number if available, a complete description of the desired product(s) and/or services, the delivery location, special conditions, and bid due date.
4. At no time will one supplier's proprietary information be shared with another supplier.
5. In the event that a bid opening is delayed and any bid is to be accepted after the deadline date for bid submission, all bidders will be notified in writing by the Executive Director, and given the opportunity to resubmit.
6. In attendance at the formal bid opening shall be the Executive Director who originates the Request for Proposal, the President and/or the Treasurer.
7. All parties present shall initial the outside of each reply envelope, indicating that the envelope was sealed at the beginning of the bid opening.

### **Conditions for Waiving the Competitive Bidding Process.**

A non-competitive purchase is any request, which, by the specifications needed by the requestor, restricts the purchase to one supplier or to one brand. Examples of non-competitive purchases include:

1. Equipment for which there is no comparable competitive product.
2. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.
3. An item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system.
4. A supply, equipment, part service or suppliers that, due to technically constraining factors, are needed to ensure fairness and validity of the underlying project or program.
5. Repair/replacement parts for non-competitive equipment.
6. Continuation of an existing contract when work is so closely related to that of the uncompleted basic contract that it would not be feasible to consider another potential contractor.

If the justification submitted is not sufficient, the request will be denied and the unapproved purchase order will be rejected. Submission of a request to waive the competitive bidding process does not indicate automatic approval. It is not approved until the appropriate signature is obtained from the CCDI President.

**Evaluating Quotes consideration should be given to the following criteria when applicable.**

- Price
- Quality and conformance to specifications
- Delivery schedule
- Life Expectancy
- Warranty
- Bidder's previous record of performance
- Vendor Stability
- Ability of bidder to render satisfactory service in this instance

**Bid Award**

1. The award shall be made to the lowest bidder which meets the specifications, and who has demonstrated the ability to perform competently.
2. Unsuccessful bidders are to be notified that the bid has been awarded, although it is not necessary to inform them of the successful bidder.
3. Documentation of bids and awards are to be kept in the CCDI Business Office with the original purchase requisition, to be maintained for year-end auditing purposes.
4. All bids and bid opening log will be kept on file and will be retained as required by federal and state regulations.

**Monitoring and Control Mechanism for RFP Process**

Accounts Payable will not process any request for payment that is submitted without the appropriate Purchase Order issued as a result of the requisition or RFP procedure. Unauthorized requests will be forwarded to the Executive Director or President for follow-up with the requesting entity. No vendor or contractor may be authorized to start a job prior to receiving a valid purchase order.

# CHAPTER 11

## ADVOCACY GOALS

### Policy

All Advocacy Goals of the Coalition of Citizens with Disabilities in Illinois shall be directed toward the accomplishment of the Mission and Purpose of CCDI. No Advocacy Goals shall be in opposition to the Mission and Purpose of CCDI. The membership ratifies the Advocacy Goals at its Annual Meeting held each year.

### Procedure

Each year the Regional Director and/or Assistant Regional Director will hold a regional meeting to allow members input on the development of the Advocacy Goals for the following year, introduce the candidates running for office and encourage participation in the CCDI Annual Meeting and the Annual Disability Rights Conference.

- The Regional Director and/or Assistant Regional Director will share the recommendations of their members on the Advocacy Goals with the Advocacy Coordinator.
- Any Member, Chapter or Regional Advocacy Action Team may propose Advocacy Goals to the CCDI State Office to the attention of the Advocacy Coordinator. All proposals shall be submitted in writing to the CCDI State Office no later than sixty (60) days prior to the Annual Meeting.
- The Advocacy Coordinator will compile a list of the most suggested goals and submit the top five (5) suggested goals to the Executive Director.
- The Executive Director will provide the suggested goals to the Executive Committee for review and selection. The Advocacy Goals will be provided to the membership for their review and vote.
- The Advocacy Goals for each year shall be formulated and shall be provided to the members forty (40) days prior to the annual meeting.

# CHAPTER 12

## STATE AWARDS

The following awards will be given each year at the awards presentation held at the annual conference. The conference provides the disability community an opportunity to honor those among us who have displayed perseverance and leadership in the struggle for equal rights. Members are encouraged to nominate worthy individuals. **These awards are only presented if a deserving candidate is identified.**

### Selection of Award Winners

Award nominations are sent to the State Office for review and action by a committee appointed by the President: Committee members shall include, the President, Executive Director, a CCDI Staff Member, a Regional Director, and may include 2 other members of CCDI.

The committee will review and evaluate the nominations and select a worthy candidate for each award. For those awards where there is no nomination of a deserving candidate the award shall not be given.

### THE DOCTOR JUDY SMITHSON ADVOCACY AWARD

This award recognizes an individual for advocacy activities supporting the human and constitutional rights of citizens with disabilities. The award recipient should be someone who has advocated on more than one issue of concern. The individual should be a positive role model for others to follow.

### THE MARY LINDEN AWARD

This award honors a member of the Coalition who has demonstrated conviction, dedication and strong personal growth. This is a person who volunteers their time, energy and talents in pursuit of the mission and goals of the Coalition.

### THE BANG LONG JR MARKEETA AWARD

This award is presented to an individual for their advancement and progress as a youth in pursuit of social justice.

### THE BARBARA PRITCHARD AWARD

This award is reserved for members of the Coalition who support advocacy work from behind the scenes. This recipient is someone who rarely seeks the spotlight for themselves, and focuses their time energy on helping others achieve their leadership and advocacy goals.

### VOLUNTEER OF THE YEAR AWARD

This award is presented to a member of the Coalition who has dedicated themselves to principles of volunteerism. This recipient is someone who commits a significant amount of time and energy to their volunteer activities. Many recipients of this award have been Coalition state office volunteers, but it is not a requirement.

### SENATOR PENNY SEVERNS MEMORIAL AWARD

Formerly known as the Legislator of the Year Award, this award was renamed in 1998 in honor of Senator Penny Severns outstanding dedication to the rights of people with disabilities. Each year the Coalition chooses to honor at least one legislator who has done the most to advance the rights of people with disabilities in Illinois.

**JUSTIN DART DISTINGUISHED CITIZEN AWARD**

First presented in 1989, the Distinguished Citizen Award is one the Coalition's most prestigious honors. Recipients are persons who have formerly or who are currently living in Illinois, and who have shown an outstanding commitment to the rights of people with disabilities.



## Appendix A

### STANDARDS FOR CCDI BOARD MEMBERS

#### **As a CCDI Board Member, I will:**

1. Carry out all of the roles and responsibilities of a CCDI Board Member.
2. Attend and participate actively in ALL CCDI Board meetings and related events including the annual CCDI Disability Rights Conference and associated workshops.
3. Contact the CCDI Board President in the event that I cannot attend a board meeting. (Regional Directors will agree to request the attendance of the Assistant Regional Director in their absence).
4. Consider the CCDI mission and purpose in every decision I make for the organization.
5. Listen carefully to my fellow board members and the CCDI Members whom I represent.
6. Respect the opinions and beliefs of my fellow board members, even though I may not agree with them and realize that this is part of being on a diverse board of directors.
7. Respect and support the majority decisions made by the board.
8. Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
9. Keep well informed of developments that are relevant to issues that may come before the board.
10. Call to the attention of the board any issues that I believe will have an adverse effect on the organization or its members.
11. Refer any staff or member complaints to the proper level on the chain of command.
12. Recognize that my role as a CCDI Board Member is to ensure that the organization is well managed, NOT to manage the organization.
13. Vote to hire the best possible Executive Director to manage the organization.
14. Represent all members of the organization and not a particular geographic area or special interest groups.
15. Consider myself a “trustee” of the organization and do my absolute best to ensure that the organization is well maintained, financially secure, growing and always operating in the best interests of its members.
16. Always strive to learn more about my role as a board member and how to do the job more effectively.
17. Declare any conflicts of interest between my personal life and my position on the CCDI Board, and abstain from voting on issues that appear to be a conflict of interest.

#### **As a Board Member I will not:**

1. Discuss the confidential proceedings of the board executive session (closed session) outside the board meeting.
2. Be critical, in or outside of the board meeting, of fellow board members or their actions and/or opinions.
3. Conduct myself in any manner that could be considered unprofessional or unbecoming of a CCDI Board Member, or damaging to the organization which I represent.
4. Use the organization or any part of the organization for my personal advantage or the personal advantage of my friends or relatives.
5. Make any promises, prior to a meeting how I will vote on any issue during the meeting.
6. Interfere with the duties of the Executive Director or undermine the Executive Director’s authority.

**As a member of the CCDI Board, I have read the Standards for Board Members, and understand and agree to abide by the aforementioned Standards for Board Members.**

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**Signature of Board Member**

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**Date**

**Revised July, 2008**

# Appendix B



## Conflict of Interest Disclosure Statement

In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

- a. your spouse, domestic partner, child, mother, father, brother or sister;
- b. any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- c. Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

I have received a copy of the CCDI Policy & Procedures and have read and understand the Conflict of Interest Policy.

I understand that CCDI is a charitable organization and in order to maintain CCDI’s Federal and State Tax Exemption CCDI must engage in activities and programs that are required to maintain the tax exemption of the organization.

1. NAME OF BOARD MEMBER OR EMPLOYEE: (Please print)

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2. CAPACITY: \_\_\_\_\_ board of directors  
\_\_\_\_\_ officer  
\_\_\_\_\_ committee member  
\_\_\_\_\_ staff (position): \_\_\_\_\_

3. Have you or any of your affiliated persons provided services to the Coalition of Citizens with Disabilities in Illinois in the past year? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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4. Have you or any of your affiliated persons purchased services from the Coalition of Citizens with Disabilities in Illinois in the past year? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the purchased services and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which the Coalition of Citizens with Disabilities was or is a party? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person.

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6. Were you or any of your affiliated persons indebted to pay money to the Coalition of Citizens with Disabilities at any time in the past year? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person.

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Coalition of Citizens with Disabilities in Illinois or as a result of your relations with the Coalition of Citizens with Disabilities in Illinois, that the benefit could be valued in excess of \$1,000.00, that were not or will not be compensation directly related to your duties to the Coalition of Citizens with Disabilities in Illinois? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person.

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving the Coalition of Citizens with Disabilities in Illinois \_\_\_\_\_YES \_\_\_\_\_NO

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9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by the Coalition of Citizens with Disabilities in Illinois Board in accordance with the terms and intent of the Coalition of Citizens with Disabilities in Illinois conflict of interest policy? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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I HEREBY CONFIRM that I have read and understand the Coalition of Citizens with Disabilities conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify the President or the Executive Director immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

Appendix C

# Coalition of Citizens with Disabilities in IL



## Fiscal Policies and Procedures Manual

The Fiscal Policies and Procedures Statements within this manual, including any amendments, were approved by the CCDI Board of Directors on February 11, 2008.

# THE COALITION OF CITIZENS WITH DISABILITIES IN ILLINOIS FISCAL POLICIES AND PROCEDURES MANUAL

## TABLE OF CONTENTS

<b>Section I.</b>	<b>Introduction</b>	<b>Page 3</b>
	A. Opening Statement	
	B. Internal Control Assurance	
<b>Section 2.</b>	<b>Audits</b>	<b>Page 4</b>
	A. Annual Independent Audits	
	B. Audit Requirements	
	C. Tax Preparation	
<b>Section 3.</b>	<b>Financial Reporting</b>	<b>Page 5</b>
	A. Annual Budget	
	B. Financial Reports	
<b>Section 4.</b>	<b>Financial Policies and Procedures</b>	<b>Page 6</b>
	A. Payroll Administration	
	B. Internal Fiscal Control	
	C. Receipt of Cash and Checks	
	D. Check Signing Authority	
	E. Chapter Finances	
	E. Purchasing Authorization	
	F. Disbursement of Funds	
	H. Use of Corporate Credit Card	
	J. Bank Statement Reconciliations	
	K. Employee Dishonesty Bond	
	L. Management of Cash Flow and Excess Funds	
	M. Unallowable Charges	
<b>Section 5.</b>	<b>Equipment</b>	<b>Page 14</b>
	A. Acquisition of Equipment	
	B. Inventory	
	C. Equipment Disposal	
	D. Capitalization and Depreciation	
<b>Section 6.</b>	<b>Insurance Requirements and Review</b>	<b>Page 17</b>
<b>Section 7.</b>	<b>Administrative and Financial Records</b>	<b>Page 18</b>
	A. Custody and Access	

- B. Misuse of Data
- C. Record Retention

## **Section 1. Introduction**

### **A. OPENING STATEMENT**

The Coalition of Citizens with Disabilities in Illinois is a tax-exempt, not-for-profit organization with Section 501(c)(3) status granted by the Internal Revenue Service.

CCDI receives income from state grants and/or contracts and self-generated income. CCDI's financial management is carried out by the Executive Director, with the assistance of the financial staff person and the Board Treasurer, and with the approval of the Board of Directors.

Assets, liabilities, support, revenue, and expenses are maintained on a modified accrual basis of accounting. All accounts are maintained in accordance with Generally Accepted Accounting Principles (GAAP) of fund accounting that ensures observance of any limitations and restrictions placed on available resources.

CCDI's accounting system provides the organization with assurance that assets are safeguarded against loss from unauthorized use or disposition and transactions are properly executed.

### **B. INTERNAL CONTROL ASSURANCE**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that a system of internal controls shall be established over all financial operations, as far as is possible with a very small staff. Such internal control shall be designed to safeguard the assets of the organization and shall be reviewed by the Executive Director and the Board of Directors on a periodic basis. An external auditor shall be called upon to perform an annual review of adequacy and compliance in conjunction with annual audit.

## **Section 2. Audits**

### **A. ANNUAL INDEPENDENT AUDITS**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that the Board of Directors shall engage an external, independent certified public accountant to perform an audit of the financial operations of the organization on an annual basis. Such an audit shall be conducted no later than four months following the end of the fiscal year.

### **B. AUDIT REQUIREMENTS**

It is the policy of the Coalition of Citizens with Disabilities in Illinois to meet the audit requirements of the State of Illinois Department of Human Services and any other funders. CCDI will provide an annual audit report to its funders within 180 days following completion of CCDI's fiscal year.

## **C. TAX PREPARATION**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that federal and state informational income tax returns (IRS Form 990 and AG 990 IL) shall be prepared annually by the CPA firm that conducts the annual audit.

Tax filings related to payroll shall be prepared by the outsourced payroll firm.

## **Section 3. Financial Reporting**

### **A. ANNUAL BUDGET**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that the Executive Director shall prepare an annual budget to be approved by the Board of Directors prior to the beginning of CCDI's fiscal year. From this approved annual budget, budgets for individual grants and contracts will be prepared.

During the fiscal year, if income or expenses vary significantly from the approved budget, the Executive Director shall prepare an updated budget to be approved by the Board of Directors. From this approved, updated budget, necessary grant budget amendments and modifications can be made.

The Executive Director has the authority to make year-end budget adjustments of up to \$5,000 in order to balance all grant budgets and assure the capture of all contracted dollars. If adjustments of more than \$5,000 are required, the Executive Committee must approve the changes on behalf of the Board.

### **B. FINANCIAL REPORTS**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that financial reports shall be provided to the Board Treasurer and the Finance Committee monthly and to the Board of Directors for review at least quarterly. Such reports shall reflect income and expenses, and shall compare these to the approved budget.

It is also the policy of CCDI that financial reports shall be provided to funders in accordance with contract requirements.

## **Section 4. Financial Policies and Procedures**

### **A. PAYROLL ADMINISTRATION**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that all personnel of the organization shall be paid semimonthly for the time worked or accrued.

It is the policy of CCDI to comply with all applicable Federal and State payroll laws and reporting requirements. The organization shall withhold all appropriate taxes from employee wages as required by law. The payroll service employed by CCDI shall be responsible for withholding and reporting all income taxes.

It is the policy of CCDI that any retirement program employee contributions shall be forwarded within three (3) days of the pay period to the designated firm.

All other payments on behalf of CCDI employees such as dependent health insurance shall be withheld and forwarded to the appropriate recipient.

It is the policy of CCDI to comply with child support orders and garnishments that are received by CCDI. If an employee disputes such orders, he or she is responsible to resolve the dispute and arrange for corrected orders to be sent to CCDI.

## **PROCEDURE**

1. Prior to submission of the first payroll request following a new hire by CCDI, a new employee must fill out and sign Federal and State Withholding Allowance Certificate (W-4) forms. W-4 forms are kept in each employee's payroll file.
2. The new employee must also fill out and sign, by the third day of employment, the Immigration and Naturalization's I-9 Employment Eligibility verification form. All I-9 forms and photocopies of identification used to verify eligibility are kept in a separate I-9 file.
3. The outsourced payroll firm is responsible for producing all quarterly reports of the amounts of wages and other compensations paid and the amounts of federal income taxes withheld on IRS's form 941. The report is due on the last day of the month following the end of each calendar quarter.
4. Within thirty-one (31) days of the end of each calendar year the outsourced payroll firm must complete an annual wage and tax statement (Form W-2) for each employee. Copies are distributed to employees and the Internal Revenue Service.
5. CCDI may also employ individuals on a contractual basis. The Financial staff person prepares for each individual earning a minimum of \$600 within one calendar year a copy of IRS Form 1099 statement of earnings. This report is filed with the IRS within thirty-one (31) days of the end of each calendar year. Contractual individuals are required to pay their own taxes. Contractual individuals include free-lance interpreters, personal care assistants, drivers, etc.

## **B. INTERNAL FISCAL CONTROL**

It is the policy of the Coalition of Citizens with Disabilities in Illinois to safeguard the assets of CCDI and to ensure the reliability of internal reports.

In order to protect the Coalition of Citizens with Disabilities in Illinois from the loss of assets, protect CCDI from an unscrupulous employee, and protect honest employees from suspicion, CCDI shall maintain segregation of accounting functions to the extent possible.

Specific policies and procedures are required for, at minimum, receipt of checks, receipt of cash, disbursements, signature requirements, authorized signatures, purchase authorization, petty cash, and management of excess funds.

## **C. RECEIPT OF CASH AND CHECKS**

In order to protect the Coalition of Citizens with Disabilities in Illinois from the loss of assets, protect CCDI from an unscrupulous employee, and protect honest employees from suspicion, CCDI maintains internal controls in its handling of receipt of checks.

## **PROCEDURE**

1. In order to minimize the probability of someone else cashing a check intended for CCDI, checks received are endorsed immediately by the financial staff person with the name of CCDI's bank and account number.
2. The financial staff person records the payer, check number, purpose, and amount of each check in the cash receipts journal.
3. The financial staff person makes photocopies of each check received. Copies of all income and deposits are kept in a secure location with easy access to the Executive Director.
4. When cash donations or payments other than at fundraisers are received, the financial staff person gives the donor or payer a receipt. The financial staff person promptly records the payer, purpose, and amount of cash received in the cash receipts log.
5. The financial staff person prepares a deposit ticket and verifies its accuracy against copies of checks and receipts for cash.
6. The financial staff person further verifies the accuracy of the deposit ticket against the cash receipts journal.
7. The financial staff person or the Executive Director in his/her absence, deposits checks in the bank during the week they are received. A copy of the deposit ticket is attached to copies of the checks and receipts for cash and kept on file.
8. The financial staff person enters all cash receipts into the cash journal.

## **D. CHECK SIGNING AUTHORITY**

In order to protect the Coalition of Citizens with Disabilities in Illinois from the loss of assets, protect CCDI from an unscrupulous employee, and protect honest employees from suspicion, CCDI maintains internal controls in cash disbursements.

It is the policy of CCDI to limit the number of persons who may sign checks on behalf of CCDI.

## **PROCEDURE**

### **Who may sign checks**

1. The Executive Director and approved members of the Board are authorized to sign checks on behalf of CCDI.
2. All checks must be signed by two authorized signers.
3. The Executive Director, or any approved member of the Board in the Executive Director's absence, is authorized by the Board of Directors to singly sign all other checks that are consistent with the Board-approved annual budget and checks for special expenditures that are approved by majority vote of the Board.

## **Bank signature card**

1. A signature card is maintained at the bank showing signatures of all persons currently authorized to sign checks on behalf of CCDI.
2. The financial staff person is responsible for obtaining a new card, procuring signatures, and returning the completed card to the bank within one month of any changes in authorized signers.

## **E. CHAPTER FINANCES**

In accordance with Article IV, Section 4.5,

- a) Chapters may apply for funds to pay for expenses related to the approved Coalition advocacy goals and other advocacy activities in accordance with the Coalition Policy and Procedures.
- b) The Coalition along with all its Chapters is one entity. The individual Chapters have no ability to accept or hold donations or other Coalition funds except through the State Office of the Coalition. All fundraising activities must be approved through the State Office as set forth in the Policy and Procedures.

## **PROCEDURE**

Individual Chapters must turn over all monies, including donations, grants, membership dues to the Coalition for primary control and oversight responsibility. Funds will be held in an account specific to the Chapter.

Reimbursement for Chapter expenses may be requested for approved expenditures related to the purpose and mission of CCDI.

The Chapter's actions are the actions of the Coalition. As indicated above, the Chapters have no separate existence apart from the Coalition. As such, they are covered under the Coalition's 501(c) (3) tax exemption but only as much as their actions and activities are authorized and consistent with the mission and purpose of the Coalition.

## **Reimbursements**

All reimbursement requests must be approved by the Executive Director prior to the Chapter incurring any expenses. Items that may be reimbursed are paper, stamps, printer cartridges, meeting room rental, speaker fees, ASL interpreter fees and other reasonable accommodation services.

## **PROCEDURE**

A detailed listing of all expenses, along with receipts will be submitted prior to reimbursement. For reimbursement, the designated Chapter Officer (President, Vice President, Treasurer or Secretary) must complete and turn in a "Request for Reimbursement Form," with accompanying receipts.

All requests for reimbursements (with attached receipts) need to be submitted in a timely manner to the State Office. Reimbursement checks are prepared twice a month, on the 15<sup>th</sup> and last day of each month.

## **F. PURCHASING AUTHORIZATION**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that all purchases shall be supported by appropriate documentation, including prior approval by the Executive Director or his/her designee. The Executive Director may authorize all purchases that are consistent with the Board-approved budget. If an unbudgeted expenditure of \$1,000 or more is deemed necessary, the Executive Director shall submit the purchasing recommendation to the Board of Directors or the Executive Committee on the Board's behalf for approval.

### **PROCEDURE**

1. Anyone requesting purchases or other expenditures shall complete and submit a *Check Request Form* for the Executive Director's prior approval.
2. The Chair or Treasurer, or another member of the Board Executive Committee if they are unavailable, may authorize budgeted expenditures needed to maintain daily operations of CCDI in the absence of the Executive Director. These individuals will not have the authority to create or delete staff positions, purchase equipment, or enter into new contracts on behalf of CCDI without the Executive Director's approval, or if the Executive Director is absent for a month or longer, approval of the full Board.

## **G. DISBURSEMENT OF FUNDS**

In order to protect the Coalition of Citizens with Disabilities in Illinois from the loss of assets, protect CCDI from an unscrupulous employee, and protect honest employees from suspicion, CCDI maintains internal controls in disbursement of funds.

It is the policy of CCDI that cash is disbursed only upon proper authorization of management, for valid business purposes, and that all disbursements are properly recorded. A written procedure is required.

### **PROCEDURE**

1. All disbursements are made by check. This control provides a permanent record of the amount paid and to whom, and facilitates tracing financial activity with the check serving as documentation.
2. To minimize the probability of fraudulent disbursement, checks are payable to a specific person or entity. No checks are ever written to "Cash."
3. The Executive Director or, in his/her absence an officer of the Board, shall review supporting documentation (bills, invoices, Requests for Expenditure, etc.), initial them to indicate authorization to pay, and the Financial staff person will "code" the invoice in accordance with the SAMS coding system to indicate which funds shall be charged for the expense.
4. The financial staff person prepares checks for authorized expenditures.
5. All requests for payment must include a receipt or invoices and/or a properly signed *Check Request Form*.

- a. The Executive Director, or in his/her absence an approved member of the Board, shall review supporting documentation, verify accuracy of the checks, and sign the checks. Two signatures are required for all checks.
7. The financial staff person mails checks and files the supporting documentation in Paid Bills files. Paid Bills files are maintained monthly by fiscal year.
8. The financial staff person enters all disbursements in the bookkeeping records.
9. The Executive Director prepares all internal financial reports.

## **H. USE OF CORPORATE CREDIT CARD**

Corporate credit cards are available to employees based on need as determined by the Executive Director. Corporate credit cards may be used for travel expenses permitted in CCDI's Reimbursement of Travel Expenses Policy and Procedures. Credit cards may also be used to confirm conference and lodging reservations and place telephone orders for approved purchases. Misuse of a corporate credit card will result in cancellation of the employee's credit card privilege, and may result in disciplinary action up to and including termination of employment.

### **PROCEDURE**

1. The Executive Director may assign a corporate credit card to an employee based on frequency of travel or placing of telephone orders and reservations.
2. CCDI's corporate credit card may be used to pay for lodging. Meals may not be purchased with the corporate credit card without prior authorization from the Executive Director.
3. Credit card transactions will be recorded on separate copies of the travel voucher form, in the same manner that cash travel expenses are recorded. Copies of charge slips and receipts are to be attached to the voucher. Undocumented charges may be disallowed, in which case the employee will be required to reimburse CCDI for the disallowed amount.
4. No personal or no reimbursable expenses, as described elsewhere in this manual, may be charged to the corporate credit card. Employees may not use the credit card to pay for gasoline for their personal vehicles, even if traveling on CCDI business.

## **I. BANK STATEMENT RECONCILIATIONS**

It is the policy of the Coalition of Citizens with Disabilities in Illinois to safeguard the assets of CCDI and to ensure the reliability of internal reports. In order to protect the Coalition of Citizens with Disabilities in Illinois from the loss of assets, protect CCDI from an unscrupulous employee, and protect honest employees from suspicion, CCDI maintains internal controls in disbursement of funds.

It is the policy of CCDI that bank statements reconciliations shall be reviewed by the Executive Director and the Board Treasurer.

### **PROCEDURE**

1. The Executive Director opens bank statements and verifies that all checks were signed by an authorized signer.
2. The financial staff person reconciles bank statements each month. The cash/checks receipts log, bank deposit slips, and the bank statement are compared. The reconciliation is included with the bank statement.
3. The Board Treasurer and Executive Director reviews and initials completed bank statement reconciliations.

## **J. EMPLOYEE DISHONESTY BOND**

It is the policy of the Coalition of Citizens with Disabilities in Illinois to safeguard the assets of CCDI and to ensure the reliability of internal reports. In order to protect the Coalition of Citizens with Disabilities in Illinois from the loss of assets, protect CCDI from an unscrupulous employee, and protect honest employees from suspicion, CCDI maintains internal controls in disbursement of funds.

It is the policy of CCDI to annually purchase an employee dishonesty bond in an amount deemed sufficient by the Board that will reimburse CCDI in the event that funds are lost or stolen. The bond will list all CCDI staff who handles CCDI's checks and cash.

## **K. MANAGEMENT OF CASH FLOW AND EXCESS FUNDS**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that both cash flow and excess funds are maintained in a financially responsible manner.

Accordingly:

1. The CCDI Board will select bank(s) and authorize opening and closing of regular and special bank accounts.
2. CCDI will strive to maintain a minimum of \$2,500 in the checking account at all times.
3. At no time will CCDI maintain over \$100,000 in one bank account.
4. CCDI shall maintain, if necessary, with the annual approval of the Board, a line of credit. The line of credit may be used for short-term borrowing only, usually when cash flow is temporarily short due to late payments on state contracts. When the Executive Director determines that a cash advance is needed to meet payroll and pay bills, he/she will notify the Board Chair and Treasurer or, in their absence, two members of the Executive Committee. The Executive Director will then direct the bank to initiate a cash advance. Cash advances shall be paid back as soon as is feasible. Interest expenses are paid from discretionary funds.
6. CCDI may, with Board approval, purchase Certificates of Deposit or other similar interest bearing securities with excess funds with a recommendation from the Finance Committee.
7. The Coalition of Citizens with Disabilities in Illinois' goal is to achieve and maintain a permanent cash reserve in an amount equal to three months operating expenses.

8. An additional goal is to establish a reasonable asset perpetuation fund for purchase or replacement of equipment necessary for operation of CCDI.

## **L. UNALLOWABLE CHARGES**

The Coalition of Citizens with Disabilities in Illinois recognizes that there are charges to grants that are not allowable under Federal and State cost principles. The following costs are not charged to CCDI's state or federal contracts: bad debts, contingencies; donations and contributions; fines and penalties; costs for entertainment; fund raising; any lobbying in excess of allowable limits; and losses or shortages incurred from other awards. CCDI endeavors to charge only direct and indirect program costs for each Federal and State grant or contract it manages.

## **Section 5. Equipment**

### **A. ACQUISITION OF EQUIPMENT**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that all equipment purchased with funds obtained through a contract with the State of Illinois must be purchased in accordance with requirements set forth in the "Equipment Manual for Grant Projects."

### **B. INVENTORY**

It is the policy of the Coalition of Citizens with Disabilities in Illinois to ensure that accurate records of CCDI property be maintained for insurance and grant purposes.

### **PROCEDURE**

1. All newly purchased equipment is entered into the inventory log. Pertinent information such as model, description, serial number, purchase date, purchase price, vendor, and funding source is listed. Original invoices are kept in the Accounts Payable files.
2. An inventory number is assigned. This number is physically placed on each piece of equipment.
3. An annual physical check of the inventory is conducted to assure location and condition of all equipment, in accordance with grant regulations.
4. CCDI's inventory records are available for inspection by the auditor and grant funders at any time. The inventory is submitted to the Department of Human Services annually or as requested, in compliance with contract requirements.

### **C. EQUIPMENT DISPOSAL**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that the sale or disposal of any fixed asset with a depreciated value of \$1,000 or more should come before the Board of Directors for approval. The Executive Director may authorize sale or disposal of fixed assets with a depreciated value of less than \$1,000. All fixed assets sold or disposed of should be documented in the equipment inventory records.

Any equipment purchased with Department of Human Services Office of Rehabilitation Services grant funds should be disposed of in accordance with rules set forth in the "Equipment Manual for Grant Projects."

## **PROCEDURE**

1. The financial staff person will document calls to two used furniture or other applicable outlets to determine fair market value of donated equipment that appears to have value of \$500 or more.
2. Documentation will include description of assets, name of called outlet, date of call, and price. Donor's receipt will document the description and date received.
3. The financial staff person will record the donated item in the inventory log. Pertinent information such as model, description, serial number, and name and address of donor, is listed.
4. An inventory number is assigned. This number is physically placed on each piece of equipment.
5. The financial staff person will submit to the Executive Director a quarterly listing of donated equipment valued over \$500.
6. The financial staff person will add the donated item(s) to the general ledger on a quarterly basis.

## **D. CAPITALIZATION AND DEPRECIATION**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that all fixed assets purchased using grant funds will be recorded and reported as current-year expenditures in accordance with funder agency rules. Fixed assets purchased for \$500 or more, and donated fixed assets with a fair market value of \$500 or more that have a useful life of more than one year will be recorded or reclassified as assets at the end of the fiscal year. Fixed assets will be depreciated using the straight line method over the asset's estimated useful life.

## **PROCEDURE**

1. Fixed assets purchased using grant funds will be recorded and reported as current-year expenditures in accordance with funder agency rules. Fixed assets include equipment, furniture, and fixtures that are used in the operation of funded programs.
2. Fixed assets purchased for \$500 or more that have a useful life of more than one year will be recorded or reclassified as assets at the end of the fiscal year.
3. Donated fixed assets used in the operation of funded programs that are documented as having a fair market value of \$500 or more and have a useful life of more than one year will be recorded or reclassified as assets at the end of the fiscal year.
4. All recorded fixed assets will be depreciated using the straight line method over the asset's estimated useful life. Depreciation will start on the invoice date or the date the asset was put into service, whichever is latest. The depreciation scheduled will be maintained by CCDI's independent auditor who will provide CCDI with a copy upon completion of the audit.

Examples of estimated useful life of assets include:

- Computers and printers 5 years
- Copier 5 years
- Other electronic equipment 5 years
- File and storage cabinets 10 years

## **Section 6. Insurance Requirements and Review**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that adequate insurance coverage will be provided on building contents to provide at least ninety percent (90%) of the full replacement in case of loss. CCDI will maintain adequate liability insurances to protect individuals associated with CCDI and its governance, management, and program activities.

It is the policy of the Coalition of Citizens with Disabilities in Illinois to review insurance coverage with the assistance of a professional insurance agent at least biannually.

### **PROCEDURE**

1. The Executive Director shall review building contents and liability insurances annually to assure adequate insurance protection.
2. The Executive Director shall report to the Finance Committee of the Board at least annually on the status of contents and liability insurance coverage's.
3. CCDI will maintain, at a minimum, the following kinds of insurance coverage:
  - a. Commercial Property and Liability
  - b. Directors and Officers Liability
  - c. Worker's Compensation and Employers Liability
  - d. Employee Dishonesty Bond

## **Section 7. Administrative and Financial Records**

### **A. CUSTODY AND ACCESS**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that it shall own, maintain secure custody of, and designate who has access to administrative and financial records generated in the course of doing business. Administrative and financial records may not be removed from CCDI premises without the express permission of the Executive Director.

### **PROCEDURE**

Custody and access rules apply to records in every format, including paper, computer hard drives and disks, alternate formats produced to accommodate employees with disabilities, and compact storage copies such as microfilm.

#### **Custody of administrative and financial records**

1. **Personnel and Budget Files.** The Executive Director will have custody of all personnel files and materials associated with salary administration and budget development.
2. **Membership and Fund Raising Records.** The financial staff person will have custody of Board rosters and materials associated with fund raising planning and implementation.
3. **Checks/Cash Received Log.** The financial staff person will have custody of the checks/cash received log.

4. Accounts Payable, Accounts Receivable, and Payroll files. The financial staff person will have custody of accounts payable and accounts receivable records. The Executive Director will have custody of payroll files and other financial records such as tax returns.
5. Grant files. The Executive Director will have custody of grant and contract files, which shall include contracts, budgets, cost reports, program narratives and goals, correspondence, etc.
6. Other Administrative and Board Records. The financial staff person will have custody of all other administrative records, inventory records, Board rosters, and records of all Board and Board Committee meetings. Original copies of corporate legal documents will be kept in a fire-resistant storage box or bank safe deposit box.

### **Access to administrative and financial records**

1. **Board of Directors.** Members of the Board of Directors will have access to the following administrative records at any time during CCDI's regular business hours.
  - Minutes of meetings of the Board of Directors and all its Committees.
  - All corporate record binders and policy manuals.
  - All financial statements, fiscal records, and audits.
  - Personnel file of the Executive Director and, for members of a Board Committee hearing an employee grievance, the personnel file of any employee whose written grievance is currently being considered by the Board.
  - Grants, contracts, correspondence by funders, and compliance review reports.
  - Records associated with any legal action involving CCDI.
2. **Executive Director.** The Executive Director will have access to all CCDI records except those to which he/she is expressly denied access by this policy or by action of the Board. He/she is denied access to records of Executive Session meetings of the Board of Directors during which the evaluation or discipline of the Executive Director is discussed.
3. **Financial staff person.** The financial staff person will have access to most administrative records, including:
  - Minutes of meetings of the Board of Directors and its Committees, except minutes of Executive Sessions in which confidential personnel matters are discussed.
  - All financial statements and reports, fiscal records other than payroll, invoices, bills, and audits.
  - Grants and contracts and correspondence with funders.
  - Corporate record binders and policy manuals.

### **B. MISUSE OF DATA**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that intentional misuse of CCDI data, including theft, destruction, improper modification, sharing confidential or sensitive data with non-employees, and misuse of CCDI data for personal gain or other dishonest purposes is absolutely prohibited and will result in immediate termination of employment and possible legal prosecution. Unintentional misuse, such as not protecting a computer password or not carefully storing or disposing of confidential information, is strongly discouraged.

### **C. RECORD RETENTION**

The Coalition of Citizens with Disabilities in Illinois will retain its financial and administrative records for at least the period of time shown below. These retention periods satisfy or exceed contracts with the State of

Illinois, which mandates retention for five (5) years. In the event an official investigation of CCDI or any of its employees, officers, board members, or individuals associated with the CCDI, is underway or suspected. All document purging activities will cease in order to avoid criminal obstruction charges.

<b><u>Accounting records</u></b>	<b><u>Years</u></b>
General ledger	7
Accounts payable records	7
Accounts receivable records	7
Payroll records	Permanent
Staff time sheets	7
Canceled checks, bank statements, and deposit slips	7
Checks and invoices for purchase of assets, where determination of basis might be important in the future	Indefinitely
Depreciation schedules	7
 <b><u>Monthly financial reports</u></b>	
Monthly financial reports	7
Monthly expenditure reports to funders	7
 <b><u>Equipment records</u></b>	
Equipment inventory logs, including copies of invoices	7 (after disposition)
Warranties and service agreements	1 (after expiration)
User's manuals	Current
 <b><u>Grant files</u></b>	
Grant files, including contracts, budgets, goals and objectives, reports, and correspondence	7
 <b><u>Annual financial reports</u></b>	
Tax returns	Permanent
Annual audits	Permanent
Annual reports	Permanent
 <b><u>Personnel files – current employees</u></b>	
Personnel files – current employees	Permanent
 <b><u>Personnel files – former employees</u></b>	
Personnel files – former employees	7 (after termination)
Performance reviews	7 (after termination)
Salary rates and changes	3 (after termination)
Attendance records	7 (after termination)
Promotion, demotion, layoffs, discharge	7 (after termination)
Disability benefits	6 (after settlement)
Discrimination charges	4 (after settlement)
INS I-9 forms	3 from date of filing OR 1 year after termination Whichever is longer
Accident reports and claims	6

**Personnel records – pre-employment, non-employees**

Position advertisements and applications 1 (after completion)

**Other corporate records**

Articles of Incorporation	Permanent
Federal 501(c) (3) letter	Permanent
State tax exemption letter	Permanent
Bylaws	Current
Minutes of Board meetings	Permanent
Minutes of Board committee meetings	3
Local, state, and federal licenses	7
Facility leases	Current + 3 years
Insurance documents and claims documentation	3 (after expiration)
CCDI Newsletter (if applicable)	7

**Section 8. Use of Unrestricted Funds**

It is the policy of the Coalition of Citizens with Disabilities in Illinois that discretionary funds received from donations and memberships will be utilized as directed by the Board in annual budgets.



## APPENDIX D

### COALITION OF CITIZENS WITH DISABILITIES IN ILLINOIS

#### PETTY CASH VOUCHER

EMPLOYEE/PAYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

1. ITEM (S) PURCHASED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ACCOUNT CHARGED: \_\_\_\_\_

2. ITEM (S) PURCHASED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ACCOUNT CHARGED: \_\_\_\_\_

3. ITEM (S) PURCHASED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ACCOUNT CHARGED: \_\_\_\_\_

4. ITEM (S) PURCHASED: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

ACCOUNT CHARGED: \_\_\_\_\_

TOTAL REQUESTED: \_\_\_\_\_ TOTAL APPROVED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**ALL RECEIPTS MUST BE ATTACHED TO THIS PETTY CASH VOUCHER.**