

# Constitution of the National Alumni Association of the Illinois Mathematics and Science Academy

Revised 27 June 2018

Approved 21 July 2018

## Article One—Name

The name of the organization which represents the alumni body of the Illinois Mathematics and Science Academy is hereby referred to as the IMSA Alumni Association, also referred to in this document as the Association.

## Article Two—Purpose

The purposes of the Association are:

1. to facilitate connections (social, professional or otherwise) and fellowship among all Illinois Mathematics and Science Academy alumni;
2. to offer various types of support (such as college and career advice, mentoring, etc.) to current IMSA students to enrich their experience at the Academy;
3. to promote a continuing and lifelong relationship between the Illinois Mathematics and Science Academy and its alumni, including fostering financial, material and other support from alumni for the Academy;
4. to aid in advancing the mission of the Illinois Mathematics and Science Academy.

## Article Three—Members

### Section One—Full Members.

Any individual who attended and graduated from the Illinois Mathematics and Science Academy shall be considered a full member of the Association, entitled to all rights and privileges of membership.

### Section Two—Automatic Members.

Any individual who attended the Illinois Mathematics and Science Academy for two or more quarters, whose graduating class has graduated from the Academy, and who is ineligible for full membership shall be considered an automatic member of the Association, entitled to all rights and privileges of membership but not eligible to hold national office.

### Section Three—Honorary Members.

The Association may grant honorary membership to any person by a simple majority vote at an annual meeting. Honorary members may not vote at the annual meeting, hold office, or serve on the Alumni Cabinet, but are entitled to all other rights and privileges of membership.

## Article Four—Officers

### Section One—Officers.

The officers of the Association shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

### Section Two—Duties of Officers.

The duties of officers shall be as stated in the Bylaws of the Association.

### Section Three—Terms of Officers.

Officers shall serve terms of two years, beginning at noon on the 31<sup>st</sup> day of August following the annual meeting at which they were elected. Officers may be re-elected to the same office for not more than two successive terms. No office shall serve more than three successive full or partial terms.

**Section Four—Election.**

Officers shall be elected in the manner prescribed in the Bylaws of this association.

**Section Five—Replacement Of Officers.**

In the event that the Association President cannot fulfill his/her term, the Vice President will assume the office Association President. If offices other than Association President become vacant, the remaining officers will appoint an At-Large Member to fill the office. Interim officers will finish the term to which their predecessor was elected.

**Article Five—Meetings**

**Section One—Annual Meeting.**

An annual meeting of all members of the Association shall be called at least once each calendar year at a time and place to be agreed upon by the Association President and the Alumni Relations and Special Events Coordinator for the Illinois Mathematics and Science Academy, or other designee as chosen by the Academy.

**Section Two—Purpose of Annual Meeting.**

The purpose of the annual meeting shall be for the Alumni Cabinet to report to members on the activities of the Association during the past year and on the goals of the members for the following year, for the Association to elect officers and members of the Alumni Cabinet when necessary, and for the members to discuss and vote when necessary on business presented by the Alumni Cabinet.

**Section Three—Notice of Annual Meetings.**

Notice of any annual meeting shall be given to all members of the Association at least eight weeks prior to the date of such meeting. Notice shall include the time, date, location and agenda of the annual meeting.

**Section Four—Special Meetings.**

Special meetings may be called by the Association President or by a simple majority vote of the Alumni Cabinet.

**Section Five—Notice and Purpose of Special Meetings.**

Notice of any special meeting shall be given to all members of the Association at least four weeks prior to the date of such meeting. Notice shall state the time, date, location and purpose of the meeting. Matters to be addressed at special meetings shall be limited to those specified in the given notice.

**Section Six—Quorum.**

The affirmative vote of a majority of members attending any meeting shall be sufficient to pass any resolution properly presented pursuant to this constitution and the Bylaws of the Association.

**Article Six—Alumni Cabinet**

**Section One—Composition.**

The Alumni Cabinet shall consist of the officers of the Association, the At-Large Members of the Alumni Cabinet, the Appointed Members of the Alumni Cabinet, the Advisory Board, the Director of Alumni and Parent Relations of the Illinois Mathematics and Science Academy, and the Student Representative to the Alumni Cabinet.

**Section Two—At-Large Members.**

The Association shall elect a number of At-Large Members of the Alumni Cabinet determined by the Bylaws of the Association in a manner determined by those Bylaws. At-Large Members of the Alumni Cabinet shall serve for a term of one year. At-Large Members must be members in good standing of the Association, eligible for such office in accordance with this constitution and the Bylaws of the Association. In the event of an at-large member vacancy, the remaining At-Large Members will appoint a member in good standing of the Association to fill the office. Interim At-Large Members will finish the term to which their predecessor was elected.

**Section Three—Appointed Members.**

The officers may designate Appointed Members of the Alumni Cabinet to serve at their pleasure. The number of Appointed Members plus the number of officers may not exceed the number of At-Large Members. Appointed Members must be members in good standing of the Association, eligible for such office in accordance with this constitution and the Bylaws of the Association.

**Section Four—Advisory Board Members.**

Advisory Board Members will consist of all past presidents of the Alumni Association. All Advisory Board Members must be in good standing with the Alumni Association. Advisory Board Members are voluntary positions so long as that member wishes to continue serving the Alumni Association.

**Section Five—The Director of Alumni and Parent Relations.**

The Director of Alumni and Parent Relations, or other designee as chosen by the Illinois Mathematics and Science Academy, shall serve as a member of the Alumni Cabinet and an ex officio member of all committees established by the Alumni Cabinet.

**Section Six—Student Representative.**

The Student Representative to the Alumni Cabinet shall be selected by the Student Council of the Illinois Mathematics and Science Academy.

**Section Seven—Duties of the Alumni Cabinet.**

The Alumni Cabinet shall have such duties assigned to it by the Bylaws of the Association.

**Article Seven—Advisory Board Members**

Advisory board members provide historical continuity to the Alumni Association. They serve as a sounding board for cabinet members for new ideas and provide historical information on past efforts. They will also provide guidance and advice as needed to the Alumni Association as well as IMSA.

**Article Eight—Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the constitution and Bylaws of the Association and any special rules of order the Association may adopt.

**Article Nine—Amendment**

This constitution may be amended only by a two-thirds vote of members present at any annual meeting or any special meeting called pursuant to Article Five of this constitution or via online balloting held in conjunction with annual officer elections. The proposed amendment(s) shall be contained in a notice of such meeting or elections. Amendments may be proposed only by the Alumni Cabinet.

**Article Ten—Ratification**

This constitution shall be considered ratified by a two-thirds vote of members voting at an organizational meeting to be held before June 1995. This constitution shall take effect at the start of the first annual meeting.

## **Roles And Responsibilities of Cabinet Members**

Revised 10 July 2013

Approved 20 July 2013

### **Article One—Purpose And Scope**

These Bylaws, in concert with the Constitution and other Bylaws of the Association, define the basic roles and responsibilities for elected officials of the Association, including the President, Vice President, Secretary, Treasurer and At-Large Members of the IAA Cabinet. These are meant to be minimum standards to which elected officials of the Association are to be held.

### **Article Two—President**

It shall be the duty of the President to:

1. Supervise and direct the business of the IMSA Alumni Association;
2. Preside over all Association meetings, including preparation and distribution of agendas;
3. Serve ex-officio on all Association committees;
4. Appoint chairs, liaisons and coordinators for all Association committees and projects that are not otherwise governed by the Bylaws of the Association;
5. Serve as the primary liaison between the Association and IMSA;
6. Coordinate reunion and other annual alumni event planning;
7. Perform any other duties deemed necessary to ensure the proper organization and operation of the Association.

### **Article Three—Vice President**

It shall be the duty of the Vice President to:

1. Act in the absence of the President and assist the President as requested;
2. Succeed to the position of President in case of vacancy in that position;
3. Coordinate the activities of the Association's Clubs, as outlined in the Club Chartering Bylaws;
4. Assist the President with coordinating reunion and other annual alumni event planning;
5. Perform any other duties deemed necessary to ensure the proper organization and operation of the Association.

### **Article Four—Secretary**

It shall be the duty of the Secretary to:

1. Take attendance and minutes for all Association meetings;
2. Maintain and make available to the membership the records of the Association;
3. Coordinate the communications of the Association, including but not limited to newsletters, Web sites, e-mail lists and other correspondence;
4. Perform any other duties deemed necessary to ensure the proper organization and operation of the Association.

### **Article Five—Treasurer**

It shall be the duty of the Treasurer to:

1. Develop the IAA Program Budget in consultation with the other Association officers and representatives of the IMSA Fund;
2. Present the IAA Program Budget to the IAA Cabinet for approval annually no later than 31 August;
3. Present any IAA Event Budgets to the IAA Cabinet for approval as needed;
4. Monitor the use of Association program or event funds in concert with representatives of the IMSA Fund and submit periodic Treasurer's Reports at Cabinet meetings. Present an annual Treasurer's Report to the membership at the Annual Meeting. Provide all reports to the Secretary for inclusion in the records of the Association;
5. Work with the IMSA Fund on fundraising efforts as needed;
6. Perform any other duties deemed necessary to ensure the proper organization and operation of the Association.

#### **Article Six—Purpose And Scope**

At-large cabinet members provide direction for the IAA and participate in the organization of IAA efforts. They serve as a sounding board for ideas and as contact points for the alumni population. Cabinet members will be called upon to coordinate projects for the alumni association, particularly serving as liaisons between the IAA and IMSA departments/areas, including but not limited to Admissions, College and Academic Counseling, Computing and Networking Services, Student Leadership Development and the IMSA Fund.

#### **Article Seven—Attendance and Recall**

Officers and cabinet members are expected to attend all scheduled meetings of the Association. In the event an officer or cabinet member will miss a meeting, it is incumbent upon him/her to notify the President in advance of the meeting. If officers or cabinet members fail to attend two meetings during their term without proper notification, a recall vote may be called for. Recall of an officer or cabinet member requires a two-thirds (2/3) vote of the Cabinet. Resulting vacancies will be filled pursuant to the Constitution—Article Four, Section Five for officers; Article Six, Section Two for at-large members.

#### **Article Eight—Ratification and Amendment**

These bylaws are to be ratified by the Annual Meeting on 18 June 2005 by a 3/5 majority vote. These Bylaws shall be amended by a 3/5 vote of the Association at its Annual Meeting or by a 3/5 vote of the Association at a special meeting called for the purpose of amending these Bylaws.

## **Elections Bylaws**

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Approved 21 July 2018

### **Article 1—Purpose And Scope**

#### **Section 1.01**

These Bylaws shall define the membership, jurisdiction, and procedures of the Elections Committee of the Association, and they shall be the guiding principles in all elections of the Association. Where these Bylaws are ambiguous or in conflict with other Bylaws of the IMSA Alumni Association, they shall be subject to interpretation by a majority vote of the Alumni Cabinet.

### **Article 2—Membership Of The Elections Committee**

#### **Section 2.01**

All alumni interested in becoming members of the Election Committee shall submit their names and contact information (phone number, address, and e-mail address) to the Association President within six months of the conclusion of the Annual Meeting.

#### **Section 2.02**

The Alumni Cabinet shall appoint the Chairperson of the Elections Committee from this pool of names within seven months of the conclusion of the Annual Meeting.

#### **Section 2.03**

The Members of the Election Committee shall be selected from this list of candidates by the Chairperson, subject to the guidelines in the Bylaws and to the approval of the Alumni Cabinet within 1 month of being appointed.

#### **Section 2.04**

The Elections Committee shall be comprised of at least one member from each graduating class in which there was a nominee. In so far as possible, the number of members from each class should be kept balanced.

### **Article 3—Jurisdiction Of The Elections Committee**

#### **Section 3.01**

The Elections Committee shall have full control over all election proceedings of the Association, subject to the terms of these Bylaws.

#### **Section 3.02**

All actions and decisions of the Elections Committee shall be by simple majority vote of its members.

#### **Section 3.03**

The Alumni Cabinet may veto any decision or action of the Elections Committee by a 2/3 vote.

#### **Section 3.04**

Meeting schedules and procedures, including quorum requirements, shall be established by the Chairperson, subject to the approval of the Association President. These items shall be delivered to the Association President at the same time as the list of members. Copies of these items will be made available to any IAA member upon request and receipt of duplication costs.

### **Article 4—Procedures For Elections And Duties Of The Elections Committee**

#### **Section 4.01**

The Elections Committee shall preside over, conduct, and certify all Association elections as outlined in the Bylaws.

#### **Section 4.02**

Nominations for all of the elected positions shall be mailed or e-mailed to the Chairperson of the Elections Committee. All nominations must be received by a date announced by the Elections Committee, which shall be no later than 21 days prior to the date of the Annual Meeting.

#### **Section 4.03**

The Elections Committee shall contact all nominees to confirm their interest and ensure, in so far as possible that there is at least one candidate for each position.

**Section 4.04**

The Elections Committee shall arrange for anonymous, secure, online voting with the names of all candidates and the positions for which they are running on them, with space for write-in candidates. To facilitate voting, ballots shall be available at least 14 days prior to the Annual Meeting. Voting also shall be permitted at the Annual Meeting.

**Section 4.05**

(Obsolete Absentee Balloting Section, replaced by online voting)

**Section 4.06**

Newly elected officers and cabinet members shall begin their terms at noon of the 31<sup>st</sup> day of August following the Annual Meeting.

**Article 5—Amendments**

**Section 5.01**

These Bylaws shall be amended by a 3/5 vote of the Association at its Annual Meeting or by a 3/5 vote of the Association at a special meeting called for the purpose of amending these Bylaws.

**Section 5.02**

The number of At-Large Members elected to the Alumni Cabinet shall be eleven.

**Section 5.03**

In odd-numbered years, the Association President and Secretary shall be elected. In even-numbered years, the Vice President and Treasurer shall be elected. In 2019, the Vice President and Treasurer shall also be elected, each to terms of one year.