

BYLAWS
OF THE
ELECTRICAL AND COMPUTER ENGINEERING ALUMNI ASSOCIATION
OF THE
UNIVERSITY OF ILLINOIS

ARTICLE I

NAME , PURPOSE, MISSION AND LOCATION

Section 1. Name

The name of this organization is the “University of Illinois Electrical and Computer Engineering (ECE) Alumni Association” (referred to in these bylaws as “the Association”). The Association is a recognized constituent of the University of Illinois Alumni Association (UIAA).

Section 2. Purpose

The purpose of the Association is to be the official link between the department's alumni and the department's leadership, faculty, staff, and students and to support the strategy of the Department of Electrical and Computer Engineering (hereinafter referred to as Department).

Section 3. Mission

The mission of the ECE Alumni Association is to provide value both to the department and alumni by developing and enhancing lifelong department-alumni relationships and to provide vision, leadership, and guidance to the department in support of executing the department's strategic vision.

Section 4. Location

The Electrical and Computer Engineering Department shall provide space for the Association board meetings offices and maintain the Association’s records.

ARTICLE II

MEMBERSHIP

Section 1. Membership

Membership in the Association shall be available to all alumni of the Department who are members of the University of Illinois Alumni Association UIAA. This shall include present students, former

students without degrees, graduates at all degree levels and present or former faculty of the Department.

Section 2. Ex-officio/Honorary Members

The Head of the Department of Electrical & Computer Engineering, the Department's Alumni Coordinator, and Faculty Advisors shall be Ex-officio members of the Association.

Section 3. Advisory Members

All former voting members of the Association's Board of Directors who have completed a full term as a Board member and/or officer shall be eligible for Advisory Member status.

ARTICLE III

BOARD OF DIRECTORS

Section 1. Terms of Directors

Members of the Board of Directors shall service serve for a term or of three years. At large Directors may serve no more than two consecutive terms; however, at-large Directors are eligible to subsequently service as officers of the Association

The term of Directors begins on July 1 following the election or appointment to the Board.

Section 2. General Meetings of the Board

The Board shall meet two times per year, generally in once during the spring and fall semesters of each academic year.

A quorum for a Board meeting shall consist of a simple majority of the voting board members. All actions of the Board shall be determined by a majority vote of the members present. If a quorum is not present, any action must be ratified in writing or electronic mail (e-mail) by the number of Board members absent from the meeting that is sufficient with the number present to constitute a quorum.

Section 3. Meeting location

The meetings of the Board shall be at any reasonable time and place determined by the President.

Section 4. Special Meetings of the Board

Special meetings may be called by the President as needed, or by the President when directed by the Board. A special meeting must be called if the President receives written request of one-third or more of the voting members of the Board.

Special meetings shall be at any reasonable time and place determined by the President, but not later than five weeks after a valid request has been received. The Secretary or Assistant Secretary shall forward notices to the members of the Board at a reasonable time before the special meeting.

Section 5. Powers and Duties

Only Directors in attendance at Board meetings have the right to vote and hold office on the Board. Ex Officio members are not included in the quorum count, nor do they have voting rights.

Section 6: Responsibilities

Directors shall have the following responsibilities:

- Attend and participate in all board meetings
- Aid in fund raising activities
- Support recruiting and mentoring of new faculty and new students
- Support recruiting of alumni into the Alumni Association UIAA
- Support in articulating, promoting, and supporting the Department's strategic vision.
- Support and participate in approved executive committee and board initiatives

Section 7. Removal of Directors

Any Director may be removed for cause by a two-thirds vote of the Board at any regular or special meeting, if the Director is notified in writing by the President or Secretary of the Association at least 30 days before the meeting of such charges as may be preferred. A Director's absence non attendance from two consecutive Board meetings may be grounds for removal.

Section 8. Parliamentary authority

Roberts Rules of Order govern the transaction of business at meetings of the Board except when inconsistent with these bylaws.

Section 9. Compensation

Members of the Board, Advisory Councils and Committees of the Board or Association shall serve without compensation and shall not be reimbursed for expenses incurred in the performance of such duties unless authorized in advance by the Board or its Executive Committee.

ARTICLE IV

FINANCES

Section 1. Dues

No additional membership dues beyond the UIAA dues authorized in the UIAA bylaws may be charged for membership. No additional membership dues beyond the Association dues may be charged for membership pursuant to Article IX, Section 3 of the Association's bylaws.

Section 2. Constituent Account

The Constituent Account shall consist of monies received from the UIAA from membership dues to the Association. The funds are held by the UIAA and expenditure requests are made to the UIAA for disbursements.

Section 3. Student/Alumni Relations Fund

The Student/Alumni Relations Fund is a University of Illinois Fund held in the Department of Electrical and Computer Engineering. Funds may be designated for activities which support or advance the relationships between the Department and its students or alumni.

Section 4. Special Funds

Special funds may be created for specific or other purposes as needed.

Section 5. Safekeeping of Securities

All securities of the Association or securities entrusted to its custody shall be deposited under a safekeeping agreement consistent with the bylaws and other requirements of the University of Illinois and/or the UIAA, as appropriate.

Section 6. Payments

Payments for authorized expenses incurred shall be according to University of Illinois or the UIAA financial policies and procedures, as appropriate.

Section 7. Audit

Audits of the funds of the Association shall be conducted in accordance with requirements of the University of Illinois and the UIAA for the respective Association Funds.

Section 8. Fiscal Year

The fiscal year of the Association extends from 12:01 AM., July 1 to 12 midnight of the next succeeding June 30.

ARTICLE V

OFFICERS

Section 1. Officers

The officers of the Board are the President, Sr. Vice President, three Vice-Presidents, a Secretary and a Treasurer.

Section 2. Eligibility

Any elected or appointed Director is eligible to hold office on the Board.

Section 3. Powers and Duties

Except as otherwise provided in these bylaws, the officers have such powers and duties usually pertaining to their respective offices and such other powers and duties as the Board may direct.

Section 4: Roles and Responsibilities

President: The board president shall preside over all board meetings, call special meetings, and ensure the board activities are aligned with the strategic direction and vision of the ECE Department.

Sr. Vice President: The board president elect shall support the board president and be able to take over their duties if the president is unable to attend.

Vice Presidents: The board vice presidents shall promote and execute the board activities at the regional and local level.

Secretary: The board secretary shall ensure that the board meeting activities and votes are transcribed and routed to the board at large for approval.

Treasurer: The board treasurer shall keep track of and report on the Associations funds.

Section 6. Vacancies

In the event of a vacancy in any office, or in the elected membership of the Board, the Executive Committee shall be empowered to fill the vacancy and to specify the term of the appointment.

ARTICLE VI

COMMITTEES

Section 1. Executive Committee

Voting members of the Executive Committee of the Board shall be comprised of President, the three Vice Presidents, the Treasurer and the Past Sr. Vice President. The Department Head is an ex-officio member of the Executive Committee and is a non-voting member.

Non voting members may be added by the board President in support of specific board initiatives. These assignments expire in 1 year unless extended by a vote of the Executive Committee.

The Executive Committee shall meet as requested by the President.

The Executive Committee shall transact the business of the Association In the intervals between Board meetings and shall have all the powers of the Board, but may not overrule, reverse of change previous acts of the Board.

A majority of the voting members of the Executive Committee constitutes a quorum for meetings, and all such actions of the Committee shall be determined by a majority vote of those present and voting at the meeting. Upon agreement of a majority of the Executive Committee, one or more persons “in attendance” may do so by telephone.

Section 2. Nominating Committee

The President, with the approval of the Board shall, by January 1, annually appoint a Nominating Committee, consisting of no less than five and no greater than seven members.: The committee shall be comprised of at least Two former Association Board two members being from the ECE Department faculty or staff, two active board memberstmembers, and one current or former board officer, such as the Sr. Vice President.

Section 3. Ad Hoc Committees

Ad hoc committees may be appointed by the President at any time to serve any specific purposes of importance and interest the Board. The board must be informed of the existence and purpose of these ad hoc committees.

ARTICLE VII

ELECTIONS

Section 1. Nominations

The Nominating Committee shall nominate one candidate for each office and each at-large directorship. The Electrical and Computer Engineering Department Head shall nominate two faculty members for the positions of Faculty Coordinator and Alternate Faculty Coordinator. The Alternate Faculty Coordinator would serve as the Faculty Coordinator if for any reason – temporary or permanent – the Faculty Coordinator is unable to perform the designated duties.

The Nominating Committee shall submit its report to the President of the Association not later than March 15 or 30 days prior to the regularly scheduled spring meeting.

Additional nominations for any office or at-large directorship may be made by petition signed by at least 25 members of the Association. Any such petition must be filed with the Secretary of the Association by March 15 or 30 days prior to the regularly scheduled spring meeting.

Section 2. Appointments

The Board may name an Assistant Secretary to assist with the duties of the Secretary.

The Faculty Coordinator, Alternate Faculty Coordinator, Secretary and Assistant Secretary shall be members of the Electrical and Computer Engineering Department staff and shall serve as non-voting members of the Board

The Undergraduate and Graduate Student Representatives shall be non-voting members of the Board.

Section 3. Election of Officers

The Board shall elect officers at its spring meeting; in doing so the Board will consider the report and recommendations of the Nominating Committee and any additional nominations submitted by petition.

Section 4. Terms of Office

The President, Sr. Vice President, and each of the three Vice Presidents shall be elected to their positions for a term of three years. The President will also serve a three-year term as Past President upon completion of his or her term as President. One Vice president shall be elected each year, so that the terms of the office will overlap. Vice Presidents may serve no more than two consecutive terms in any one office. The Treasurer shall be elected on an annual basis and may serve no more than three consecutive terms. The Secretary shall be selected on an annual basis.

Section 5. Removal of Officers

Any officer of the Association may be removed for cause by a board consent vote of two-thirds vote of the membership present and voting at any duly constituted meeting of the Association, if such officer is notified in writing by the President or Secretary not less than 30 days prior to such meeting of such charges as may be preferred.

Section 6. Other vacancies

In the event of the resignation, death, disability or removal of any officer of the Association, such vacancy shall be filled by the Executive Committee of the Board for the unexpired term from among the Directors. Such action by the Executive Committee is subject to other confirmation of the Board. In the event a vacancy occurs in the office of the President, the Midwest Vice President Elect shall serve until the next scheduled Board meeting at which time the Board will take action to fill the unexpired term.

ARTICLE VIII

PUBLICATIONS AND RECORDS

Section 1. Publications

A newsletter shall be published on a periodic basis and distributed to the Department's alumni, faculty, students, and friends/benefactors. The editorship for the publication shall be responsibility of the Department.

Section 2. Records

The Board shall maintain records of the current addresses, and other biographical information on the Board's members. The Department shall maintain the Board's records.

ARTICLE IX

AMENDMENTS TO BYLAWS

Changes to the By-laws must be submitted to the Board membership, by letter, thirty (30) days in advance of the meeting at which a vote will be taken on the proposed changes. A two-third-majority of the Board members present is required to revise the By-laws.