Phoenix Illini Club
BY-LAWS

ARTICLE 1. NAME

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

ARTICLE 2. PURPOSE

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

ARTICLE 3. MEMBERSHIP

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

ARTICLE 4. OFFICERS

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

ARTICLE 5. DUTIES OF ELECTED OFFICERS

SECTION 1: PRESIDENT

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

SECTION 2: COMMUNICATIONS OFFICER

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

SECTION 3: TREASURER

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

SECTION 4: SECRETARY

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

SECTION 5: EVENTS OFFICER

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

ARTICLE 6. BOARD OF DIRECTORS

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

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

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

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

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

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

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

ARTICLE 7. COMMITTEES AND APPOINTMENTS

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

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

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

ARTICLE 8. FISCAL YEAR

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

ARTICLE 9. ELECTIONS

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

ARTICLE 10. ADOPTION

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

ARTICLE 11. BY-LAW CHANGES

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

ARTICLE 12. WORKING PROCEDURES

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