Illini Union Board
Bylaws

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

The purpose of this body shall be:

A. To conduct social, cultural, educational, and recreational activities and programs for all members of the University community, including students, faculty, staff and alumni;

B. To give advice in the employment of Program Managers (i.e., Program Advisors) and Illini Union Personnel as requested by the Illini Union Director.

C. To give advice and consent to the Illini Union Director in the employment and review of the Associate Director (Program Department);

D. To advise the Chancellor in the appointment of the Illini Union Director;

E. To advise the Illini Union Director on matters of policy relating to the operation of the Illini Union. The Director will fully consult the IUB on major policy matters.

ARTICLE III. MEMBERSHIP

Section A. Enumeration

The membership of this body shall consist of:

1. Eleven undergraduates, one graduate student, and one position with priority to a graduate applicant. If no qualified graduate student applicant is available at the closing of the IUB 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 IUB, and of those six, at least four must have gained that experienced from within the Illini Union framework. These appointments shall be made by the IUB.

2. One undergraduate student appointed by the Illinois Student Senate;

3. One graduate student appointed by the Illinois Student Senate;

4. Six 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. Executive Director of the Alumni Association, or his/her designee;

d. A representative appointed by the Staff Advisory Council;

e. A Faculty-Staff Social Committee representative, as chosen by the Illini Union Faculty-Staff Social Committee;

5. The Illini Union Director (ex-officio, non-voting);

6. The Illini Union Associate Director (Program Department) (ex-officio, non-voting).

Section B. Terms of Office

1. Students selected by the IUB shall serve two consecutive one-year terms.

2. If a full year term cannot be fulfilled by a Board member, then that Board member will not be allowed to return to the Board for the second year term and the vacancy will be filled in accordance with the bylaws.

3. Board members must notify the Associate Director (Program Department) once it has been determined that they cannot fulfill the entire second year term.

4. Illinois Student Senate appointees shall serve one-year terms.

5. Faculty and Staff appointees shall serve two year terms with a third year option.

6. The Faculty-Staff Social Committee representative shall serve a one-year term which may be renewed by appointment from the Faculty-Staff Social Committee Chair.

7. Staff Advisory Council representative shall serve a three-year term.

8. Alumni Association representative shall serve a one year term with option for one year renewal.

9. The term of office for ex-officio members is commensurate with their employment in their respective positions.
Section C. Responsibilities of All IUB Members

1. A member of the IUB shall be required to attend all meetings of the Illini Union Board and the committee(s) of which he/she is a member.

2. A member of the IUB shall be required to hold three (3) Office Hours per week, logged into the Office Hours Log Binder, and then recorded by the President. Any board member who has not recorded their office hours for a given week will be recorded as ¼ of an absence.

3. 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. Required events are considered as one (1) absence, and mandatory events will be considered as two (2) absences.

4. If a Board member is absent from a combination of meetings, office hours, and mandatory events that total three (3), the President shall call an executive review, at which time the member is encouraged to provide explanations for his/her absences. However, if a Board member is able to provide notification with at least 48 hours before and documentation of the accepted absence, it will not be counted against them. After this determination, if the number of absences has reached six (6) total, the President will remove the member upon approval of the Executive Committee.

5. Acceptable absences include class (including review sessions, documentation from a Teaching Assistant (TA) or Professor, academia related documentation), work (including internships), interviews (not career fairs/expos), illness (doctors note for documentation), and death or family emergency. In the case of mandatory events, even with documentation, a replacement (i.e. committee member going in your place) must occur for the absence to not count against you (not including retreats, you cannot send a replacement).

6. Any Executive Committee member shall be removed from the discussion and voting of his/her own Attendance Review Process.

7. 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.

Section D. Vacancies
1. Vacancies of the IUB-appointed student members that occur through the first eight weeks of the term shall be filled from the slate alternates according to the IUB Selection Committee Guidelines and Procedures.

2. Vacancies in the IUB-appointed student membership that occur after the first eight weeks of the Fall semester shall not be filled.

3. Vacancies in non-student membership must be filled by the appropriate body according to Article III, Section B.

4. Everyone filling a vacancy must attend an orientation meeting.

ARTICLE IV. OFFICERS

Section A. Enumeration

The officers of the IUB shall be the President, the Vice President for Policy, the Vice President for Programs 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 IUB at the IUB 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 IUB. If no appropriate candidate exists among the continuing voting members of the IUB, incoming members may be considered.

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

Section C. 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 IUB at a special election held at the next regular IUB 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 IUB.

Section D. Duties of Officers
1. President
   a. Serve as Chair of Executive Committee and of IUB:
      i. Oversee record-taking process of committees including but not
         restricted to minute-taking, agenda creation (for IUB 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 Appointments Committee.
   d. Appoint ad-hoc committee and Policy Committee members.
   e. Recognize outstanding volunteers of the IUB.
   f. Function as official representative of the IUB.
   g. Meet weekly with both the Associate Director (Program Department) and the
      Illini Union Director.
   h. Maintain regularly scheduled office hours.
   i. Serve on other Illini Union, IUB and University committees as needed.
   j. Support other IUB functions.
   k. Compile and submit an annual report to the Vice Chancellor for Student
      Affairs.

2. Vice President for Policy
   a. Serve as President of the IUB upon request of the President.
   b. Serve on Executive Committee.
   c. Chair Policy Committee (meetings).
   d. Maintain regularly scheduled office hours.
   e. Serve on other Illini Union, IUB and University committees as needed.
   f. Support other IUB functions.
   g. Compile and submit an annual report to the IUB President to be included in
      his/her report to the Vice Chancellor for Student Affairs.
   h. Serve on Appointments Committee.
   i. Set yearly goals and monitor progress.
   j. Be familiar with Illini Union services and maintain communication to the
      Policy Committee
   k. Notify committee members of meeting dates and times and monitor attendance.
   l. Oversee record-taking process of committee including but not restricted to
      minute-taking, agenda creation and correspondence.
   m. Organize and oversee the space allocation process for the Student Organization
      Complex.

3. Vice President for Programs
   a. Conduct Program Council meetings.
   b. Meet regularly with individual IUB Program Advisors.
c. Monitor general IUB 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, IUB and University committees as needed.

r. Compile and submit an annual report to the IUB 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.

4. Vice President of Internal Affairs

a. Oversee the recruitment/retention of Illini Union Board (IUB) 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 Illini Union Board (IUB).

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 Illini Union Board (IUB)

i. Develop the Illini Union Board (IUB) Director Application

ii. Review the Illini Union Board (IUB) Director Applications

iii. Produce a Director Slate to be approved at Full Board

h. Plan and Oversee the Illini Union Board (IUB) Fall/Spring Retreats
i. Plan the Illini Union Board (IUB) Transition Banquet and subsequent transition documents.

j. Highlight members at all levels of the Illini Union Board (IUB).
   i. Director of the Week
   ii. Volunteer of the Month
   iii. Plan a Volunteer Recognition Event

k. Promote cohesion and collaboration amongst Illini Union Board (IUB) members.
   i. Plan 2-3 socials per semester

Vice President for Finance

   a. Be familiar with the Illini Union Budgets
      i. Meet with Union administrators as necessary
   b. Be familiar with the Illini Union Board budgets
      i. Establish a pattern with IUB staff to review monthly income statements housed in the Program Department.
      ii. Review budget materials as available and consult with Program Department staff.
   c. Be familiar with IUB programs paying particular attention to the way in which all programs impact finances of the IUB.
      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.
   d. Coordinate the development of the annual IUB 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.
   e. Serve on Program Council as a budgetary resource.
   f. Serve on Policy Committee.
   g. Serve on Executive Committee.
   h. Serve on other Illini Union, IUB and University committees as needed.
   i. Coordinate corporate co-sponsorships as necessary; develop a plan for the current fiscal year’s corporate co-sponsorships as necessary

ARTICLE V. MEETINGS

Section A. Regular Full Board Meetings

1. The IUB shall hold its regular meetings not more than twice nor less than once each month during the Spring and Fall Semesters.
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 IUB. Notices of the IUB meetings will be posted at the start of each semester on the IUB website and placed in the daily notice section of the campus newspaper.

3. It shall be the general policy of the IUB and any of its committees to keep all meetings open to the press and public. This policy applies to any meetings of the IUB 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 IUB 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 IUB 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 IUB 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 IUB meeting.

3. Notice of special meetings of the IUB must be given at least 48 hours in advance and must be posted on the IUB 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 IUB 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 IUB:

a. Executive Committee;

b. Program Council;

c. Policy Committee;

d. Faculty-Staff Social Committee (see Article IV, Section B.);

e. Appointments Committee

2. Voting Privileges

a. Voting membership on standing committees of the IUB, excluding Faculty-Staff Social Committee (see Article IV, Section B), shall be restricted to the IUB voting membership of committee members except as herein provided.
b. By a two-thirds majority of those present and voting, the IUB may extend committee voting privileges to any ex-officio member of the standing committee:

c. The above provisions shall in no way prohibit the IUB from extending non-voting committee membership privileges to anyone the IUB chooses.

3. Composition

a. The Executive Committee shall be composed of:
   i. the executive officers of the IUB;
   ii. one non-student Board member;
   iii. the Illini Union Director (ex-officio, non-voting);
   iv. the Associate Director (Program 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. the Director for Arts;
   v. the Director for Cultural Programs;
   vi. the Director for Enriching Programs;
   vii. the Director for Marketing;
   viii. the Director for Musicals & Drama;
   ix. the Director for Illinites;
   x. the Director for Special Events
   xi. the Director for Traditional Programs;
   xii. (unassigned area)
   xiii. up to two (2) non-student members;
   xiv. the Illini Union Director and the Associate Director (Program Department) (both ex-officio non-voting);

c. Policy Committee shall be composed of:
   i. the IUB 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;
   between one (1) and three (3) additional student Board members, to be selected by Full Board at the start of the term;
   iv. between one (1) and three (3) non-student Board members;
   v. Illini Union tenants as approved by the Executive Committee;
   vi. the Illini Union Director and the Associate Director (Program Department) (both ex-officio, non-voting);
d. Faculty-Staff Social Committee composition is enumerated in Article VI, Section B.

4. Duties of the Standing Committees

a. Executive Committee;
   i. Organizational evaluation, e.g. review Program Council, Policy Committee and Faculty-Staff Social Committee activities;
   ii. Maintain organizational records for the year;
   iii. Set agenda for the full IUB meeting;
   iv. Review annual program budgets and make recommendations to the IUB;
   v. Review space allocation recommendations;
   vi. Set organizational goals and monitor progress of the Program Council, the Policy Committee and other special or ad hoc committees;
   vii. Select outstanding volunteers throughout the year.

b. Program Council
   i. Direct, manage and promote the programs and program expectations as directed by the IUB;
   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
   ii. Prepare annual budget and recommend program expectations to the IUB 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.
   iv. Review space applications and make recommendations to the Executive Committee.
   v. Hear appeals for space allocation and make recommendations to the IUB.

d. Faculty-Staff Social Committee duties are enumerated in Article VI, Section B, 7 (below).

Section B. Faculty-Staff Social Committee
1. Name

There shall be a programming committee of the IUB called the Faculty-Staff Social Committee.

2. Membership

The voting membership of the Faculty-Staff Social Committee shall consist of six staff representatives, five academic staff/faculty representatives and one representative of University retirees. The non-voting, ex-officio membership of the Faculty-Staff Social Committee shall consist of the Illini Union Director, the Associate Director (Program Department).

3. Selection

All academic staff/faculty members and five of the staff representatives shall be selected by the continuing and retiring members of the Faculty-Staff Social Committee who base their selections on a letter of petition from each candidate. This selection process shall be accomplished by mail-in-ballot. The Staff Advisory Council shall appoint the remaining staff representative and the State Universities Annuitants Association shall appoint the retirees representative to the committee and shall notify the Committee Chairperson by letter. Nominations to fill the open seats on the Committee shall begin in February and all members shall be selected by May.

4. Vacancies

An individual unable to complete his/her term must notify the Chairperson in writing and as far in advance as possible of the effective date of resignation. During the next regularly scheduled membership selection, a new representative will be selected to complete the remaining term of the resigning member. If there is one academic year (August - May) or more remaining in a vacated term, the committee shall undertake an informal candidate solicitation, culminating in a mail-in ballot vote.

5. Terms of Office

Members serve a 2-year, staggered term, with 4 members rotating off the committee each year. Members may petition for a second, consecutive 2-year term and will be considered along with all other petitioning candidates. Under no circumstances will an individual serve more than 4 consecutive years.

6. Officers
Committee members shall select a Chairperson each year in May by mail-in ballot. Nominations for the position will be accepted at the regular April meeting. The chairperson of the Faculty-Staff Social Committee shall appoint a Vice Chairperson. The Chairperson’s designee shall be a voting member of the IUB.

7. Duties

The Faculty-Staff Social Committee, with authority delegated to it by the IUB, shall:

a. Develop, administer and supervise social, cultural, educational and recreational activities of an all-University nature for faculty and staff;

b. Report at frequent intervals to the IUB on the status of programs and activities under the jurisdiction of the Faculty-Staff Social Committee.

Section C. Summer Board

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

Section D. 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 IUB.

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 IUB 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 IUB 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 IUB meeting following the approval of the selection slate. The appointment slate must be approved by a simple majority of the IUB.

Section E. Special Committees

1. With the advice and consent of the IUB, the President may establish special committees to perform such duties as the IUB may from time to time direct. The chairpersons and members of special committees shall be appointed by the IUB President with the advice of the Executive Committee and the consent of the IUB.

2. The IUB 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 IUB. This committee shall adhere to and function according to the IUB 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.

All motions, resolutions, or other propositions, except for short procedural motions, shall be reduced to writing before being voted on.

Section B. Proxy Votes

Proxy votes will not be accepted.

Section C. Floor Privileges to Non-IUB Members

1. Requests for floor privileges by non-IUB members shall require the approval of the IUB members present at the meeting at which floor privileges are being requested.

2. Non-IUB members obtaining floor privileges shall be expected to restrict their comments to those specific items for which they request floor privileges, except the IUB may by majority vote invite any non-IUB member to participate in any or all discussions of the IUB.
Section D. Floor Privileges to Illini Union Administrative Staff

Administrative staff of the Illini Union enjoys a special relationship with the IUB and subsequently have floor privileges.

Section E. Agenda

Agendas of the IUB shall be prepared and available for inspection at least two days (excluding Sundays and holidays) in advance of the Board meeting. The preparation and distribution of the agenda shall be the responsibility of the IUB President.

Section F. IUB Consent on Agenda Additions

A majority vote of the IUB shall be required to add items to the agenda after the agenda has been prepared and made available for inspection.

Section G. Motions and Appeals

See the appendix regarding committees' power of motions and appeals.

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 IUB 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 IUB 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 IUB membership and to other pertinent offices. The revised version of the bylaws shall be presented at the next regular IUB meeting.

Section D. Rescission of Bylaws

All bylaws of the IUB 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 IUB Handbook.]

Finalized 3/88; Approved by IUB and Vice Chancellor for Student Affairs, Fall 1988.
Revised 11/93
Revised 8/96
Revised 4/30/97
Revised 2/13/98
Revised 2/18/00
Revised 9/15/04
Revised 11/08/06; Approved by the Vice Chancellor for Student Affairs on 12/01/06
Revised 12/05/07; Approved by the Vice Chancellor for Student Affairs on 12/11/07
Revised 07/30/08
Revised 10/29/08
Revised 10/21/09
Revised 11/11/09
Revised 11/10/10
Revised 12/10/12
Revised 11/11/15, Approved by the Vice Chancellor for Student Affairs on 11/17/15