

ILLINOIS ADMINISTRATIVE PROFESSIONALS BYLAWS

Article I. Name and Location

The name of this Association is Illinois Administrative Professionals, located at the University of Illinois, Urbana-Champaign campus.

Article II. Policy

This Association is nonsectarian, nonpartisan, and not-for-profit. The members, officers, Executive Board members, committee members, and persons served by this organization will be selected entirely on a non-discriminatory basis with respect to race, color, national origin, age, handicapped status, religion, gender, or sexual preference.

Article III. Objectives

Section 1. To establish fellowship and create a high standard of ethics among members.

Section 2. To assist in the professional development of members.

Section 3. To serve as a forum for the discussion of issues affecting support staff of the University of Illinois.

Section 4. To further knowledge about the University of Illinois and uphold its honor and dignity.

Article IV. Membership

Section 1. The membership will be composed of persons in Civil Service classifications eligible at the time of the adoption of the current bylaws. Annually, the Membership Committee will review current, new, and/or regraded classifications. If it is determined that the classifications meet or exceed the minimum qualifications as stated in the Civil Service System's class specifications of Office Support Associate, the committee will recommend additions and/or deletions to the Executive Board. Salary grade should not be a determining factor in determining membership eligibility. The Executive Board will determine the eligibility of the classification for membership in Illinois Administrative Professionals, and direct the Membership Committee to notify the membership. Employees of the University's allied agencies who meet membership requirements are also eligible.

Section 2. There will be two classes of members: (a) regular and (b) honorary.

(a) Regular membership will consist of those persons in approved Civil Service classification who meet the qualifications listed in Section 1 of this Article, or are now academic professionals, who were members of Illinois Administrative Professionals at

the time they became academic professionals, who pay their dues within the time specified by these bylaws.

(b) Honorary membership will consist of those persons who were members of Illinois Administrative Professionals in good standing and who have retired or are on permanent disability from their employment with the University of Illinois. Such members will pay no dues or assessments. They will enjoy the rights and privileges of regular members except the right to vote at meetings and elections.

Section 3. A person who enters an eligible membership Civil Service classification during the year and wishes to join this Association may do so at any time.

Section 4. Although annual dues are payable not later than August 1 of each year, the membership term begins in July and ends the following June. July 1 through July 31 is considered a grace period.

Article V. Officers

Section 1. The elected officers of Illinois Administrative Professionals are: President, President Elect, Recording Secretary, Treasurer, and Treasurer Elect.

Section 2. The Executive Board will consist of the elected officers; the appointed chairs of all standing and appointed committees or their designated committee representative; and, when appropriate, Illinois Administrative Professionals members who are representatives to campus committees.

Section 3. The term of office of all officers will be one year beginning the first day of July, or until their successors are elected and qualified. No person will serve more than two consecutive terms in the same office. Six months or more in an office shall be considered one term.

Article VI. Meetings

Section 1.

(a) General meetings of Illinois Administrative Professionals will be on the third Wednesday of each month.

(b) Any general meeting date may be changed by a majority vote of the Executive Board. Notice of such change will be mailed to all members at least ten days prior to such changed meeting.

Each member will be allowed to bring only two guests per meeting, and any one person will be permitted to attend as a guest at no more than two meetings per year.

Section 2. The general meeting in May will be the annual meeting at which time officers will be announced and any other business that may arise will be transacted.

Section 3. Special meetings may be called by the President, by a quorum of the Executive Board, or by a majority of the regular members.

Section 4. The Executive Board will hold a regular monthly meeting at such time and place as may be designated by the President at least one week prior to the general monthly meeting, and may hold additional meetings as the President calls. The immediate past President may be asked to serve as an ex-officio member of the Executive Board. One more than half of the members of the Executive Board will constitute a quorum. On voting issues, each Committee Chair of the Illinois Administrative Professionals Executive Board, or a designated representative, may cast one vote. Electronic (email) voting is acceptable unless otherwise specified in these bylaws.

Article VII. Dues

There will be annual dues, the amount of which will be approved at the annual meeting. Dues will be due and payable not later than August 1 of each year.

Article VIII. Nomination and Election of Officers

Section 1. The Nomination and Election Committee will be composed of a Chairman who will be appointed by the President Elect and two members who shall be nominated by the membership at the May general meeting.

Section 2. A majority vote of the regular members present at the Annual Meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot will be dispensed with and officers elected by viva voce (voice vote). In the event that no candidate receives a majority vote on the first ballot, all but the two highest for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot, the manner to be determined by the presiding officer.

Section 3. No person will be eligible to hold office in this Association or serve on the Executive Board who is not a regular member at the time of election or appointment. A candidate for office shall have preferably served on a standing or appointed committee for at least one term prior to nomination. Only regular members will have the right to vote.

Section 4. In the event of a vacancy in the office of President, the President Elect shall succeed to such office for the remainder of the term. An Acting President Elect may be appointed by the Executive Board to serve until the next regular election. In the event of a vacancy in the office of the Treasurer, the Treasurer Elect shall succeed to such office for the remainder of the term. An Acting Treasurer Elect may be appointed by the Executive Board to serve until the next regular election. In the event of a vacancy in the office of Recording Secretary, a Recording Secretary may be appointed by the Executive Board to serve until the next regular term.

Section 5. The Executive Board of this Association may declare a vacancy in any office or chair by reason of absence for three consecutive Executive Board meetings or for the inability to fulfill responsibilities or duties.

Article IX. Appointments by the President

Section 1. Within thirty days after the election of officers, the incoming President will appoint, subject to the approval by the newly elected officers, the chairs for the following standing committees: Auditing, Bylaws/Parliamentarian, Communications, Nomination and Election, Programs and Events, Membership and Mentoring, and Scholarship,.

Section 2. The President will appoint the chairs of other committees considered necessary, subject to approval of the newly elected officers.

Article X. Responsibilities of Elected Officers

Section 1. The President - Will preside at all meetings of this Association and of its elected officers, and will perform such other duties as ordinarily pertain to this office. Will appoint all chairs deemed necessary for carrying out the purpose of this Association, subject to approval of the elected officers and will be an ex-officio member of all committees, except Nomination and Election Committee. The President will collect reports from all Executive Board members and compile the information for distribution as an annual report to the membership no later than September 15 of the current term. At the end of the current term, the President will transfer current presidential records to and forward prior year's records with materials collected to archives.

Section 2. The President Elect - Will assume office of President following term as President Elect. Will preside in the absence of the President and will perform other duties as ordinarily pertain to this office. Will assist the President in preparing Executive Board agendas and follow up on items raised at board or general membership meetings. If possible, will be liaison to Staff Advisory Council representing Illinois Administrative Professionals.

Section 3. The Recording Secretary - Will keep a correct recording of the proceedings of all meetings of this Association and of the Executive Board. Will also preserve in a permanent file all records and letters (of value) to this Association and its officers. At the end of the elected term, this file including the minutes book, will be transferred to the successor and prior year's records will be turned over to the President to be archived.

Section 4. The Treasurer - Will assure sound financial management and accountability of resources. Will project an annual budget for approval at the July Executive Board Meeting. Will deposit all receipts of this Association, and will make disbursements by University voucher. Expenditures not included in the annual budget approved each July

will require presentation to and approval by the Executive Board prior to commitment. Will keep an account of all receipts and disbursements, making monthly reports to the Executive Board and an annual written report by September 1 of the current term. Will deposit the funds of this Association in accordance with Guidelines issued by University of Illinois Registered Organization Office. At the end of the elected term, will transfer the current records to the Treasurer Elect and will forward prior year's records to President to be archived.

Section 5. The Treasurer Elect. Will assume the office of Treasurer following term as Treasurer Elect. Will shadow the current Treasurer to learn the responsibilities and operations involved in managing the Association. Will act on behalf of the Treasurer in their absence.

Article XI. Duties of Standing Committees

Section 1. Communications Committee - This committee will be responsible for effective information sharing with the membership. This includes: maintaining the website, monitoring and responding in a timely manner to email inquiries, posting information regularly on the social media accounts, and publishing a monthly newsletter.

The committee is responsible for providing photography and publishing photos, and for archiving any and all official records of Illinois Administrative Professionals.

This committee will also explore means to promote and increase awareness of Illinois Administrative Professionals.

Section 2. Bylaws/Parliamentarian - Amendments to the bylaws will be presented to this Association through this committee. Will keep the membership informed of all changes or proposed changes. The current version of the bylaws will be available on the Illinois Administrative Professionals website, or to members of the organization upon request.

Section 3. Membership and Mentoring - The duties of this committee are: to recommend eligibility, to adopt a membership process as described in Article IV, and to keep a list of names and addresses of all members including allied agencies designating those who are regular and honorary members. This committee conducts a membership drive in May for membership beginning July and ending the following June.

This committee will also promote professional development by assigning an Executive Board member to reach out to each new member to offer guidance, support and resources as a membership benefit.

Section 4. Programs and Events – This committee will plan Career Connections Seminars, special and social events. The committee will reserve the necessary rooms, provide information for the newsletter, and collect money from members and guests at the events. All funds collected will be turned over to the Treasurer immediately.

Section 5. Nomination and Election - The duties of this committee will be to receive nominations, prepare a ballot, and announce the slate at the April meeting, containing in alphabetical order, the names of all nominees for each office. Nominations may also be made from the floor at the April meeting. Nominations from the floor must receive one second.

Section 6. Scholarship - This committee will be responsible for the coordination of the selection of the recipient(s) and the presentation of the scholarships(s) at the April meeting.

Section 7. Auditing - This committee will conduct an audit of the Treasurer's records for the preceding year before the books are passed on to the new Treasurer. Records and balances must conform to the University's financial accounting system. Such audit shall be completed within thirty days of the close of the fiscal year, or as quickly as possible after the account statements become available. Therefore, no official budget will be approved until the audit is complete and the records and balances verified.

Section 8. At the end of the term, each committee will transfer current records to successor and forward prior year's records to the President to be archived.

Article XII. Assessments

Assessment for any purpose may be levied in the following manner:

- (a) A resolution setting forth the amount and purpose for which the assessment is to be used will be presented at the general meeting of this Association.
- (b) Not less than one month after presentation of such resolution it will be voted upon and may be adopted only by a two-thirds vote of the members present at a general meeting.

Article XIII. Fiscal Year

The fiscal year of the Association is July 1 through June 30.

Article XIV. Parliamentary Authority

Robert's Rules of Order, Newly Revised, will be the parliamentary authority where applicable and where there is no conflict between said rules and the bylaws of this Association.

Article XV. Amendment to or Suspension of Bylaws

Section 1. Amendment - These bylaws may be amended at any general meeting of this Association by a two-thirds vote of the regular members present. Written notice of the proposed amendment must be given to each regular member at least seven days preceding the meeting at which such amendment is to be considered. After adoption by the members, the Bylaws/Parliamentarian Committee Chair will attach a certificate to the minutes of the Recording Secretary as to the date of adoption.

Section 2. Suspension - Any bylaw of this Association may be suspended in case of emergency by a two-thirds vote of the active members present at a general meeting of this Association, but only for a single meeting.

Revisions to the bylaws of The Secretariat were read at the general luncheon meeting on May 17, 2017, and were approved effective July 1, 2017.

Revisions to the bylaws of The Secretariat were read at the general luncheon meeting on August 16, 2017 and were approved effective on that date.

Revisions to the bylaws of The Secretariat were read at the Career Connections meeting on February 21, 2018 and were approved effective on that date.

Revisions to the bylaws of The Secretariat were read at the annual business meeting on May 16, 2018 and were approved effective July 1, 2018.

Revisions to the bylaws of Illinois Administrative Professionals were read at the Career Connections Meeting on April 16, 2025 and were approved effective on that date.