

1 **Phoenix Illini Club** 2 **BY-LAWS**

3 **ARTICLE 1. NAME**

4 The name of this organization shall be the Phoenix Illini Club.

6 **ARTICLE 2. PURPOSE**

7 The purpose of this club as a non-profit organization will be to encourage and support the educational purposes of
8 the University of Illinois, to cultivate friendship and fellowship among the members of the club, and to express
9 loyalty to, and promote the welfare of, the University of Illinois.

10 **ARTICLE 3. MEMBERSHIP**

11 All graduates, former students, and friends of the University of Illinois are eligible for membership in this club.
12 Membership fees are collected annually via <https://phoenix.illiniclub.org/> and managed by the Phoenix Illini Club
13 Administrator and elected Board of Directors (BOD).

16 **ARTICLE 4. OFFICERS**

17 The officers of this club will consist of a President, Communications Officer, Treasurer, Secretary, and Events
18 Officer; all of whom must hold membership in the University of Illinois Alumni Association (UIAA) and current
19 member of the Phoenix Illini Club.

20 **ARTICLE 5. DUTIES OF ELECTED OFFICERS**

21 **SECTION 1: PRESIDENT**

22 The President will perform duties that generally pertain to the office of President, including any duties specified
23 herein. The President will preside at all meetings of the Club, will be the Chairperson of the Board of Directors, ex-
24 officio member of every committee, signee on all financial accounts, and attend or delegate representation for
25 club activities including named on bank, investment, insurance, and any other accounts applicable.

27 **SECTION 2: COMMUNICATIONS OFFICER**

28 The Communications Officer shall be responsible for maintaining the official membership roster via the UIAA
29 administration tools, adhering to privacy and security guidelines, and directing all club communications including
30 emails, e-blasts, websites, social media, and telephone calls. The Communications Officer shall employ technology
31 for use by the Club (i.e., Zoom, Outlook, Facebook, Instagram, UIAA website administration) and be a co-Chairman
32 of the Communications & Membership Committee. The Communications Officer will preside over activities related
33 to the maintenance of the UIAA administration tool, Head Administrator (Board appointed position),
34 communications, and coordinate directly with the Events Officer to maintain consistency and awareness for the
35 Board and our members, vendors, and constituents.

37 **SECTION 3: TREASURER**

38 The Treasurer will supervise all receipts, expenditures, payments, and financial arrangements for all meetings,
39 programs, and events. The Treasurer shall be Chairman of the Finance Committee when applicable. The Treasurer
40 shall approve expenses for Club events prior to any commitments being made and named on bank, investment,
41 insurance, and any other accounts applicable. The Treasurer shall train a "back-up" Treasurer and Club President
42 to perform all duties as listed to support the continuous function of the Board and Club.

44 **SECTION 4: SECRETARY**

45 The Secretary will maintain minutes of all club and board of directors' meetings. The Secretary is responsible for
46 event reporting to the UIAA for events (Athletic, Cultural, Social, Networking, Volunteer) for non-reimbursement
47 and re-imbursement within 30 days to comply with UIAA hosted event requirements. [https://uiaa.org/club-](https://uiaa.org/club-resources-information/forms/)
48 [resources-information/forms/](https://uiaa.org/club-resources-information/forms/).

50 **SECTION 5: EVENTS OFFICER**

51 The Events Officer shall be responsible for maintaining an official events schedule, coordinating events with the
52 Board and applicable vendors, identifying and organizing event volunteers, working directly with the
53 Communications Officer to ensure events are properly scheduled, communicated, and pre-event activities have
54 been completed. The Events Officer shall be a co-Chairman of the Communications & Membership Committee.

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56 **ARTICLE 6. BOARD OF DIRECTORS**

57 **SECTION 1:** The Board of Directors will consist of the Officers, standing Committee Chairpersons and as many other
58 members as are elected or appointed. Each member shall be a member of the University of Illinois Alumni
59 Association.

60 **SECTION 2:** The Board of Directors will have full power to fill all vacancies as needed.

61 **SECTION 3:** All Officers, Committee Chairs, and Board members serve at the pleasure of the Board of Directors.

62 **SECTION 4:** The Board of Directors is responsible for all club income, expenses, and financial obligations. All
63 expenditures must be approved by two members of the Board and/or President and one other member of the
64 Board of Directors.

65 **SECTION 5:** The Board of Directors will meet at least two-times within a calendar year. Such meetings are to be
66 held at such time and place as will be determined by the President, with approval of the Board of Directors. A
67 meeting of the Board of Directors may be called either by the president or by two (2) members of the board.

68 **SECTION 6:** A Code of Conduct will be applicable to all club affiliates including the Board of Directors (elected or
69 appointed), club members, or any individual functioning as a constituent/representative of the Phoenix Illini Club.
70 This Code of Conduct ensures accountability, promotes ethical behavior and professionalism, adherence to policies
71 of confidentiality (privacy and security), integrity, respect, fiduciary care, compliance, disclosure of any conflicts of
72 interest related to but not limited to club events, communications, membership, and/or finances.

73 **SECTION 7:** The Board of Directors can remove an individual from their elected or appointed position by a formal
74 vote of "no confidence" by the Board of Directors with a majority vote at any time without cause.

75 **ARTICLE 7. COMMITTEES AND APPOINTMENTS**

76 The President, with the approval of the board of directors, will appoint such committees as needed to carry out
77 the aims and objectives of the Club and to properly administer its affairs. Committees will evolve over time
78 depending upon the club membership and needs.

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80 **SECTION 1:** The Board of Directors will appoint a Head Administrator to work directly with the Communications
81 Officer and Events Officer who will be a member of the to the Communication and Membership Committee. This
82 appointed position will be the single point of contact to resolve technical issues and help desk trouble-shooting
83 activities for users of the UIAA administration tools, host training sessions for the Board on the use of the UIAA
84 administration Tools, continuously monitor security and privacy guidelines for our members and their data,
85 support the BOD and Committees with their administrative tasks, provide system reports related to membership
86 counts, renewals, Event RSVP counts. The Head Administrator shall train a "back-up" Administrator to perform all
87 duties as listed to support the continuous function of the Board and Club.

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89 **SECTION 2:** The Board of Directors will appoint a Membership and Outreach Coordinator to work directly with the
90 Communications Officer and Events Officer who will be a member of the to the Communication and Membership
91 Committee. This appointed position will schedule, host, provide post event reporting, feedback to the BOD
92 regarding the outreach events, and provide additional support to the BOD and Club as required.

93 **ARTICLE 8. FISCAL YEAR**

94 The membership year and fiscal year shall be the calendar year. UIAA reimbursement funding is available July 1 –
95 June 30.

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97 **ARTICLE 9. ELECTIONS**

98 The Board of Directors will be elected or appointed when applicable and hold office until the successors have been
99 officially announced and transitions are complete. If a position vacancy occurs, the Board of Directors will be
100 appointed and considered a member until the next election/appointment activity.

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102 **ARTICLE 10. ADOPTION**

103 The By-Laws are officially adopted by the Club upon its approval by a majority vote of the Board of Directors. The
104 By-Laws will be reviewed annually, updated, versioned, voted upon and documented by the Board and within BOD
105 Meeting Minutes.

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107 **ARTICLE 11. BY-LAW CHANGES**

108 The Board of Directors may implement immediate changes in the By-Laws, documented and shared with the club
109 members. By-Laws will not be inconsistent or contradictory to the spirit and intent of the By-Laws of the University
110 of Illinois Alumni Association (UIAA).

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112 **ARTICLE 12. WORKING PROCEDURES**

113 Membership in the Club is open to all former students, graduates and friends of the University of Illinois. This
114 includes all campuses. Individuals or families may join. When both spouses qualify for membership, they do not
115 each have to join individually-they can join as a family.