

**Northern Illinois Diabetes Coalition
Rules of Operation**

Section 1. Name

The organization will be known as the Northern Illinois Diabetes Coalition (NIDC).

Section 2. Mission Statement

NIDC is a not-for-profit organization serving 15 counties in northern Illinois as a regional resource in diabetes awareness, prevention, self-management of diabetes and chronic disease, and professional development in the care and management of diabetes.

The objectives of the NIDC are to:

- Raise awareness of diabetes and co-morbidities, emphasizing prevention.
- Encourage continuing, multidisciplinary medical care.
- Promote community collaboration to promote our mission.
- Provide up to date education of diabetes and chronic disease self-management.
- Seek fundraising opportunities through community events and grants to support our efforts.

Section 3. Membership

Membership in NIDC consists of individuals and representatives of institutions and organizations interested in diabetes. There are three categories of membership.

The NIDC members will consist of Participating members, Organizational Representatives, and Sponsoring Members.

1. Participating Member - any interested individual who agrees to support the mission and objectives of the NIDC through committee membership or other significant support.
2. Organizational Representative - a representative(s) of an organization that has agreed to support the mission and activities of the NIDC.
3. Sponsoring Member - any individual or organization that provides financial support for NIDC. Individuals in this status receive mailings, notices and special recognition. They are eligible, but not required, to participate in any NIDC event. There are three levels of sponsorship: Silver (\$100-249), Gold (\$250-999), and Platinum (\$1,000 and up).

Voting Privileges

- Participating Members and Organizational Representatives in good standing shall be entitled to one vote on issues that Executive Committee feels need to go to all members.
- Sponsors shall enjoy the privilege of participating in decisions through verbal and written opinion but shall not be entitled to cast a vote.

Membership Dues

- The rate of annual dues, if applicable, shall be determined by the Executive Committee.
- Changes in annual dues will become effective January 1 of the following year. Notice of any change in dues will be provided to members not less than 90 days prior to the effective date of such change.

Section 4. Officers, Directors and Executive Committee

The Board of Directors will consist of the Corporate Officers: (Chairman, Treasurer and Secretary). Other Directors may be appointed unanimously by the Board.

The Executive Committee will consist of the Corporate Officers of NIDC and the Committee Chairs. The Executive

Committee will manage the business of and set policies for NIDC.

Officers, Committee Chairs and appointed Directors will serve two-year terms and are eligible to be reappointed. Ex-officio members of the Executive Committee will serve for the duration of the capacity in which they qualify as ex-officio members.

Responsibilities:

The Executive Committee sets policies for and oversees administration of the NIDC. Its responsibilities include, but are not limited to:

- Establishing committees and special task groups
- Developing regulations for the administration and operation of the NIDC
- Approving or rejecting recommendations, reports or actions presented to the Executive Committee by the Standing Committees
- Approving the use of the NIDC name and logo for sponsorship purposes
- Authorizing fund-generating activities
- Determining the annual overall budget
- Approving any item generated by a Standing Committee
- Approving all proposals related to dues, assessments and fees
- Making all policy decisions related to the NIDC
- Determining items needing full membership approval such as adopting new mission, goals, or approval of new Corporate Officers.

Section 5. Standing Committees

Standing Committees of the NIDC are:

1. Executive Committee
2. Community Care (formerly Outreach/ Education) Committee
3. Development Committee to raise funds, propose an annual budget.

The Executive Committee may create new and disband existing committees as needed. The Executive Committee will appoint the chairperson and resource person for each committee.

Responsibilities of each committee include, but are not limited to:

- Establishing objectives and goals, design and set a time frame for projects
- Submitting a budget proposal for committee projects
- Implementing projects approved by the Executive Committee
- Providing monthly project status reports to the Executive Committee.

Responsibilities of the chairperson for each committee include, but are not limited to:

- Chairing each committee meeting (or appointing a substitute when not available for a meeting)
- Providing an oral or written report monthly or as requested by the Executive Committee
- Developing an outline of accomplishments including the status of projects for the NIDC annual report.

Adopted 11/07/00

Revised 07/02/02, Revised 03/06/07, Revised 05/01/12, Revised 09/11/18