

Illini Union Board Bylaws

Illini Union Board Bylaws

ARTICLE I. NAME

The name of this body shall be the Illini Union Board (herein also referred to as IU Board).

ARTICLE II. PURPOSE

The purpose of this body shall be:

1. To conduct social, cultural, educational, and recreational activities and programs for all members of the University community, including students, faculty, staff and alumni;
2. To give advice in the employment of Program Coordinators (i.e., Program Advisors) and Illini Union Personnel as requested by the Illini Union Director.
3. To give advice and consent to the Illini Union Director in the employment and review of the Associate Director (Student Programs & Activities Department);
4. To advise the Chancellor in the appointment of the Illini Union Director;
5. To advise the Illini Union Director on matters of policy relating to the operation of the Illini Union. The Director will fully consult the IU Board on major policy matters.

ARTICLE III. MEMBERSHIP

Section A. Enumeration

The membership of this body shall consist of:

1. Thirteen students, two positions with priority to a graduate applicant. If no qualified graduate student applicant is available at the closing of the IU Board selection process, then the position may be filled by an undergraduate student applicant. Of these, six shall have had programming experience as defined in policies of the IU Board, and of those six, at least four must have gained that experience from within the Illini Union framework. These appointments shall be made by the IU Board.
2. One undergraduate student appointed by the Illinois Student Government;

3. One graduate student appointed by the Student Advising on Graduate Education;
4. Five non-student members:
 - a. Two faculty members appointed by the Chancellor of the Urbana-Champaign campus (or his/her designee);
 - b. A staff member appointed by the Chancellor of the Urbana-Champaign campus (or his/her designee);
 - c. Associate Vice Chancellor for Alumni Relations, or his/her designee;
 - d. A civil service representative appointed by the Staff Advisory Council
5. The Illini Union Director (*ex-officio*, non-voting);
6. The Illini Union Associate Director (Student Programs & Activities Department) (*ex-officio*, non-voting).

Section B. Terms of Office

1. Students selected by the IU Board shall serve one-year terms.
2. A term of office begins in May immediately following the annual IU Board Transition Banquet through the IU Board Transition Banquet the following May.
3. Illinois Student Government appointees shall serve one-year terms.
4. Faculty and Staff appointees shall serve two-year terms with a third year option.
5. Staff Advisory Council representative shall serve a three-year term.
6. Alumni Relations representative shall serve a one-year term with option for one-year renewal.
7. The term of office for ex-officio members is commensurate with their employment in their respective positions.

Section C. Attendance of All IU Board Members

1. A member of the IU Board shall be required to attend all meetings of the Illini Union Board and the committee(s) of which he/she is a member.
2. It is the responsibility of the chairperson of each Illini Union Board meeting to record and report **any** absences made by a Board member to the President. The President of the Illini Union Board will record any missed mandatory events as listed in II B-1. **Any board member absent**

for more than 25% of a full meeting/event will be recorded as absent for that meeting/event.

3. If the number of unexcused absences has reached five (5) total, the President will remove the member upon approval of the Executive Committee.
4. See Operations & Training Manual for details about unexcused and excused absences.
5. Any Executive Committee member shall be removed from the discussion and voting of his/her own Attendance Review Process.
6. If a Board member is removed by this process, he/she may not return to the Board for one consecutive term from the term of removal.
7. If a Board member has accumulated nine (9) total absences, either excused or unexcused per Illini Union Board term, the President will remove the member upon approval of the Executive Committee.

Section D. Vacancies

1. Vacancies of the IU Board-appointed student members that occur throughout the term shall be filled from the slate alternates according to the IU Board Selection Committee Guidelines and Procedures.
2. Vacancies in non-student membership must be filled by the appropriate body according to Article III, Section B.

ARTICLE IV. OFFICERS

Section A. Enumeration

The officers of the IU Board shall be the President, the Vice President for Policy, the Vice President for Programs, the Vice President of Internal Affairs and the Vice President for Finance.

Section B. Methods of Selection and Terms

1. The President, Vice President for Policy, Vice President for Programs, Vice President of Internal Affairs, and Vice President for Finance shall be elected through secret ballot by a simple majority vote of the IU Board at the IU Board meeting at which incoming members are approved for the following academic year, with the election being the last item of New Business on the agenda. The President should be a continuing voting member of the IU Board. The VP of Programs should be a director of 2 semester experience (other than director of marketing). If no appropriate candidate exists among the continuing voting members of the IU Board, incoming members or marketing director may be considered.

2. Officers shall serve at the pleasure of the IU Board, and, as all Board members, are subject to the IU Board Review Committee Guidelines and Procedures.

Section C. Officer Vacancies

Should the President's position become vacant, the Vice President for Policy shall fill the position. Should the Vice President for Policy position become vacant, a successor shall be elected through ballot by a simple majority vote of the IU Board at a special election held at the next regular IU Board meeting. Should the Vice President for Programs, Vice President of Internal Affairs or the Vice President for Finance position become vacant, the President shall appoint a successor with the advice and consent of the Executive Committee. These positions shall be filled by a member already on the IU Board.

Section D. Duties of Officers

1. President
 - a. Serve as Chair of Executive Committee and of IU Board:
 - i. Oversee record-taking process of committees including but not restricted to minute-taking, agenda creation (for IU Board 24 hours prior), and correspondence;
 - ii. Enforce Robert's Rules;
 - iii. Notify committee members of meeting times and dates and monitor attendance;
 - iv. Set yearly goals and monitor progress.
 - b. Serve on other policy committees.
 - c. Chair Executive Review Committee;
 - d. Chair Appointments Committee;
 - e. Appoint ad-hoc committee and Policy Committee members;
 - f. Recognize outstanding volunteers of the IU Board;
 - g. Function as official representative of the IU Board;
 - h. Meet regularly with both the Associate Director (Program Department) and the Illini Union Director;
 - i. Maintain regularly scheduled office hours;
 - j. Serve on other Illini Union, IU Board and University committees as needed;
 - k. Support other IU Board functions;
 - l. Compile and submit an annual report to the Vice Chancellor for Student Affairs.

2. Vice President for Policy
 - a. Serve as President of the IU Board upon request of the President;
 - b. Serve on Executive Committee;
 - c. Chair Policy Committee (meetings);
 - d. Chair Executive Committee if President is unable to
 - e. Maintain regularly scheduled office hours;
 - f. Serve on other Illini Union, IU Board and University committees as needed;
 - g. Support other IU Board functions;
 - h. Compile and submit an annual report to the IU Board President to be included in his/her report to the Vice Chancellor for Student Affairs;
 - i. Serve on Appointments Committee;
 - j. Set yearly goals and monitor progress;
 - k. Be familiar with Illini Union services and maintain communication to the Policy Committee;
 - l. Notify committee members of meeting dates and times and monitor attendance;
 - m. Oversee record-taking process of committee including but not restricted to minute-taking, agenda creation and correspondence;
3. Vice President for Programs
 - a. Conduct Program Council meetings;
 - b. Meet regularly with individual IU Board Program Advisors;
 - c. Monitor general IU Board recruitment;
 - d. Develop new program ideas;
 - e. Serve on Executive and Policy Committees;
 - f. Act as liaison between students and staff;
 - g. Maintain a student program director's position in case of vacancy, until a successor is appointed;
 - h. Conduct annual program area evaluations;

- i. Oversee record-taking process of committees;
- j. Notify members of meeting times and dates;
- k. Set yearly goals and monitor progress;
- l. Maintain office hours;
- m. Conduct mid-year evaluation of program directors in cooperation with staff advisors;
- n. Oversee activities of program directors;
- o. Function as manager of program directors;
- p. Attend programs as often as possible;
- q. Serve on other Illini Union, IU Board and University committees as needed;
- r. Compile and submit an annual report to the IU Board President to be included in his/her report to the Vice Chancellor for Student Affairs;
- s. Serve on the Appointments Committee;
- t. Organize and coordinate committee chair attendance at Program Council.

EST 4.

Vice President of Internal Affairs

- a. Oversee the recruitment/retention of IU Board members including, but not limited to executive board members, directors, committee members, volunteers, etc;
- b. Plan the General Member Meetings in collaboration with the President, the Vice President of Policy, the Vice President of Programs, and the Vice President of Finance;
- c. Develop a point system or equivalent to ensure members at all levels truly feel a part of and accountable to the IU Board;
- d. Serve on Program Council (PC);
- e. Serve on the Executive Committee;
- f. Serve on the Policy Committee;
- g. Serve as the official Chairperson for the Appointment Committee for any unexpected vacancies and the annual New Member Selection Process in consultation with the President of the IU Board;
- i. Develop the IU Board Director Application

- ii. Review the IU Board Director Applications
 - iii. Produce a Director Slate to be approved at Full Board
- h. Plan and Oversee the IU Board Fall/Spring Retreats;
 - i. Plan the IU Board Transition Banquet and subsequent transition documents;
 - j. Promote cohesion and collaboration amongst IU Board members.
5. Vice President for Finance
- a. Be familiar with the Illini Union Budgets;
 - i. Meet with Union administrators as necessary
 - ii. Establish a pattern with IU Board staff to review monthly income statements housed in the Program Department.
 - iii. Review budget materials as available and consult with Program Department staff.
 - b. Be familiar with IU Board programs paying particular attention to the way in which all programs impact finances of the IU Board;
 - i. Review program requests and monitor the progress of activities comparing actual cost with budgetary provisions.
 - ii. Consult with program directors and staff persons when questions arise.
 - c. Coordinate the development of the annual IU Board budget;
 - i. By the end of the fall semester, prepare a suggested timeline and method to complete the process.
 - ii. Inform program directors of tentative level of expenditures based on program history and projected fund balances.
 - d. Serve on Program Council as a budgetary resource;
 - e. Serve on Policy Committee;
 - f. Serve on Executive Committee;
 - g. Serve on other Illini Union, IU Board and University committees as needed;
 - h. Coordinate corporate co-sponsorships as necessary; develop a plan for the current fiscal year's corporate co-sponsorships as necessary.

ARTICLE V. MEETINGS

As IU Board is an officially recognized/sanctioned entity of the state, all meetings shall abide by Illinois's Open Meetings Act.

Section A. Regular Full Board Meetings

1. The IU Board shall hold regular meetings. (See Operations & Training Manual)
2. The date, time and location of all regular meetings shall be determined at the beginning of each semester by the President with the advice of the Executive Committee and the Illini Union Director (or his/her designee), and the consent of the IU Board. Notices of the IU Board meetings will be posted at the start of each semester on the IU Board website and placed in the daily notice section of the campus newspaper.
3. It shall be the general policy of the IU Board and any of its committees to keep all meetings open to the press and public. This policy applies to any meetings of the IU Board or any of its committees, except as specified in Article V, Section C, 1 below.

Section B. Special Full Board Meetings

1. Special meetings of the IU Board may be called by the President with the consent of the Executive Committee and shall be called by the President if one-fourth of the membership of the IU Board submit and sign such a request in writing.
2. The only items permitted on the agenda of special meeting shall be those for which the special meeting was specifically called. The items shall be designated in writing by those requesting the meeting. The IU Board shall be informed in advance about the items to be considered, and why it is necessary to consider the items at a special meeting, as opposed to the next regular IU Board meeting.
3. Notice of special meetings of the IU Board must be given at least 48 hours in advance and must be posted on the IU Board website and placed in the daily notice section of the campus newspaper.

Section C. Executive Session

1. The portion of a meeting as described below may be closed to the public and the press:
 - a. A meeting in which the rights of an individual(s) are discussed in an adjudicatory setting, including dismissal, tenure, promotion, sanction and investigation of charges;
 - b. A meeting in which contractual negotiations are in process;
 - c. A meeting in which lawsuits, other legal negotiations, or acquisitions of real property is considered.
 - d. A meeting directly relating to campus security or to the safety of students or staff:

- e. A meeting in which matters are discussed which, if discussed in public, would be likely to affect the reputation of any person;
 - f. A meeting held to consider information regarding the appointment, employment, or dismissal of an employee or officer, or to hear testimony on a complaint lodged against an employee or other officer to determine its validity.
2. No final action may be taken during an executive session.
 3. At any time during executive session, an IU Board member may move to terminate the executive session on the grounds that:
 - a. The topic under consideration is of sufficient concern to the general public as to warrant an open hearing;
 - b. The topic under consideration does not fall under any of the classifications enumerated in Article V, Section C.
 4. A majority vote shall be required to sustain a motion made in accordance with Article V, Section C.

ARTICLE VI. COMMITTEES

Section A. Standing Committees

1. Enumeration

There shall be the following standing committees of the IU Board:

- a. Executive Committee;
 - b. Program Council;
 - c. Policy Committee;
 - d. Appointments Committee
2. Voting Privileges
 - a. Voting membership on standing committees of the IU Board, excluding Faculty-Staff Social Committee (see Article IV, Section B), shall be restricted to the IU Board voting membership of committee members except as herein provided.
 - b. By a two-thirds majority of those present and voting, the IU Board may extend committee voting privileges to any ex-officio member of the standing committee:
 - c. The above provisions shall in no way prohibit the IU Board from extending non-voting committee membership privileges to anyone the IU Board chooses.

3. Composition

- a. The Executive Committee shall be composed of:
 - i. the executive officers of the IU Board;
 - ii. one non-student Board member;
 - iii. the Illini Union Director (*ex-officio*, non-voting);
 - iv. the Associate Director (Student Programs & Activities Department, *ex-officio*, non-voting)

- b. Program Council shall be composed of:
 - i. the Vice President for Programs;
 - ii. the Vice President of Internal Affairs
 - iii. the Vice President for Finance;
 - iv. all program directors (see Operations & Training Manual)
 - v. up to two (2) non-student members;
 - vi. the Illini Union Director and the Associate Director (Student Programs & Activities Department) (both *ex-officio* non-voting);

- c. Policy Committee shall be composed of:
 - i. the IU Board President;
 - ii. the Vice President for Policy;
 - iii. the Vice President for Programs;
 - iv. the Vice President of Internal Affairs
 - v. the Vice President for Finance;
 - vi. between one (1) and three (3) additional student Board members, to be selected by Full Board at the start of the term;
 - vii. between one (1) and three (3) non-student Board members;
 - viii. Illini Union tenants as approved by the Executive Committee;
 - ix. the Illini Union Director and the Associate Director (Student Programs & Activities Department) (both *ex-officio*, non-voting);

4. Duties of the Standing Committees

- a. Executive Committee;
 - i. Organizational evaluation, e. g. review Program Council, Policy Committee and;
 - ii. Maintain organizational records for the year;
 - iii. Set agenda for the full IU Board meeting;
 - iv. Review annual program budgets and make recommendations to the IU Board;
 - v. Collaborate with SOC for space allocation recommendations,
 - vi. Set organizational goals and monitor progress of the Program Council, the Policy Committee and other special or ad hoc committees;

- b. Program Council
 - i. Direct, manage and promote the programs and program expectations as directed by the IU Board;
 - ii. Review and approve Program Proposals submitted by each area
 - iii. Monitor and counsel area directors on their progress as relating to their approved program proposals
 - iv. Prepare annual budget and recommend program expectations to the IU Board for the fiscal year;
- c. Policy Committee
 - i. Advise the Illini Union Director on the operation and use of the Illini Union facilities;
 - ii. Advise the Illini Union Board on its operations and guidelines;
 - iii. Familiarize itself with the Illini Union budget and make any recommendations concerning the budget to the Illini Union Director.

Section B. Summer Board

During the summer months (from the last official meeting of the IU Board in the Spring semester until the first official meeting of the IU Board in the following Fall semester) an Illini Union Summer Board will be appointed by the IU Board at the last official meeting of the Spring semester, at which time they shall be charged by the IU Board with specific duties and responsibilities. Chair for the Summer Board will be appointed by the IU Board President with approval of the Executive Committee.

Section C. Selection Committee

1. The Selection Committee will be chaired by the Vice President of Internal Affairs or his/her appointee. Members of the Selection Committee shall consist of any member of the IU Board.
2. Voting privileges shall be exercised as follows:
 - a. Voting privileges in the final selection process can be exercised only by those who have participated in **all** the pre-screening procedures and have attended **all** candidate interviews.
 - b. Union staff members may voice their opinions, but may not officially vote in the final selection process.
3. The slate of candidates shall be presented to the IU Board for approval at the first full Board meeting following the completion of the Selection Process. The slate shall not be previously presented to the Executive Committee.

Section D. Appointments Committee

The IU Board Appointments Committee shall consist of the current Executive Committee and the Executive Committee-Elect. This committee shall make recommendations for appointments to the Policy Committee and Program Council. The appointment slate shall be presented at the first IU Board meeting following the completion of the selection slate. The slate shall not be previously presented to the Executive Committee. The appointment slate must be approved by a simple majority of the IU Board. An ad hoc appointment committee can be created to fill vacancies as needed.

Section E. Special Committees

1. With the advice and consent of the IU Board, the President may establish special committees to perform such duties as the IU Board may from time to time direct. The chairpersons and members of special committees shall be appointed by the IU Board President with the advice of the Executive Committee and the consent of the IU Board.
2. The IU Board Review Committee shall be composed of the President, the Vice President for Policy, the Vice President for Programs, Vice President of Internal Affairs, Vice President for Finance, and at least one non-student member of the IU Board. This committee shall adhere to and function according to the IU Board Review Committee Guidelines and Procedures.

ARTICLE VII. RULES OF ORDER

Section A. Reference

All business coming before the Board shall be conducted according to Robert's Rules of Order, Newly Revised, except as modified by the Board. (See Operations & Training Manual)

ARTICLE VIII. AMENDMENTS TO AND RESCISSION OF BYLAWS

Section A. Motions to Amend

All recommendations to amend these bylaws shall be referred to the Executive Committee for consideration. The Executive Committee will discuss this recommendation and return to the next regular IU Board meeting with a motion either opposing the recommendations, supporting the recommendation, or supporting a revised version of the recommendation.

Section B. Quorum to Amend

A motion to amend these bylaws shall require a two-thirds vote of the voting membership of the IU Board for passage and shall take effect immediately thereupon.

Section C. Revisions

The Vice President for Policy (or his/her appointee) will be responsible for revising bylaws to reflect any amendments, deletions or other changes. He/she will also be responsible for informing the Vice Chancellor for Student Affairs of these changes. Upon receipt of approval from the Vice Chancellor, the Vice President for Policy (or his/her appointee) will distribute copies of the revised bylaws to the IU Board membership and to other pertinent offices. The revised version of the bylaws shall be presented at the next regular IU Board meeting.

Section D. Rescission of Bylaws

All bylaws of the IU Board and all resolutions, motions, or orders heretofore passed, inconsistent with the provisions of these bylaws, are hereby repealed as of 02/16/88.

[Editor's Note: Whatever is herein referred to as a policy or a guideline may be found in the IU Board Operations & Training Manual.]

Finalized 03/1988; Approved by IUB and Vice Chancellor for Student Affairs, Fall 1988.

Revised 11/1993

Revised 08/1996

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