

The mission of the University of Illinois Alumni Association (UIAA) is to enhance and advance the relationship between the University of Illinois and all of its alumni, and to inspire lifelong loyalty and pride among alumni and friends by strengthening their continued relationship with the University in every way.

SECTION ONE

Name, Purpose and Objectives of the Liberal Arts and Sciences Alumni Association Board of Directors

Section 1.1 Name and definitions

The name of this organization shall be “The University of Illinois at Chicago (UIC) College of Liberal Arts and Sciences Alumni Association Board of Directors (LASAA-BOD). Throughout this document, this organization shall be referred to as “LASAA-BOD.” The LASAA is an approved constituent group of the University of Illinois Alumni Association, while the LASAA-BOD is the governing body over the LASAA.

- a. **University of Illinois Alumni Association- UIAA-** governs over and sponsors activities of the LASAA-BOD
- b. **Board of Directors- BOD-** alumni and friends of LAS who have been voted into office to lead the LASAA. Members are required to be sustaining members of the UIAA annually during their term of service. The Board of Directors shall consist of no less than five members, with the goal of diversity in representation. The BOD diversity should reflect the diversity found in the student body of the College of LAS. There will also be one representative from the Student Alumni League (SAL) and one from the Dean of LAS or the Dean’s designee. The Dean or the designee shall serve in an ex-officio capacity.
- c. **Liberal Arts and Sciences Alumni Association- LASAA-** these are general members of the UIAA designated as LAS alumni and friends. UIC LAS alumni are considered members of the LASAA.
- d. **LASAA-BOD Auxiliary Members-** these are general members of the UIAA who are non-voting members of the LASAA-BOD who wish to volunteer their time via BOD committees and/or various volunteer opportunities
- e. **LASAA-BOD College of LAS Dean’s designee-** non-voting member

Section 1.2 Purpose

The purpose of the LASAA-BOD is to further the goals and mission of the UIAA and support and strengthen the College of LAS.

Section 1.3 Objectives. The objectives of the LASAA-BOD

- a. help maintain and enhance lifelong relationships between UIC and LASAA alumni
- b. ensure and enhance communications and connection with LASAA alumni;
- c. solicit and recruit candidates for award recognition;
- d. recognize and celebrate the achievements and contributions of LASAA alumni and friends;
- e. promote contributing membership in the UIAA,
- f. assist UIC and LAS in accomplishing specific goals set as priorities

SECTION 1.4 Power and Duties

The Board shall have complete control of all business, financial, and other affairs of the LASAA, in accordance with standards established by the University of Illinois Alumni Association. When funding is provided by the Dean of LAS, the university liaison will have complete control of those finances, maintaining close communication with the LASAA-BOD Treasurer.

LASAA by laws

Ratified 22 March 2010

SECTION TWO

Membership Requirements

Section 2.1 Application Process

All Board members will be responsible for identifying and recommending interested LAS Alumni (“Potential Members”) for membership and Officer positions. All Potential Members will initially be required to attend a meeting of the current LAS Board of Directors before submitting a formal application. After the meeting, the Dean’s Designee (“Liaison”) will contact the Potential Member, secure their interest in the Board, and request that he/she apply for membership.

The LAS Executive Board will then review the application, and if approved, the Potential Member’s application will be voted on by the LAS Board of Directors. A simple majority is required to approve membership to the Board. The newly elected Board member will be required to: 1) sign the Board member expectations, 2) join the UIAA at the Sustaining Member level or higher, and 3) make an annual contribution to the LAS Annual Fund.

Section 2.2 LAS Annual Gift

The LASAA-BOD members are required to make an annual gift that is meaningful to them each year to the Fund for LAS. Gifts are then utilized by the Dean of LAS to assist in College initiatives.

SECTION 2.3 Board Meetings

The Board shall convene at least six (6) regular meetings per year. Directors are required to attend at least four (4) meetings per year. If any Director fails to attend three consecutive regular meetings of the Board, the Board may remove that Director by a vote of a majority of the Directors present at a regular or special meeting of the Board at which a quorum is present.

Every Board member is expected to attend regularly scheduled or special meetings. If a Board member is not able to attend a scheduled meeting, he/she should notify the President, the Secretary or the university liaison, in a timely manner.

Every Board member may attend one (1) of the six (6) regular meetings via phone. The university liaison should be informed of this request with a minimum of 24 hours notice if possible.

Section 2.4 Project and Attendance at Non-Meeting Event

Each LASAA-BOD member is required to allocate his/her time to at least one LAS based project per year of his/her term that is meaningful to him/her. Examples include, but are not limited to, Merit Award Applications review, managing the welcome table at an event, or staffing the Move-In Day for new students. In addition to this, attendance at a minimum of two LASAA-BOD events (non-Board meeting) is required of each Director in each fiscal year (from July through June).

Section 2.5 Annual Meeting

At least one meeting held by the LASAA-BOD shall be designated as the annual meeting. LASAA members shall be notified at least two weeks in advance of the time and place of this meeting.

Section 2.6 Voting

Voting may be in person or by proxy, including electronic communication. All active members of the LASAA-BOD shall be entitled to a vote on any matters put before the LASAA-BOD. Proxy votes must be specific.

Section 2.7 Quorum

A quorum, defined as more than one half the BOD of the LASAA, shall be required in order for the LASAA-BOD to transact business at any board meeting.

Section 2.8 Special Meetings

Special meetings may be called at the discretion of the President or within thirty (30) days after the President receives a written request from no fewer than three Board members.

Section 2.9 Terms of office

LASAA-BOD members shall be eligible for re-election to two (2) consecutive terms.

Section 2.11 Vacancies

In the event of a vacancy on the Board, the Board may, by a two-thirds (2/3) vote elect another LASAA member to serve until the next regular election of the LASAA.

Section 2.12 Board removal and discipline

LASAA-BOD members may bring their concerns about a fellow board member who is possibly in breach of the code of conduct or bylaw's at any time. The member should contact the President, Vice President or Liaison to set up a meeting to discuss the matter and draft a written report. At this time, the member in question will be notified of the complaint in writing and have a formal meeting to discuss his/her role in the matter and draft a written report. Both of these reports will be sent to the Executive Officers for review. The Executive Officers will vote on the appropriate course of action (written warning, board removal, etc). The member in question will be notified in writing of the outcome of this voting, with the decision taking effect immediately. The final determination of the vote will then be shared with the entire LASAA BOD.

If the member in question is on the Executive Board, the President will call for a majority vote of the entire LASAA-BOD. If the President is in question, the Vice President will call for a majority vote of the entire LASAA-BOD. If the university liaison is in question, the President will address the concerns of the group with the liaison's manager in the LAS Office of Advancement.

For membership matters, including missed meetings, attendance problems, annual gift problems or non compliance with UIAA membership, the Executive Board shall review the board member's status and set up a meeting to discuss his/her performance and draft a written report. The executive board shall then vote on the course of action most appropriate for the situation (probationary period, board removal w/option to reapply, board removal w/o option to reapply).

If the member in question is on the Executive Board, the President will call for a majority vote of the entire LASAA-BOD. If the President is in question, the Vice President will call for a majority vote of the entire LASAA-BOD. If the university liaison is in question, the President will address the concerns of the group with the liaison's manager in the LAS Office of Advancement.

Board removal is the last measure that should be taken. If there is a question of anyone's code of conduct/by laws being breached, that person should be addressed directly when possible. LASAA-BOD members may bring their concerns to the President, Vice President and/or the liaison at any time.

SECTION THREE

Executive Officers, Terms, and Powers and Duties

Section 3.1 Executive Officers

The executive officers of the LASAA-BOD shall consist of a President, Vice-President, Secretary and Treasurer. The officers must be actively involved in the LASAA-BOD for one term of twelve (12) months before eligibility for one of these positions.

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. They shall be eligible for re-election to two (2) consecutive terms.

Officers may succeed themselves in office for one additional consecutive term. Candidates elected shall be installed at the meeting at which the results of the election are determined.

Section 3.3 Elections

Elections shall be held at the annual meeting each year. Each term will begin on July 1st of the election year.

Section 3.4 Powers and Duties

The officers of the LASAA-BOD shall have the usual duties for such offices, including but not limited to the duties provided for in these Bylaws.

- a. The President:
 - a. provides leadership and takes overall responsibility for LASAA-BOD activities and projects
 - b. sets an annual plan of goals and objective for the LASAA-BOD
 - c. presides at LASAA-BOD meeting and events;
 - d. appoints ad hoc committees to carry out duties of the LASAA-BOD with approval of the Board.
- b. The Vice-President:
 - a. acts as the presiding officer in the absence of the President;
 - b. assists the chair to carry out his/her responsibilities;
 - c. performs duties that the Board may designate.
- c. The Secretary:
 - a. works with the liaison to coordinate meeting dates and mailing notices of events and Board meetings;
 - b. submits notice of meeting date, time and place to members of the Board no less than two weeks in advance of regular Board meetings and no less than one week in advance for special Board meetings;
 - c. records minutes/summaries of all Board meetings; and
 - d. performs duties that the Board may designate.

- d. The Treasurer:
 - a. oversees the financial affairs of the LASAA-BOD in compliance with the UIAA for the collection, safekeeping, and disbursement of funds of constituent groups;
 - b. prepares an annual budget for the LASAA-BOD that is presented and voted on by the board each Fall
 - c. monitors expenses and revenue
 - d. monitors the financial report of the LASAA-BOD as prepared by the UIAA, and periodically reports to the Board and the membership of the LASAA on the status of its account; and
 - e. performs duties that the Board may designate.

SECTION FOUR

SECTION 4.1 Campus Alumni Advisory Board (CAAB) representative

The LASAA-BOD will have one member representative on the Campus Alumni Advisory Board. The CAAB representative will be nominated by the President, and voted upon by the Board.

SECTION FIVE

Publications and Records

SECTION 5.1 Publications and Records

The LASAA-BOD may publish in accordance with the UIAA communications and publications committee policies and guidelines such as newsletters, pamphlets, and electronic publications.

SECTION SIX

Amendment of Operating Bylaws

SECTION 6.1 Amendments

The LASAA will formally review the Bylaws at the annual meeting. These Bylaws may be amended at any time by a two-thirds (2/3) vote of the voting members of the Board thirty (30) days after publication of the proposed amendment(s).

LASAA-BOD

Board Member Expectations:

- Must be in good standing with the University of Illinois at Chicago and the University of Illinois Alumni Associations
- Must be a sustaining member of the University of Illinois Alumni Association on an annual basis.
- Members are required to make an annual gift that is meaningful to them each year to the Fund for LAS.
- The Board shall convene at least six (6) regular meetings per year. Directors are required to attend at least four (4) meetings per year. *(If any Director fails to attend three consecutive regular meetings of the Board, the Board may remove that Director by a vote of a majority of the Directors present at a regular or special meeting of the Board at which a quorum is present.)*
- Each LASAA-BOD member is required to allocate his/her time to one LAS based project per year of his/her term that is meaningful to him/her. Examples include, but are not limited to, Merit Award Applications review, managing the welcome table at an event, or staffing the Move-In Day for new students.
- Attendance at a minimum of two LASAA-BOD events (non-Board meeting) is required of each Director in each fiscal year (from July through June).
- Sign a Volunteer Confidentiality Form on an annual basis
- Encouraged to become a member of the Illinois Connection program to be aware of advocacy efforts on behalf of the University

Name

Signature

_____ Date