

# **CONSTITUTION THE ILLINOIS CLUB**

## **ARTICLE I. NAME**

The name of this organization shall be The Illinois Club (hereinafter to be referred to as the Club).

## **ARTICLE II. OBJECT**

The object of the Club shall be to promote the friendly association of its members, to furnish them with organized opportunities for promoting their common interests, and whenever possible, to further the interests of the University.

## **ARTICLE III. MEMBERSHIP**

### **Section 1. ELIGIBILITY**

Eligibility is automatic, not elective. Those eligible shall include:

- A.** Members of the faculty or staff of the University and allied agencies, current or retired, who share the social and intellectual interests of the Club.
- B.** The spouse or partner, widow or widower, of such individuals.
- C.** A visiting member of the faculty or staff, or his/her spouse or partner.
- D.** Others deemed eligible by the Executive Committee of the Club.
- E.** Associate membership is open to graduate students and their spouses. This grants all privileges of the Club except voting at the general Club meetings and being a member of the Governing Board.

### **Section 2. MEMBERSHIP**

Membership is attained and retained only by payment of dues.

### **Section 3. HONORARY MEMBERS**

Honorary members of the Club shall be the President, President Emeritus, Chancellor, Chancellor Emeritus, and the Provost of the University of Illinois at Urbana-Champaign, and their spouses, widows, or widowers.

## **ARTICLE IV. GOVERNING BOARD**

### **Section 1. ELECTED MEMBERS, APPOINTED MEMBERS, SUSTAINING MEMBERS**

- A.** The elected members shall be the President; Vice President; Recording Secretary; Treasurer; Corresponding Secretary; Meeting Manager; Chairs for Budget, Communications, Interest Groups, Membership/Directory, Newcomers, and Scholarship; Assistant Treasurer; and Assistant Chairs for Communications, Interest Groups, Membership/Directory, Newcomers, and Scholarship.
- B.** The appointed members shall be the Historian, Reservations Manager, Tour Director, and Webmaster. These members shall be appointed by the President.
- C.** The sustaining member shall be the Past President of the Club.

### **Section 2. NOMINATION, ELECTION, AND TERM OF OFFICE OF BOARD MEMBERS**

#### **A. NOMINATION**

1. The Nominating Committee shall present its slate of Governing Board nominees for election at the annual business meeting.
2. The retiring Vice President shall be the nominee for President; the retiring Assistant Newcomers Chair shall be the nominee for Newcomers Chair; the retiring Assistant Interest Groups Chair shall be the nominee for Interest Groups Chair; the retiring Treasurer shall be the nominee for Budget Chair; the retiring Assistant Treasurer shall be the nominee for Treasurer; the retiring Assistant Scholarship Chair shall be the nominee for Scholarship Chair; and the retiring Assistant Membership/Directory Chair shall be the nominee for Membership/Directory Chair.
3. Should any of the above be unable to serve the following year, the Nominating Committee shall select a candidate from the membership at large. The responsibility of the Nominating Committee continues until all slate positions are filled, beyond Board election, if necessary.
4. The chair of the Nominating Committee shall be the Interest Groups Chair or another Club member appointed by the President.

**B. ELECTION**

The Governing Board members shall be elected by the membership at the annual business meeting. The Board members shall assume their duties at the beginning of the Club Year. A Club Year is defined as beginning with the passing of the gavel at the final spring general meeting. The Treasurer and Assistant Treasurer are the only members of the Governing Board who will not assume duties at that time. They shall assume their duties of office as soon as the books for the previous year are audited at the end of the Fiscal Year, which is June 30.

**C. TERM**

No member may be nominated to serve more than five consecutive years on the Governing Board with the exception of the President who may have served four consecutive years prior to nomination as President. The President may serve no more than two consecutive terms in office. Vacancies occurring during a term in office shall be filled by Executive Committee appointments.

**Section 3. DUTIES AND POWERS OF THE GOVERNING BOARD**

**A. DUTIES**

1. The President, Recording Secretary, Corresponding Secretary, and Treasurer shall have such powers and perform such duties as are customarily incident to those offices.
2. Vice President, Newcomers Chair, and Interest Groups Chair
  - a. The Vice President shall have the responsibility for planning the year's program for the general meetings of the Club and shall submit suggestions for approval by the Governing Board.
  - b. The Newcomers Chair shall be in charge of activities of the Newcomers' Group.
  - c. The Interest Groups Chair shall have the responsibility for directing the interest groups (see standing rules for interest groups for further outline of duties) and for serving as chair of the Nominating Committee unless the President appoints another for that service.
3. Treasurer
  - a. The Treasurer shall be bonded.
  - b. The Treasurer shall submit a complete report to the Governing Board at regular intervals.
  - c. The Treasurer is responsible for keeping track of and releasing scholarship funds.

4. Scholarship
  - a. The Scholarship Chair shall request the University representative to prepare an announcement to interested students of the amount and number of scholarships to be offered by the Club during the year (see Article IX).
  - b. The Scholarship Chair shall work with the Treasurer of the Club concerning the handling of awards and submit reports to the Governing Board concerning the fiscal handling and allocation of the scholarships.
5. Elected Chairs. The Communications and Membership/Directory Chairs shall perform such duties as are consistent with the respective positions.
6. Elected Assistants. The Treasurer and Chairs for Communications, Interest Groups, Membership/Directory, Newcomers, and Scholarship shall be aided by their respective Assistants in any way necessary to facilitate the function of their offices.

**B. POWERS**

The President of the Club shall appoint additional chairs as necessary to facilitate the work of the Club.

## **ARTICLE V. MEETINGS**

**Section 1. SCHEDULE**

The date, hour, and place of the meetings shall be determined by the Governing Board. A general meeting in the spring semester of the University calendar shall be the annual business meeting. The election of officers occurs at the annual business meeting. The passing of the gavel occurs at the final general meeting of the spring semester.

**Section 2. QUORUM**

The members in attendance at a meeting shall constitute a quorum provided that the number in attendance is not less than five percent of the membership. A quorum at a board meeting is one third of all Governing Board members.

## **ARTICLE VI. COMMITTEES**

**Section 1. THE EXECUTIVE COMMITTEE**

This committee shall consist of the President, Vice President, Recording Secretary, Treasurer, and Past President.

**Section 2. PUBLICITY COMMITTEE**

This committee shall consist of the Communications and Assistant Communications Chair and one or more members if deemed necessary to fulfill the duties of the committee.

**Section 3. MEMBERSHIP COMMITTEE**

The Membership/Directory Chair, Assistant Membership/Directory Chair, Newcomers Chair, and Assistant Newcomers Chair shall constitute this committee. It shall be responsible for all matters concerning eligibility of members as outlined in Article III.

**Section 4. AUDITING COMMITTEE**

This committee shall consist of three members appointed by the outgoing President before the close of the Club Year. It shall audit the accounts of the Treasurer and report to the incoming board.

### **Section 5. NOMINATING COMMITTEE**

This committee shall consist of seven members: Vice President, Newcomers Chair, Interest Groups Chair, Assistant Interest Groups Chair, and three members appointed by the President. It is recommended that at least two members of the committee should be Past Presidents. The Interest Groups Chair, or another member appointed by the President, shall serve as chair of the Nominating Committee. This committee shall present its slate to the Governing Board and then submit the slate to the membership in writing no less than one week before the election. The slate of nominees shall be presented for election at the annual business meeting. The slate shall be the President; Vice President; Recording Secretary; Treasurer; Corresponding Secretary; Meeting Manager; Chairs for Budget, Communications, Interest Groups, Membership/Directory, Newcomers, and Scholarship; Assistant Treasurer; and the Assistant Chairs for Communications, Interest Groups, Membership/Directory, Newcomers, and Scholarship. If the committee is unable to present a full slate, the Nominating Committee shall continue seeking nominees until the Board has been filled.

### **Section 6. SCHOLARSHIP COMMITTEE**

This committee shall consist of the Scholarship Chair, Assistant Chair, and as many others as is deemed necessary, to be appointed by the President. The President of the Club may be a member of this committee. It shall review all applications and select recipients. It shall submit award winner information to all relevant colleges and departments for publication or publicity.

### **Section 7. FINANCE COMMITTEE**

This committee shall consist of the Budget Chair, Treasurer, Assistant Treasurer, Past President, President, and Vice President. It shall submit a budget to the Governing Board for approval at the first Board meeting of the Academic Year. The committee shall provide oversight for the Club's finances.

### **Section 8. PROGRAM COMMITTEE**

This committee shall consist of the Vice President, Meeting Manager, and Reservations Manager. It shall arrange the programs and the locations of the meetings for the Club Year, and all necessary activities for the meetings.

### **Section 9. SPECIAL COMMITTEES**

The President shall appoint such special committees as are necessary.

## **ARTICLE VII. INTEREST GROUPS**

### **Section 1. FORMATION**

If ten or more Club members are interested in a particular activity, a new interest group may be formed upon authorization of the Executive Committee.

### **Section 2. MEMBERSHIP**

All members of the interest groups must be members of the Club.

### **Section 3. DUTIES OF THE INTEREST GROUP CHAIR**

It shall be the responsibility of the Interest Group Chair to organize and administer the interest groups for the Program Year in accordance with the Standing Rules of the Club.

## **ARTICLE VIII. NEWCOMERS' GROUP**

### **Section 1. ELIGIBILITY**

Club members are eligible for membership in the Newcomers' Group during their first two full years at the University or their first two years in the Club.

### **Section 2. DUTIES OF THE NEWCOMERS CHAIR**

The Newcomers Chair shall have such powers and perform such duties as are consistent with the office.

## **ARTICLE IX. SCHOLARSHIP FUND**

### **Section 1. SOURCE OF SCHOLARSHIP FUNDS**

The Illinois Club shall maintain a separate fund for the purpose of offering financial assistance to needy and deserving students. The Scholarship Fund is an endowment consisting of annual contributions from the membership and may be augmented by gifts, bequests and designated memorials. It follows University of Illinois Foundation (UIF) rules. The Executive Committee may add Club funds to the Scholarship Fund from time to time.

### **Section 2. ADMINISTERING SCHOLARSHIP FUNDS**

The Scholarship Fund shall be administered and funds disbursed by the Scholarship Chair and the Treasurer of the Club. The Treasurer shall be responsible for tracking Club funds at the Foundation. The Scholarship Committee shall be responsible for the selection of the recipients. The Treasurer shall be responsible for presenting to the Board a suggested scholarship amount for discussion and approval.

### **Section 3. AWARDS**

Scholarships shall be awarded to students at the University of Illinois at Urbana-Champaign. Scholarship awards may be taken from the interest earned by the Scholarship Fund endowment, from current operating funds, donations, and/or savings at the recommendation of the Treasurer and the Scholarship Committee and upon approval of the Executive Committee. Setting of scholarship award amounts should be based on monies realized during prior Fiscal Years, and realistic expectations of income from the UIF.

## **ARTICLE X. DUES**

The Governing Board shall determine the amount of the annual dues. Dues are payable by July 1<sup>st</sup>. Members are welcome throughout the year; however, dues are not prorated. The Membership Year runs from July 1 – June 30.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

Roberts' Rules of Order Revised shall be the parliamentary authority in all matters not specified in the Constitution or Standing Rules of the Club.

## **ARTICLE XII. AMENDMENTS**

This constitution may be amended at any regular meeting of the Club by two thirds of the votes cast by the members present provided that the amendment has been approved by the Governing

Board and has been submitted to the membership in writing at least ten days prior to the meeting at which such proposed amendment is to be acted upon.

## **STANDING RULES**

### **Section 1. STATEMENT OF POLICY**

- A. Programs presented to the Club at large may involve payment of an honorarium to be determined by the Executive Committee.
- B. The Club shall not consider requests from any agency or group to:
  - 1. Conduct surveys.
  - 2. Have representation on board.
  - 3. Use membership lists.
- C. The Governing Board may consider requests from the University for volunteer help.

### **Section 2. MEMBERSHIP, DUES, AND GUEST FEES**

- A. Membership may be retained despite subsequent eligibility changes.
- B. Members with fifty (50) years of membership may be accorded reduced membership dues.
- C. The membership and mailing files shall be supervised by the Membership/Directory Chair.
- D. Guests may be invited by members to any meeting designated by the Governing Board as being open to guests. The Board shall determine the amount of the guest fee payable at the time of the meeting.

### **Section 3. REFUNDS**

- A. If a member resigns, full dues may be refunded upon request within two weeks of payment.
- B. Full refunds will be made for an event or tour if the refund request is made prior to the event's or tour's reservation deadline.

### **Section 4. INTEREST GROUPS**

- A. The duties of the Interest Groups Chair shall be as follows:
  - 1. Confirm that each interest group has selected a chair for the following year.
  - 2. Gather information for the Communications Chair, Webmaster, and Newcomers Chair concerning interest group programs and schedules.
  - 3. Verify the membership of each person attending interest group meetings and present this information to the Membership Committee Chair by November 1.
  - 4. Plan interest group registration at the first meeting of the Club.
  - 5. Send notice of delinquent dues to anyone attending an interest group meeting and deem ineligible any member whose Club dues have not been paid by November 1.
- B. Interest groups may be disbanded when there are fewer than ten members in the group.

### **Section 5. PUBLICITY, RECORDS, INVENTORY**

- A. The Communications and Assistant Communications Chair shall be responsible for newspaper and media publicity and for general supervision of the work of the Publicity Committee.
- B. The Historian shall keep a permanent record of the Club and shall determine what material is placed in the University of Illinois Library Archives at Urbana Champaign.
- C. There shall be an inventory of all equipment owned by the Club in the President's file with a duplicate in the Treasurer's file.

### **Section 6. CHANGES IN THE STANDING RULES**

- A. Standing Rules may be adopted, amended, or rescinded by the Governing Board by a majority vote of its total membership.

**Section 7. ELECTRONIC VOTING BY THE BOARD**

- A. Should a time-sensitive matter occur, the President may make proposals to the Executive Board or Governing Board via electronic means and call for a vote on such proposals.
- B. Electronic votes should be tallied by the President, and the results recorded at the next meeting of the Board.
- C. Board members without electronic access shall be informed in writing or by phone, and may vote in writing or by phone.
- D. A proposal is adopted when passed by a majority vote of the total membership of the respective Board.

**Section 8. VOTING RIGHTS**

- A. Both members of a couple's/partner's membership shall have full and equal voting rights.
- B. Reduced dues for golden memberships will not affect their full voting rights.
- C. Honorary membership entails no voting rights.
- D. Board members sharing a position are each considered to have a full and equal vote on the Board.
- E. A Board member serving in two or more capacities on the Board is considered to have only one vote.

**Section 9. WRITTEN NOTIFICATIONS**

- A. Written notification requirements can be met using all of one or a combination of paper and/or electronic methods.
- B. Notification of at least one member in a couple's/partner's membership meets the requirement for both.
- C. For changes to the Standing Rules or Constitutional amendments, written notification of the proposed changes should go to the Governing Board no less than two weeks before the changes are to be voted on.

**Section 10. SCHOLARSHIPS**

- A. All donations to The Illinois Club Scholarship Fund shall remain in the Fund. New clauses may be added to the Fund Agreement to deal with larger amounts as the Governing Board deems necessary.
- B. Scholarship Committee members with conflicts of interest must recuse themselves from voting on those candidates.

The Illinois Club Constitution

Enacted February 2, 2005

Amended October 10, 2007; March 7, 2009; May 7, 2009; April 28, 2010; May 3, 2012;  
May 14, 2015

Standing Rules Amended October 30, 2006; August 27, 2007; April 13, 2010; May 3, 2012;  
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