

BYLAWS OF THE ILLINOIS COLLEGE PERSONNEL ASSOCIATION

Effective May, 2003

Revised, March 2008

Article I. Name

Section 1. The name of this organization is the **Illinois College Personnel Association**; hereafter referred to as ICPA or the Association.

Article II. Affiliation

Section 1. ICPA is a State division of the **American College Personnel Association**; hereafter referred to as ACPA.

Section 2. ICPA shall be organized and operated in accordance with the Bylaws and major purposes of ACPA.

Article III. Mission, Values, and Purpose of the Association

Mission:

The Illinois College Personnel Association (ICPA) is a State division of the American College Personnel Association (ACPA). This organization is committed to advancing the knowledge of its members by connecting student affairs professionals in Illinois and serving as advocates for ICPA members to the ACPA International Organization.

We Value:

Professional, ethical behavior

Visionary leadership

Innovation

Personal and professional growth

Self-reflection

Professional partnering and relationships

Inclusivity and diversity

Our Purpose:

- Provide leadership opportunities
- Offer professional development activities/events
- Foster effective communication among student affairs professionals

Article IV. Membership

Section 1. General Membership is open to any person who is an ACPA member, with designated responsibilities related to student development or student affairs at the post-secondary level.

Section 2. Student Membership is open to any person regularly enrolled on at least a half-time basis in a graduate program related to the student affairs profession. Student members have all the rights and privileges of general membership.

Section 3. Associate Membership is open to any person who is interested in the aims and purposes of ICPA. Associate members cannot vote or hold an elected office in ICPA.

Section 4. Annual dues of ICPA shall be determined by the ICPA Executive Board.

Section 5. ICPA business meetings shall be held at times deemed necessary by the ICPA Executive Board and are open to all ICPA members. Notice of meetings will be sent to members 30 days prior to the meeting date.

Section 6. Severance of Membership.

- a. Members will be dropped from membership for nonpayment of dues in accordance with ACPA policies.
- b. Any member of ICPA may be dropped from membership for conduct that is contrary to or destructive of its purposes according to the Association Bylaws, Mission, Values Statement, or ACPA ethical code. Any member charged with engaging in any such conduct shall be given the opportunity to present evidence through witnesses or shall have the right to appear and have a hearing before the Executive Board whose decision shall be final.

Article V. Officers

Section 1. The officers of ICPA are: President-Elect, President, Immediate Past President, Director of Records and Recognition, Director of Membership, Director of Finance, Director of Events, and Director of Communications.

Section 2. The officers shall carry out the duties specified in the Bylaws of the Association and those other duties normally associated with their offices that are not so specified herein.

- a. President-elect. The President-Elect shadows the president. Takes on special projects as needed by the Board. Is an ex-officio member of all committees.
- b. President. The President shall be the chief elected officer of the Association. S/he shall preside at all general membership meetings and Executive Board meetings of the Association. S/he shall be an ex-officio member of all committees, unless otherwise specifically provided for in the Bylaws. S/he shall represent the Association to ACPA, providing necessary documentation as called for in the ACPA Bylaws, and to other professional associations where appropriate.
- c. Immediate Past-President. The immediate Past President shall form and chair an elections committee, develop nominations, and hold elections each spring. Performs in an advisory capacity to the Board, takes on special projects as needed by the Board. Once his/her term is completed as Immediate Past President it is desirable that this person keep an active role with the board as an advisor and/or to assist with projects as needed.
- d. Director of Records and Recognition. Take minutes at all meetings. Preside over a Recognition Committee. Maintain Association records. Liaison with ACPA headquarters about awards, and coordinate/promote awards with the ICPA Board/general membership.

e. Director of Membership. Market ICPA activities/benefits to existing and new membership. Outreach to potential members in the State. Preside over a membership committee.

f. Director of Finance. Keep the Association's budget lines up to date. Report on budget status at each Board meeting. Annually prepare new budget and present to Board, reconcile and close out old budget. Maintain appropriate documentation for check requests/travel refunds. Process requests/refunds in a timely manner.

g. Director of Events. Plan or assist in carrying out all ICPA and partnered events. Preside over an Events Committee.

h. Director of Communications. Develop/maintain Web site presence, listserv. Communicate ICPA activities with the membership. Preside over a Communications Committee.

Section 3. In the event that the Presidency becomes vacant, the President-Elect shall assume the Presidency and shall serve the remainder of the term as well as the term for which s/he was elected. In the event the President-Elect is unable to assume the Presidency, the Immediate Past President shall complete the remainder of the term. All other vacancies shall be filled by appointment of the Executive Board for the remainder of the unexpired term.

Section 4. Officers may be removed from office by a majority vote of the Board for failure to perform the duties of the office or failure to uphold the provisions of these Bylaws or ACPA Ethical Code.

Section 5. The Association shall not compensate any officer for services rendered to the Association, except that officers may be reimbursed for expenses incurred in the performance of their duties to the Association, in reasonable amounts approved by a majority vote of the Executive Board.

Article VI. Executive Board

Section 1. The Executive Board of ICPA shall consist of the President-Elect, President, Immediate Past President, Director of Records and Recognition, Director of Membership, Director of Finance, Director of Events, and Director of Communications. The Directors will assemble their own committees and choose members/chairs for these committees. Committee members must be ACPA members and must become ICPA members within one year of their start with the committee.

Section 2. The Executive Board shall meet at times deemed necessary by the Board. Any ACPA member may attend. The Executive Board reserves the right to go into executive session, which is closed to the general membership.

Section 3. The Executive Board shall transact all necessary meetings of the Association, shall transact all necessary business of the Association, shall formulate and recommend policies to the membership and shall carry out such activities as directed by the membership.

Article VII. Committees

Section 1. Committees may exist for each Director's area. Committee members shall be appointed by the Director of the area and reviewed for approval by the Board.

Section 2. There shall be Ad Hoc Committees as necessary to meet the specific short-term needs of the Association and to make recommendations to the Executive Board by a specific time. The Chairperson of any Ad Hoc Committee shall be appointed by the Association President in consultation with the Executive Board.

Section 3. Ad Hoc Committee membership shall be determined by the Executive Board.

Section 4. Committees shall not commit the Association to any undertaking not specifically authorized by the Executive Board of the Association.

Section 5. Committee Chairpersons can be removed by a majority vote of the Executive Board for failure to perform the duties of the office or failure to uphold the precisions of the Bylaws or ACPA ethical code.

Article VIII. Elections

Section 1. The Immediate Past-President will serve as the Chairperson for the Nominating and Election committees as well as oversee the election process. The President and President-elect will assist the Immediate Past- President in acquiring committee members and filling any gaps that occur in the process.

Section 2. The Board members that are in the rotation to be elected shall be elected by either electronic means and/or the U.S. Postal Service, using the available methods that are the most efficient and confidential for the membership/process. The vote must take place no later than 30 days before officers take office.

Section 3. An election ballot shall be sent to each ICPA regular and student member.

Section 4. The ballot shall contain space for write-in candidates for each position.

Section 5. The officers shall be elected at large from among the regular membership of ICPA. Each officer shall be a member in good standing in ICPA for at least one year prior to his or her nomination and be a member of ACPA. No individual may hold more than one office.

Section 6. In the case of ties among contested positions or write in candidates, the President may choose to hold a run-off election or appoint a person to fill a position, in consultation with the board. Similarly, the President may appoint a person if a position is not filled through the election process or becomes vacant during a term..

Section 7. The President-elect, President, and Immediate Past-President shall serve one year terms in succession. Terms begin July 1. The President-elect moves to President the next year and then moves to Immediate Past-President the following year. The Directors are elected for two year terms. The terms are staggered so that only about half of the Directors roll off the board in a given year.

Section 8. Elections shall be held in May of each year or at another time determined by the Executive Board.

Section 9. Nominees shall be elected by a plurality of the votes cast.

Article IX. Amendments

Section 1. Amendments to the Bylaws may be proposed at any ICPA business meeting by any ICPA member.
a. Proposed amendments must be publicized to the membership at least 30 days prior to a vote.

Section 2. Amendments to the Bylaws may be made by a simple majority of votes cast by the general membership.

Article X. Affirmative Action Statement

ICPA employs the affirmative action statement that has been adopted by ACPA:

It is the policy of ACPA to promote equal employment opportunity through affirmative action. ACPA also complies with the District of Columbia Human Rights Law. The association does not discriminate on the basis of race, color, national origin, gender, age, affection/sexual orientation, gender identity and expression, or disability in any of its policies or practices. This nondiscrimination policy covers membership and access to association programs and activities including, but not limited to, national conventions, workshops, placement services, publications, educational services, and employment.

This revision was sent out to the membership on January 29, 2008 (date).

This revision was approved for adoption by a majority vote at an ICPA business meeting on March 31, 2008 (date).

Signed: Frankie Benson, March 31,
2008
Current President, ICPA date