

**Bylaws of the
University of Illinois at Chicago
Honors College Alumni Association**

Article 1 - Name and Objectives

Section 1.1 – Name

The name of this organization shall be “The University of Illinois at Chicago Honors College Alumni Association” (HCAA). It shall here after be referred to as “HCAA.” The HCAA shall be a constituent group of the University of Illinois Alumni Association (UIAA).

Section 1.2 – Purpose

The purpose of the HCAA is to further the goals and mission of the UIC Honors College through the development and promotion of alumni involvement in college, university, and UIAA activities.

Article 2 - Eligibility and Membership

Section 2.1 – Eligibility

All UIC Honors College and James Scholars alumni who are members of the University of Illinois Alumni Association are members of the HCAA. The Dean of the Honors College and the Dean’s alumni relations designee shall be ex-officio members of the HCAA. The HCAA board shall also have the right to elect a person to honorary membership by a two-thirds vote.

Section 2.2 – Membership

HCAA members have the right to vote and right to hold HCAA offices. Ex-officio members are not eligible to vote or hold HCAA office. Dues are set by the University of Illinois Alumni Association.

Section 3.1 – Officers

The officers of the HCAA shall consist of a President, Vice President, Treasurer and Secretary. The officers constitute the ‘board’ of HCAA, should be actively involved in HCAA, and attend a majority of regular meetings.

Section 3.2 – Terms of Office

The officers shall serve for a period of **two years** or until their successors are duly elected and qualified.

Officers may succeed themselves in office for up to **one additional term**. Candidates elected shall be installed during the meeting immediately following the election.

The president shall, each year, determine a nominating committee consisting of **no less than** three people. This committee shall be responsible for identifying and soliciting potential candidates for board office.

In the event of a vacancy in one of the officer positions, the remaining HCAA officers may designate a replacement to fulfill the remaining term.

Section 3.3 - Powers and Duties

The officers of the HCAA shall have the usual duties for such offices, including but not limited to those outlined in these Bylaws. **The current officers shall have the ability to extend the term of one of their fellow officers upon the majority vote of the remaining officers.**

Section 3.4 – President

The President:

- a. provides leadership and is responsible for the HCAA activities and projects
- b. presides at HCAA meetings
- c. sets the agenda for HCAA meetings
- d. appoints ad hoc committees to carry out the duties of the HCAA with consent of the officers

Section 3.5 – Vice President

The Vice President:

- a. acts as presiding officer in the absence of the President
- b. assists the other officers in carrying out their duties
- c. performs duties that the board may designate

Section 3.6 –Treasurer

The Treasurer:

- a. oversees the financial affairs of the HCAA in compliance with UIAA guidelines
- b. monitors the financial status of the HCAA, and periodically reports to the board on the financial status of the group
- c. works with alumni relations representative on fundraising initiatives
- d. performs duties that the board may designate

Section 3.7 – Secretary

The Secretary (to be filled by the Honors College alumni relations designee):

- a. sends notices of events and board meetings to all interested parties
- b. keeps and distributes minutes of all meetings
- c. notifies the UIAA of all HCAA meetings and activities
- d. maintains list of contact information for all board members and members at-large

Article 4 – Meetings, Attendance, Voting

Section 4.1 – Board Meetings

The HCAA shall convene for at least 3 regular meetings per year. One of said meetings shall be designated as the 'Annual Meeting'. Additional meetings and special events shall be convened at the discretion of the President.

Officers are required to attend at least two meetings per year. If any officer fails to attend three consecutive board meetings, the HCAA may remove the officer by a vote of the majority of members present at a regular or special meeting of the board.

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Meetings are usually scheduled during the months of the academic year (August- May). All meetings shall be open to any Honors College or James Scholars alumni who are eligible for membership in the HCAA.

Section 4.2 – Quorum

A quorum, defined as at least two officers and at least two regular members of the HCAA, shall be required in order for the HCAA to transact business at any meeting.

Section 4.3 – Special Meetings

Special meetings may be called at the discretion of the President or with the written request of no fewer than three HCAA members.

Section 4.4 – Voting

Voting may be in person or by proxy, including electronic communication. All active members of the HCAA shall be entitled to vote on any matters put before the HCAA at the meetings in person, or may send a proxy vote to the Secretary/Treasurer or alumni relations designee.

Article 5 – Campus Alumni Advisory Board (CAAB) Representation

Section 5.1- Campus Alumni Advisory Board (CAAB)

The President may appoint any active member of the HCAA to serve as representative on the Campus Alumni Advisory Board (CAAB).

Article 6 – Amendment of Operating Bylaws

Section 6.1 – Amendments

The HCAA will review the Bylaws at least once a year. These Bylaws may be amended at any time by a 2/3 vote of the members at any meeting where quorum is met, thirty days after publication and announcement of the proposed amendment to the HCAA members.