

1 **CONSTITUTION AND BY-LAWS OF**  
2 **ILLINOIS TRIO**

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4 **ARTICLE 1 NAME**

5 The name of the Illinois Chapter, of the Educational Opportunity Association (hereinafter  
6 referred to as the Association or EOA), shall be Illinois TRIO, hereinafter referred to as the  
7 Chapter.

8 **ARTICLE 2 PURPOSE AND OBJECTIVES**

9 **SECTION 2.1 PURPOSE**

10 The purposes of the Chapter shall be to foster and promote standards of professional training  
11 effectiveness, and recognition of TRIO Programs (e.g. Educational Opportunity Centers,  
12 Educational Talent Search, Ronald E. McNair Post-Baccalaureate Achievement, Student  
13 Support Services, Upward Bound, Upward Bound Math/Science, and Veterans Upward Bound)  
14 and educational personnel who are in institutions of higher education and in other public and  
15 private agencies and organizations concerned with or engaged in the support and/or  
16 administration of educational opportunity.

17 **SECTION 2.2 OBJECTIVES**

18 **2.2.1)** To service the needs and interests of (1) students, faculty, and administrators in  
19 institutions of higher education, and (2) individuals in public and private agencies and  
20 organizations concerned with or engaged in the support and/or administration of TRIO and  
21 Educational Opportunity Programs (EOP) by promoting and facilitating the coordination of  
22 educational opportunities and by advising and assisting in the promotion and development of  
23 positive program implementation.

24 **2.2.2)** To promote and facilitate communication between institutions of higher education and the  
25 sponsors of student aid funds.

26 **2.2.3)** To stimulate, promote, and conduct systematic studies and research, cooperative  
27 experiments, education, conferences, and such other related activities as are desirable or  
28 necessary to fulfill the purposes of the Chapter.

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30 **ARTICLE 3 MEMBERSHIPS**

31 **SECTION 3.1 TYPES OF MEMBERSHIPS**

32 Membership in the Association is subject to the review of the Association Membership and  
33 Certification Committee. There will be no individual membership in a Chapter apart from  
34 membership in the Association. Membership in the Association will be of eight types: Active  
35 Professional, Associate, Affiliate, Participant, Institutional, Corporate, Honorary, and Honorary  
36 Active Professional.

39 **SECTION 3.2 ACTIVE PROFESSIONAL MEMBERSHIP**

40 **3.2.1)** Active Professional Membership is restricted to (a) persons whose primary work (defined  
41 as 50% or more) is in the administration or general operation, inclusive of counseling and  
42 instruction, of educational opportunity programs and services, and (b) to professionals who  
43 serve in roles on campuses and in communities that indirectly promote educational opportunity  
44 and the individuals served by such programs, e.g., financial aid professionals, instructors and  
45 advisors and other persons actively engaged in promoting educational opportunity programs and  
46 services whose primary work is in a related field of education that serves the goals and  
47 objectives of the Association, as delineated in Article 2 of this Constitution and Bylaws. Active  
48 Professional Members must be members in good standing of the Chapter, must reside or work  
49 within the Chapter’s borders and must pay the annual dues as established by the Association’s  
50 Board of Directors.

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52 **3.2.2)** Each Active Professional Member is entitled to have a voice and one vote in affairs of the  
53 Chapter and Association, and is eligible to hold office as delineated in Article 4, Section 4.1.2 of  
54 this Constitution and By-laws.

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56 **SECTION 3.3 ASSOCIATE MEMBERSHIP**

57 **3.3.1)** Associate Membership is available to those persons who do not qualify for Active  
58 Professional Membership as stated in Article 3, Section 3.2.1 but who otherwise actively support  
59 the purposes and objectives of the Association, as herein expressed. Associate Membership is  
60 also an option for persons who qualify for Active Professional Membership under Section  
61 3.2.1(b), but it is not an option for persons who qualify under section 3.2.1(a) with the exception  
62 of full-time TRIO clerical support staff. Associate Members must be members in good standing  
63 of the Chapter, need to reside or work within the Chapter’s borders, and must pay the annual  
64 dues as established by the Association’s Board of Directors.

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66 **3.3.2)** Each Associate Member is entitled to have voice and one vote in the affairs of the Chapter  
67 and Association, but is not eligible to hold office.

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69 **SECTION 3.4 AFFILIATE MEMBERSHIP**

70 **3.4.1)** Affiliate Membership is available to alumni, retirees, graduate students, and others who  
71 support the purposes and objectives of the Association, as herein expressed, but are not engaged  
72 directly in educational opportunity programs. Affiliate Members must be members in good  
73 standing of the Chapter, need not reside or work within the Association’s borders, and must pay  
74 the annual dues as established by the Association’s Board of Directors.

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76 **3.4.2)** Each Affiliate Member may have voice, but may not vote in affairs of the Chapter and  
77 Association and is not eligible to hold office.

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79 **SECTION 3.5 PARTICIPANT MEMBERSHIP**

80 **3.5.1)** Participant Membership is available to those persons currently enrolled in TRIO/  
81 Educational Opportunity-type programs. Participant Members must be members in good  
82 standing of the Chapter, must reside or attend school within the Association’s borders, and must  
83 pay the annual dues established by the Association’s Board of Directors.

84 **3.5.2)** Each Participant Member may have voice, but may not vote in affairs of the Chapter and  
85 Association and is not eligible to hold office.

86 **SECTION 3.6 INSTITUTIONAL MEMBERSHIP**

87 **3.6.1)** Institutional Membership in the Association shall be open to educational institutions and  
88 not-for-profit organizations having an interest in promoting the goals of the Association.  
89 Institutional Members must be members in good standing with the Association and must pay the  
90 annual dues as established by the Association’s Board of Directors.

91 **3.6.2)** Each Institutional Member shall designate an individual to represent the institution at  
92 meetings of, or otherwise in connection with, the Association.

93 **3.6.3)** An Institutional Member representative may have voice and one vote in the affairs of the  
94 Chapter and Association, but may not hold office.

95 **SECTION 3.7 CORPORATE MEMBERSHIP**

96 **3.7.1)** Corporate Membership in the Association shall be open to corporations, businesses,  
97 industries or agencies having an interest in promoting the goals of the Association.  
98 Corporate Members must be members in good standing with the Association and must pay  
99 the annual dues as established by the Association’s Board of Directors.

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101 **3.7.2)** Each Corporate Member shall designate an individual to represent them at meetings  
102 of, or otherwise in connection with, the Association.

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104 **3.7.3)** A Corporate Member representative may have voice but may not vote in the affairs  
105 of the Association, and may not hold office.

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107 **SECTION 3.8 HONORARY MEMBERSHIP**

108 **3.8.1)** Honorary Membership may be conferred upon an individual, institution, organization  
109 foundation or business by a two-thirds vote of the EOA Board of Directors in recognition of  
110 extraordinary contributions to or support of the Association. Any Active Professional Member,  
111 Associate Member, Chapter or Association Committee, or Chapter may submit a nomination for  
112 Honorary Membership for consideration by the EOA Board of Directors. Once conferred,  
113 Honorary Membership is perpetual unless or until otherwise determined by the EOA Board of  
114 Directors.

115 **3.8.2)** Honorary Members are to receive recognition by annual publication of a roster of such  
116 members and by such other recognition, as may be deemed appropriate by the EOA Board of  
117 Directors.

118 **3.8.3)** Each Honorary Member may have voice, but may not vote in affairs of the Chapter and  
119 Association, and is not eligible to hold office.

120 **3.8.4)** There shall be no dues assessment for Honorary Members.

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122 **SECTION 3.9 HONORARY ACTIVE PROFESSIONAL MEMBERSHIP**

123 **3.9.1)** Honorary Active Professional Membership is limited to current Active Professionals in  
124 recognition of extraordinary service to the Association. Any Active Professional Member,

125 Associate Member, Chapter or Association Committee, or Chapter may submit a nomination for  
126 Honorary Active Professional Membership for consideration by the EOA Board of Directors.  
127 Once conferred Honorary Active Professional Membership is perpetual unless or until otherwise  
128 determined by the EOA Board of Directors. Annual dues are waived for Honorary Active  
129 Professional Members.

130 **3.9.2)** A Past President of the Association will, five years from the completion of their term, be  
131 automatically recognized with an Honorary Active Professional Membership.

132 **3.9.3)** Honorary Active Professional Members are to receive recognition by annual publication  
133 of a roster of such members and by such other recognition as may be deemed appropriate by the  
134 EOA Board of Directors.

135 **3.9.4)** Honorary Active Professional Members are entitled to both voice and vote in the affairs of  
136 the Chapter and Association and are eligible to hold office as delineated in Article 4, Section 4.1  
137 of this Constitution and By-laws; however, Honorary Active Professional Members who wish to  
138 hold office must reside or work within the Association's borders.

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#### **140 SECTION 3.10 COMMITTEE SERVICE**

141 All Chapter members, regardless of category, are eligible to serve as chairs, conveners,  
142 facilitators, or members of any Chapter committee, subject to the terms stipulated by Article 8.

#### **143 SECTION 3.11 ASSOCIATION DUES**

144 Annual Association dues for all members shall be established by action of the Association's  
145 Board of Directors.

#### **146 SECTION 3.12 MEMBERSHIP YEAR**

147 The membership year shall be annual (12 month) based on an approved membership application  
148 accompanied by the appropriate dues.

#### **149 SECTION 3.13 COMPENSATION AND EXPENSES OF CHAPTER MEMBERS**

150 The members of the Chapter, as such, shall receive no compensation from the Chapter for their  
151 services performed as Chapter members on behalf of the Chapter. Any travel or related expenses  
152 incurred by the member in the conduct of Chapter affairs may be paid to the extent as stipulated  
153 in the Chapter Fiscal Policies and Procedures and other appropriate governing documents, or as  
154 otherwise approved by the Executive Council.

##### **155 3.13.1) Compensation as Employee of Chapter**

156 Simultaneous service as a member and as an employee who is to receive compensation or salary  
157 from the Chapter shall not be permitted.

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### **160 ARTICLE 4 STRUCTURE OF THE EXECUTIVE COUNCIL**

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#### **162 SECTION 4.1 OFFICERS OF THE CHAPTER**

##### **163 4.1.1) Names**

164 Officers of the Chapter shall be the President, President-Elect, Immediate Past President,  
165 Secretary, and Treasurer. The Officers of the Chapter will also be referred to as the Executive  
166 Council.

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#### **168 4.1.2) Elections**

169 Election of officers shall be held by every year from among eligible members as outlined in  
170 Article 3. An independent firm shall be used to distribute, collect, and tabulate responses from  
171 the membership, and shall report the results to the Executive Council through the Nominations  
172 and Elections Chair.

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#### **174 4.1.3) Terms of Office**

175 The term of office of any elected officer of the Chapter shall begin immediately following  
176 his/her swearing in at the closing of the EOA Board of Directors meeting at the EOA Annual  
177 Conference or at the time of appointment and shall be a period of one year or until a successor  
178 takes office.

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#### **180 4.1.4) Vacancies of Officers**

##### **181 4.1.4.1) President's Death, Resignation, or Impeachment**

182 The President-Elect shall assume the Presidency of the Chapter upon the death, resignation, or  
183 impeachment of the President or upon the conclusion of the President's term and this  
184 appointment shall not prejudice the election of the incumbent to a regular term of office.

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##### **186 4.1.4.2) President-Elect's Death, Resignation, or Impeachment**

187 In the event of the President-Elect's death, resignation, impeachment or ascension to the  
188 Presidency, the vacancy shall be filled by a special at-large election, providing there are six or  
189 more months remaining in the normal term of office. If there are fewer than six months  
190 remaining in the normal term of office, the vacancy shall be filled by a two-thirds vote of the  
191 Executive Council upon nomination by the President, and the position shall be on an interim  
192 basis until the next general election of officers and shall not prejudice the election of the  
193 incumbent to a regular term of office.

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##### **195 4.1.4.3) Vice-President**

196 A new office entitled Vice-President shall be created by the Executive Council, upon the  
197 unusual ascension of the President-Elect to President. The Vice-President shall assume the  
198 duties of the President-Elect as an Officer of the Chapter. In the event of the President-Elect's  
199 death, resignation, impeachment or ascension to the presidency, the vacancy shall be filled by a  
200 special at-large election, providing there are six or more months remaining in the normal term of  
201 office. If there are fewer than six months remaining in the normal term of office, the position  
202 shall be entitled Vice-President, and the vacancy shall be filled by a two-thirds vote of the  
203 Executive Council upon nomination by the President. This practice will be done on an interim  
204 basis until the next general election of officers, and this appointment shall not prejudice the  
205 election of the incumbent to a regular term of office.

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##### **207 4.1.4.4) Immediate Past President's Death, Resignation, or Impeachment**

208 In the event of the Immediate Past President's death, resignation, or impeachment, the vacancy  
209 shall be filled by an appointment of the President and approved by the Executive Council by

210 majority vote. Such candidates for this appointment shall be a former president of Illinois  
211 TRIO, who meets the membership requirements of Article 3.

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**213 4.1.4.5) Treasurer’s Death, Resignation or Impeachment**

214 Upon the death, resignation, or impeachment of the Treasurer, the vacancy will be filled by the  
215 Executive Council upon nomination by the President. Such appointment shall be on an interim  
216 basis until the next general election of officers, and shall not prejudice the election of the  
217 incumbent to a regular term of office.

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**219 4.1.4.6) Secretary’s Death, Resignation or Impeachment**

220 Upon the death, resignation, or impeachment of the Secretary, the vacancy will be filled by the  
221 Executive Council upon nomination by the President. Such appointment shall be on an interim  
222 basis until the next general election of officers, and shall not prejudice the election of the  
223 incumbent to a regular term of office.

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**225 4.1.4.7 Impeachment**

226 Impeachment of elected officers may be effected by a two-thirds vote of the General Assembly  
227 upon 1) recommendation of the Executive Council, or 2) petition of two-thirds of the voting  
228 members of the Chapter.

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**230 4.1.4.8) Failure to Meet Membership Requirements**

231 If any officer, during the course of the term of office fails to meet the membership requirements  
232 in Article 3, the officer shall forfeit the right to such office. The officer is required to provide  
233 written notification to the Executive Council within two weeks of the change in status. The  
234 Executive Council shall fill the vacancy in accordance with the provisions prescribed in Article  
235 4, Section 4.1.4.

236

**237 SECTION 4.2 MEMBERS-AT-LARGE**

238 Members-at-large are nominated by the incoming President and approved by the Executive  
239 Council. Any Active Professional Member or Honorary Active Professional Member can serve  
240 as a Member-at-large. Each Member-at-large shall have responsibility of communicating and  
241 voicing the concerns of the membership. Each Member-at-large will oversee a geographical area  
242 of the state of Illinois which is divided into North, Central and South.

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**244 SECTION 4.3 DUTIES OF OFFICERS**

**245 4.3.1) President**

246 The President shall be the chief elected officer of the Chapter, shall preside at all meetings of the  
247 Chapter, shall be Chairperson of and preside at all meetings of the Executive Council and shall  
248 be an ex-officio member of all committees. The President shall be responsible for setting the  
249 schedule, location, and agenda for meetings of the Illinois TRIO Board. The President shall  
250 distribute the schedule at or prior to the first annual board meeting. The President shall submit  
251 an annual written report to the Chapter at the Annual Meeting of the Association on matters  
252 which have taken place during his/her term of office. The President shall be one of the Illinois

253 delegates to the Association’s Board of Directors and is responsible for submitting all required  
254 reports to the Association.

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**256 4.3.2) President-Elect**

257 The President-Elect shall be responsible for the Membership Services area and shall chair the  
258 Membership and Certification Committee. The President-Elect serves as a member of the  
259 Finance Committee. The President-Elect may be asked to take presidential authority, in the  
260 absence of the President, under special circumstances. The President-Elect shall be one of the  
261 Illinois delegates to the Association’s Board of Directors, is responsible for submitting required  
262 reports to the Association, and shall serve as a member of the Association’s Membership and  
263 Certification Committee.

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**265 4.3.3) Immediate Past President**

266 The Immediate Past President shall serve as a member of the Special Concerns and Affiliations  
267 Committee; and as a member of the Association Planning and Development Committee.  
268 Otherwise, the Immediate Past President shall perform the duties customary to the office.

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**270 4.3.4) Secretary**

271 The Secretary shall be responsible for keeping and maintaining the records and minutes of the  
272 Chapter meetings and of the Executive Council, for the mailing of meeting notices and such  
273 other communications provided for in the Constitution and By-laws. The Secretary shall also be  
274 responsible for the Public Relations and Communications Committee and for the performance of  
275 such other duties as are appropriate to the office or as are prescribed by the Executive Council.

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**277 4.3.5) Treasurer**

278 The Treasurer shall represent the Executive Council and Chapter in assuring the receipt and  
279 expenditure of funds in accordance with the Chapter Policies and Procedures, as well as the  
280 Chapter Fiscal Policies and Procedures and directives established by the Executive Council.  
281 The Treasurer shall maintain appropriate and adequate financial records and shall be ready  
282 whenever required to give to the Executive Council all financial records, and shall give same to  
283 his/her successors upon termination of his/her term of office. The Treasurer shall submit a duly  
284 audited annual financial report to the Chapter at the annual meeting and each meeting of the  
285 Executive Council. The Treasurer shall be under such bond as determined by the Executive  
286 Council. The Treasurer will also serve as a member of the Finance Committee.

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**288 SECTION 4.4 COMPENSATION AND EXPENSES OF OFFICERS**

289 None of the elected or appointed officials of the Chapter shall receive any compensation for  
290 their services as such to the Chapter.

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**292 4.4.1) Representatives of the Chapter approved by the Executive Council may be reimbursed for**  
293 appropriate expenses incurred on Chapter business from Chapter funds. Such reimbursements  
294 must be approved by the Executive Council.

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**ARTICLE 5 EXECUTIVE COUNCIL**

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**SECTION 5.1 COMPOSITION**

**5.1.1)** The Executive Council shall be comprised of the five officers of the Chapter who are Immediate Past President, President, President-Elect, Treasurer, Secretary, and three Members-at-large.

**5.1.2)** An elected officer of the Chapter may only serve in one elected/appointed position at any given time.

**SECTION 5.2 FUNCTIONS**

The Executive Council shall have full authority to conduct the affairs of the Chapter during the interim period between meetings of the General Assembly. Such authority must remain within the provisions of this Constitution and By-laws and must not conflict with or reverse decisions, actions, or policies established by the General Assembly.

**5.2.1)** The Executive Council shall have the authority and responsibility for all disbursements of the funds of the Chapter.

**SECTION 5.3 MEETINGS OF THE EXECUTIVE COUNCIL**

**5.3.1) Meetings and Notice**

The Executive Council shall convene immediately prior to annual meetings of the Chapter and shall conclude when the new officers are sworn in. A calendar of other regular, scheduled meetings shall be presented by the President and approved by the Executive Council at its first meeting each year. Written and/or electronic notice shall be given to all members of the Executive Council at least 30 days prior to any additional meetings.

**5.3.1.1)** Additional meetings of the Executive Council may be called by a majority vote or petition of three members of the Executive Council or upon the call of the President. The President shall fix the time and place of such additional meetings. Notice thereof shall be given to all members of the Executive Council at least 7 days prior to any such called meeting unless a majority vote of the members of the Executive Council establishes cause and waives this requirement.

**5.3.2)** The President shall be Chairperson and preside at meetings of the Executive Council. In the President’s absence, the President-Elect shall preside.

**5.3.3)** A quorum shall consist of a simple majority of the Executive Council which must include at least one (1) more than 50% of the Executive Council present.

**5.3.4)** Each sitting member of the Executive Council is entitled to one vote when present at an Executive Council meeting. At no time is voting by proxy by any member of the Executive Council permitted, nor may a member substitute representatives for its position. The President does not vote except in cases of a tie.



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**ARTICLE 6 THE GENERAL ASSEMBLY**

**SECTION 6.1) AUTHORITY, TIME, AND PLACE OF MEETING**

The supreme authority of the Chapter shall be the General Assembly. The General Assembly shall meet annually at a time and place fixed by the Executive Council. Notices of the place, date, and time of the meeting must be sent by first class mail and/or electronic media to the addresses of record of all members at least 30 days before the meeting is held.

**SECTION 6.2) MEMBERSHIP AND VOTING ELIGIBILITY**

**6.2.1)** All categories of the Chapter’s membership are allowed to participate in General Assembly meetings as stipulated in Article 3 of this Constitution.

**6.2.2)** Only Active Professional, Associate, Institutional, and Honorary Active Professional members are permitted to vote on business of the Chapter.

**6.2.3)** At each meeting of the General Assembly the Membership and Certification Committee shall certify and designate the eligible voting members.

**SECTION 6.3) GENERAL ASSEMBLY QUORUM**

The Chapter General Assembly meeting is traditionally held during the annual Association conference. Therefore, a quorum shall be calculated through confirmation of the total number of members attending the conference. A quorum shall represent 25% of the membership confirmed as conference attendees. In the event that a general assembly meeting is not held in conjunction with the annual conference, attendance records from the most recent Chapter professional conference shall be utilized to establish a quorum.

**ARTICLE 7 BUSINESS AFFAIRS OF THE CHAPTER**

**SECTION 7.1 POLICIES, PROCEDURES, AND PRACTICES**

Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall maintain a Policies and Procedures Manual to govern the general operations of the Association. This Manual must be reviewed annually by the Association executive officers and may be amended by the action of the Board of Directors. The Association Planning and Development Committee and the Association executive officers shall be responsible for oversight of the Policies and Procedures Manual to ensure that it remains current.

**SECTION 7.2 FINANCIAL AFFAIRS**

Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall annually maintain a Fiscal Policies and Procedures Manual to govern the general financial operations of the Association. It may be amended by action of the Board of Directors. The Finance Committee shall be responsible for oversight of the Fiscal Policies and Procedures Manual to ensure that it remains current.

392 **SECTION 7.3 CONFLICT OF INTEREST**

393 A conflict of interest, or the appearance of such, occurs when there is a divergence between an  
394 individual’s private, personal relationships, or interest and his/her professional obligations to the  
395 Association such that an independent observer might reasonably question whether the  
396 individual’s professional actions or decisions are determined by considerations of personal  
397 benefit, gain, or advantage.  
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399 **7.3.1)** Each member of the Board shall fully disclose to the Board of Directors any possible  
400 conflict of interest pertaining to a matter being considered by the Board. Any member of the  
401 board having a conflict of interest on any matter may answer pertinent questions for other Board  
402 members, but shall not be counted in determining the quorum for the vote, and shall abstain  
403 from voting on the matter.  
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405 **7.3.2)** Any member of the Association shall fully disclose to the membership any possible  
406 conflict of interest pertaining to a matter being considered by the membership. Any member of  
407 the Association having a conflict of interest on any matter may answer pertinent questions for  
408 other members, but shall not be counted in determining the quorum for the vote, and shall  
409 abstain from voting on the matter.  
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411 **7.3.3)** A roll call vote shall be conducted on any matter to which such conflict of interest  
412 pertains. The minutes of the meeting involving any such situation shall reflect that a full  
413 disclosure was made, the status of a quorum, and the abstention from voting.  
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415 **SECTION 7.4) INTERESTS IN PROPERTY**

416 Property includes all hardware, equipment, and other tangible goods owned by the Chapter.  
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418 **SECTION 7.5) CONTROL AND MANAGEMENT**

419 All the property of the Chapter shall be subject to the control and management of the Executive  
420 Council. Any accumulation or disposal of property except upon dissolution of the Chapter must  
421 be approved in advance by the Executive Council.  
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423 **SECTION 7.6) DISPOSAL UPON DISSOLUTION**

424 Upon dissolution of the Chapter none of its property shall be distributed to any of the members  
425 and all of such property shall be transferred to such other organization or organizations as the  
426 Chapter’s Executive Council shall determine to have purposes and activities most nearly  
427 consonant with those of the Chapter provided such other organizations shall be tax exempt under  
428 Section 501(c) (3) of the Internal Revenue Code or corresponding provision of the Internal  
429 Revenue Laws.  
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431 **SECTION 7.7) APPROPRIATIONS OF CHAPTER FUNDS**

432 No appropriation of the Chapter’s funds shall be made except pursuant to the authority of the  
433 Executive Council and in accordance with the Fiscal Policy and Procedures Manual.  
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**ARTICLE 8 COMMITTEES**

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**SECTION 8.1 APPOINTMENT OF COMMITTEES**

The President shall nominate the chairs and members of all committees needed to conduct the affairs of the Chapter. Their appointment shall be subject to confirmation by the Executive Council.

**SECTION 8.2 STANDING COMMITTEES**

The Association and each of its Chapters shall have the following standing committees, which shall be established as per the provisions of EOA’s Constitution and Bylaws Article 9, Section 9.2 and each of which shall perform such functions as may be prescribed by the Chapter.

**8.2.1) Membership and Certification**

The Membership and Certification Committee shall be chaired by the President-Elect who will also serve on the Association’s Membership and Certification Committee. It shall be the responsibility of the Membership and Certification Committee to actively promote membership in the Chapter. The Membership and Certification Committee shall, for each Chapter business meeting, certify to the Executive Council the names of eligible voters and shall also be responsible for monitoring and tallying votes when necessary.

**8.2.2) Research and Evaluation**

The responsibilities of the Research and Evaluation Committee shall include but not be limited to the research and evaluation activities of the Chapter’s purpose and goals as described in Article 2 of this Constitution and By-laws. This Committee shall be a resource for all committees of Illinois TRIO, and shall support priorities established by the Executive

**8.2.3) Special Concerns and Affiliations**

Council. This Committee shall be the philosophical and operational liaison for issues and programs requiring a close working relationship between representatives of higher education and representatives of secondary education. It will assume an affirmative action role in suggesting to the Executive Council programs and areas of cooperation. Another function of the Committee is to ensure representation of special group concerns in the activities and decision making processes of the Chapter. The Immediate Past President will be a member of this committee. A representative of this committee shall also serve on the same EOA committee.

**8.2.4) Legislation and Education**

The Legislation and Education Committee shall be responsible for legislative concerns and shall keep the Executive Council and the membership informed on legislative issues relative to education in general and educational opportunities. A representative of this committee shall also serve on the same EOA committee.

**8.2.5) Scholarships**

The Scholarships Committee shall serve in the role of developing and implementing the scholarship selection process for all awards provided through the Association and amounts, eligibility criteria, scholarship renewals, and related matters shall be developed by the Scholarships Committee in conjunction with the EOA Education Foundation Board and must be approved by the Executive Council. The Committee shall consist of at least one representative

485 from each of the regions in the Chapter. A representative of this committee shall also serve on  
486 the same EOA committee.

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#### **488 8.2.6) Public Relations and Communications**

489 The Public Relations and Communications Committee shall be chaired by the Secretary. This  
490 Committee shall regularly publish a newsletter, shall publish a calendar of events which concern  
491 the Chapter, and shall promote regular communication among the membership. This committee  
492 shall also encourage scholarly publications to further the Chapter’s objectives.

493

#### **494 8.2.7) Professional Development**

495 The responsibility of the Professional Development Committee is to address matters pertaining  
496 to professional ethics and standards, and to provide professional development, training, and  
497 advancement activities and opportunities which contribute to the competency, status, and image  
498 of Chapter and Association members, including the Annual Conference. The Professional  
499 Development Committee is expected to work closely with other committees that have as a  
500 purpose the provision of training and development activities for the membership. The  
501 Committee shall consist of at least one representative from each region of the Chapter and the  
502 chairs of the Student Development Committee.

503

#### **504 8.2.8) Finance Committee**

505 The Finance Committee shall consist of the chair, a Member-at-large, the Treasurer, Immediate  
506 Past President, President, and President-Elect. The responsibilities will be to provide oversight,  
507 maintenance and disbursement of organizational funds acquired by membership dues, revenue  
508 generated by Illinois TRIO, events, and donations or contributions, in accordance with Chapter  
509 policies and procedures and the Chapter Fiscal Policies and Procedures.

510

#### **511 8.2.9) Nominations and Elections**

512 The responsibility of the Nominations and Elections Committee is to develop and implement a  
513 process for the selection of candidates for officers of the Chapter in accordance with the  
514 guidelines set down in this Constitution and By-laws. The Committee is further charged with  
515 conducting the election of the Chapter officers as stipulated in this Constitution and By-laws.  
516 The Committee shall consist of three members nominated from among the Active Professional  
517 Members by the President and confirmed by the Executive Council. . No member of the  
518 Nominations and Elections Committee may become a candidate for any office while a member  
519 of this committee.

520

521 **8.2.9.1)** The Nominations and Elections Committee shall poll members for the names of  
522 possible candidates to be placed in nomination for the positions of President-Elect, Secretary,  
523 and Treasurer and shall select appropriate candidates from among these nominees. No person  
524 nominated and accepted as a candidate shall be placed in nomination for more than one office  
525 during the current election.

526

527 **8.2.9.2)** The Nominations and Elections Committee shall conduct the confidential election of  
528 officers by first class mail and/or other electronic media. The candidate receiving the most votes  
529 of those eligible members responding will be elected. In no case will proxy voting be allowed.

530

531 **8.2.9.3)** The Nominations and Elections Committee shall submit the procedures for carrying out  
532 the annual elections. .

533

**534 8.2.10) Technology**

535 The Technology Committee is responsible for technology support, management and  
536 maintenance for the Chapter, to maintain the online systems and website with  
537 incorporated emerging technologies, and to ensure the dissemination and availability of  
538 publications/updates, pertinent documents, event information and membership  
539 information.

540

**541 SECTION 8.3 SPECIAL COMMITTEES**

542 Special Committees may be created to promote the purposes of the Chapter or to carry out  
543 necessary functions of the Chapter. Creation of such committees, their jurisdiction, and the  
544 number, selection, and tenure of their members shall be the responsibility of the President  
545 subject to the approval of the Executive Council.

546

**547 8.3.1) Student Development**

548 This Committee shall coordinate and execute the Student Development Seminar activities of the  
549 Chapter in a fiscally responsible manner. This responsibility shall include all activities related to  
550 student development including, but not limited to conferences, seminars, workshops, travel and  
551 other student development opportunities

552

**553 8.3.2) Council Fair Share**

554 This committee is responsible for all Council Fair Share efforts, meeting the requirements set  
555 forth annually for the Chapter, and representing the Chapter in all Council Fair Share meetings.

556

**557 8.3.3) National TRIO Day**

558 This Committee is responsible for coordinating the National TRIO Day Celebrations in the three  
559 regions of the Chapter.

560

**561 8.3.4) Policies, Procedures, and Practices Committee**

562 The Policies, Procedures, and Practices Committee shall be responsible for developing and  
563 reviewing policies, procedures and practices of the Chapter. Such concerns shall include but not  
564 be limited to the Chapter's Constitution, Fiscal Policies and Procedures, nominations and  
565 elections of officers, and awards.

566

567

**568 SECTION 8.4 AD HOC COMMITTEES**

569 Ad Hoc Committees may be created to promote the purposes of the Chapter or to carry out  
570 necessary functions of the Chapter. Creation of such committees, their jurisdiction, and the  
571 number, selection, and tenure of their members shall be the responsibility of the President  
572 subject to the approval of the Executive Council. Such committees will operate within the  
573 purposes and objectives of the Chapter, shall be specifically charged, and shall be automatically  
574 dismissed upon completion of their task. These committees can be chaired by any Active  
575 Professional Member, or Honorary Active Professional Member.

576

577 **SECTION 8.5 REPORTS**

578 Each Committee and subcommittee shall make an annual written report of its accomplishments,  
579 activities, and status, to the Executive Council at least 30 days prior to the General Assembly  
580 meeting, and shall report at any other time as requested to do so by the Executive Council.  
581

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583

**ARTICLE 9 SCHOLARSHIPS**

584

585 **SECTION 9.1 SCHOLARSHIPS**

586 **9.1.1) General Scholarships:** The Chapter may establish such participant scholarships as it  
587 deems appropriate. The purposes of any scholarship shall be in accordance with the aims and  
588 purposes of the Chapter as set forth in this Constitution and By-laws and as stipulated by the  
589 terms of Section 501(c)(3) of the U. S. Internal Revenue Code or corresponding provisions of  
590 the Internal Revenue Laws.

591

592 **9.1.1.1)** All recipients of any Chapter scholarship must be verified as a current TRIO/EOP  
593 participant within the Chapter.

594

595 **9.1.1.2)** Scholarship amount, eligibility criteria not otherwise addressed herein, scholarship  
596 renewals, and related matters shall be developed and supervised by the Chapter Scholarships  
597 Committee, reviewed by the Finance Committee and must be approved by the Executive  
598 Council in accordance with the policies and procedures of the Chapter.

599

600

601

**ARTICLE 10 EMPLOYEES**

602

603 Provided necessary funds are available, the Chapter may employ personnel whose titles, duties  
604 and remuneration shall be determined by the Executive Council. Such employees may be under  
605 bond for such amount as may be determined by the Executive Council. Necessary expenses of  
606 any such employee may be paid from the funds of the Chapter under the Chapter's Fiscal  
607 Policies and Procedures established for such payments.  
608

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612

**ARTICLE 11 RECORDS**

613 **SECTION 11.1 CURRENT RECORDS**

614 **11.1.1)** The Chapter records shall include all current records, documents, reports, and related  
615 written information pertaining to Chapter affairs as indicated in Section 11.2.1, including, but  
616 not limited to, the minutes of all meetings of the Executive Council and the General Assembly;  
617 resolutions, and voting records of General Assembly meetings; Chapter committee reports; the  
618 Chapter's Fiscal Policies and Procedures; the Chapter's Policies, Procedures, and Practices  
619 Manual; and such other documents and written records which are customary and used by the  
620 Executive Council and the General Assembly.  
621

622

623 **11.1.2)** The Chapter Secretary is responsible for maintaining all such records. At the conclusion  
624 of the term of office, the Secretary is responsible for submitting to the Chapter Archives all  
625 appropriate Chapter records generated during the term.

626  
627 **SECTION 11.2 ARCHIVAL RECORDS**

628 **11.2.1)** The Chapter Archival Records shall include the Chapter Constitution and By-laws; the  
629 Chapter Articles of Incorporation; minutes, resolutions, and voting records of General Assembly  
630 meetings; Executive Council meeting minutes, reports, and operations manuals and guides;  
631 Annual Reports of the Executive Council; records of agreements and arrangements with other  
632 organizations and individuals; committee reports; Chapter’s Annual Reports and related  
633 materials; financial records and reports, tax records, and auditors’ reports and such other  
634 pertinent documents, records, and information as are directed by the Executive Council.

635  
636 **11.2.2)** All records and documents shall be maintained in the Chapter’s Archives.

637  
638

639 **ARTICLE 12 CONSTITUTIONAL AMENDMENTS**

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641

**SECTION 12.1 INITIATION**

642 Proposals to amend this Constitution and By-laws may be initiated by the Executive Council, a  
643 duly constituted committee of the Chapter, or by a member of the Chapter. Such proposals must  
644 be in writing, and if initiated by an individual member, they shall be signed by at least five (5)  
645 members of good standing who are eligible to vote. Any proposed amendments must be received  
646 in writing or electronic media by the Legal Concerns and Constitutional Issues Committee at  
647 least 30 days before the next scheduled meeting of the Executive Council. The Secretary shall  
648 make the proposed amendments available to the Executive Council for that meeting and then  
649 thereafter for distribution to all members of the Chapter, and no vote shall be taken until at least  
650 thirty (30) days after such proposed amendments have been made available to all members.

651  
652

**SECTION 12.2 APPROVAL**

653 The Illinois TRIO Constitution and By-laws shall be amended by: U S Mail or electronic media.  
654 A majority vote of those eligible members responding is required for approval. In no case will  
655 proxy voting be allowed. An independent firm shall be used to distribute, collect, and tabulate  
656 responses from the membership, and shall report the results to the Executive Council.

657  
658

659 **ARTICLE 13 PARLIAMENTARIAN**

660 The President shall appoint a Parliamentarian, subject to the confirmation of the Executive  
661 Council, who shall serve at all General Assembly meetings and, as required, meetings of the  
662 Executive Council.

663  
664

**SECTION 13.1 ROBERT’S RULES OF ORDER**

665 The current edition of Robert’s Rules of Order shall govern the proceedings of the Chapter  
666 unless otherwise specified in the Constitution and By-laws.

667  
668

**ARTICLE 14 MANDATORY REVIEWS**

669  
670 This Chapter’s Constitution and By-Laws shall be reviewed for consistency and maintenance of  
671 Fiscal Policies, Procedures and Practices, and Policies, Procedures and Practices every  
672 administration year by the Special Committee, Policies, Procedures and Practices Committee.  
673

674  
675 Adopted November 7, 1984;  
676 Amended November 11, 2008  
677 Amended, November 12, 2011  
678 Amended, November 2, 2013  
679 Amended, January 24, 2018