

**CONSTITUTION and BY-LAWS**  
**of the**  
**Prairie Stars Family Association, University of Illinois Springfield**

**PREAMBLE**

The mission of the Prairie Stars Family Association (hereby referred to as PSFA) is to provide support for the student and parent experience at The University of Illinois Springfield (hereby referred to as UIS), as well as promote shared experiences. In order to satisfy this mission, The Prairie Stars Family Association hereby proposes to adopt the following rules as the Constitution of the Prairie Stars Family Association.

**ARTICLE I. NAME**

SECTION 1: The name of this organization shall be the Prairie Stars Family Association, hereby referred to as Prairie Stars Family Association or PSFA in its official documents.

**ARTICLE II. PURPOSE**

SECTION 1: The purposes of the PSFA shall be those stated in the Preamble for this Constitution.

**ARTICLE III. PURPOSE OF THE ORGANIZATION**

SECTION 1: To provide support for and enhance the family experience at UIS

SECTION 2: To help support UIS parents, guardians, and family members as they become part of the university during orientation, through their student's graduation

SECTION 3: To help parents, guardians, and family members learn more about UIS and develop a closer relationship with NSOPR by coordinating parent/family socials at university events

SECTION 4: To facilitate communication between and among parents, guardians, and families of UIS students

SECTION 5: To serve as a resource for parents, guardians, and family members of UIS students

SECTION 6: To support the Office of New Student Orientation and Parent Relations (hereby referred to as NSOPR) in parent and family support and communication programs. These programs include, but are not limited to, the following:

- Participation in parent panels
- Creation of the yearly letter to parents of new students
- Parent, guardian, and family focused events

SECTION 7: To assist in special events of NSOPR. These events include, but are not limited to, the following:

- Family Weekend
- Summer orientation events
- Launch week activities and August events

SECTION 8: To create and fundraise for programs and activities that support new students as the transition into the UIS community. This can include fundraising for new student programs, such as:

- Evening activities during Launch Week and Extended Orientation
- Programs during the overnight orientation
- Student orientation staff development
- Activities of the PSFA
- First-Year Student Scholarship

#### **ARTICLE IV. MEMBERSHIP AND ELIGIBILITY**

SECTION 1: Membership in PSFA is open to all parents, legal guardians, and family members of students enrolled in UIS.

SECTION 2: All parents, family, and guardians of UIS students, by virtue of their student's registration at UIS, are eligible to be members of the General Assembly of the PSFA and shall be subject to this Constitution and its By-laws.

SECTION 3: Membership, and thus voting powers and eligibility for Executive Board positions, shall be achieved by any and all interested parents, family, and guardians through contacting the UIS Office of New Student Orientation and Parent Relations.

#### **ARTICLE V. ORGANIZATION**

SECTION 1: STRUCTURE- The PSFA will consist of two branches, the General Assembly and the Executive Board.

SECTION 1.01: GENERAL ASSEMBLY- The General Assembly consists of all members of the PSFA.

SECTION 1.02: UIS PSFA EXECUTIVE BOARD (hereby referenced as E-Board) - The E-Board is the group of elected individuals with the responsibility of operating as the main governing body of the PSFA. The E-Board will also hold the responsibility of maintaining communications between the E-Board, the General Assembly, and NSOPR. The E-Board will consist of elected officers, in addition to an appointed Staff Liaison.

SECTION 2: OFFICERS- The officers of the Executive Board shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- Staff Liaison

SECTION 3: ELECTIONS- Regular elections for the positions of President, Vice President, Secretary, and Treasurer will be held at the annual Family Weekend Association meeting each October. With this election, the Director of New Student Orientation and Parent Relations will appoint the Staff Liaison.

SECTION 4: CALL FOR CANDIDATES- Two months prior to the election date, the secretary shall email all General Assembly members a description of each position and ask all interested individuals to apply. One month before the voting date, the secretary shall email a complete list and profile of each candidate, the position they are running for, and a reminder of the duties that each position requires.

SECTION 5: TERMS OF OFFICE- The term of office for the executive board positions of President, Vice President, Secretary, Treasurer, and Staff Liaison will be one year from the time of election or appointment. Terms will run from October to October. The transition of power will take place during the annual meeting held at Family Weekend. There are no limits on the number of terms each executive board member serves.

SECTION 6: POWERS- The Executive Board has the power to make decisions on the direction of the PSFA on behalf of the General Assembly, in coordination with the Office of New Student Orientation and Parent Relations. Primary voting power lies in the positions of President, Vice President, Secretary, and Treasurer. The Staff Liaison has voting power only in the event of a tie.

SECTION 7: GOVERNING RULES- The PSFA will abide by Robert's Rules of Order, found at the following link: <http://www.rulesonline.com/index.html>.

## **ARTICLE VI. MEETINGS**

SECTION 1: There will be a minimum of one meeting held each year at Family Weekend. Specific dates, times, and locations of the meetings will be decided by the E-board with the advice from the General Assembly and NSOPR. At the annual Family Weekend meeting, the newly elected E-Board will provide a tentative schedule of meetings for the year

SECTION 2: NOTICE- The Secretary of PSFA shall provide a minimum of two (2) weeks' notice and reminder via email to each E-Board member in advance of any meeting.

SECTION 3: SPECIAL MEETINGS- Special meetings may be called at the request of the President, by a simple majority (or above ½) of the E-Board, or three-fourths (¾) of the General Assembly.

## **ARTICLE VII. QUORUM**

SECTION 1: A quorum for the transaction of business shall consist of a simple majority, or more than one-half (1/2) of the number of voting E-Board members.

## **ARTICLE VIII. CONSTITUTION CHANGES**

SECTION 1: ADOPTION AND RATIFICATION- A simple majority of the General Assembly members are needed for adoption and ratification of amendments to the constitution.

SECTION 2: AMENDING THE CONSTITUTION- Proposed amendments to this constitution or By-Laws may be proposed by a petition signed by one-fifth (1/5) of the General Assembly or E-Board. Amendments to this Constitution or its proceeding By-Laws may be made at any meeting of the board. A simple majority vote of members of the General Assembly are needed for adoption.

SECTION 3: CONSTITUTIONAL REVIEW- The constitution shall be reviewed for updates every three (3) years by a committee elected from the General Assembly. The committee will have one year to review the constitution, take comments from the General Assembly, and propose changes, updates or new amendments to be voted on at the next annual meeting.

## **ARTICLE IX. GENERAL PROVISIONS**

SECTION 1: This Constitution and General Provisions of the PSFA, and amendments thereto, shall be subject to the rules and regulations of the Office of New Student Orientation and Parent Relations, in accordance with the University of Illinois Springfield.

## BYLAWS OF THE CONSTITUTION

### CHAPTER I: STRUCTURE OF THE ORGANIZATION

#### 1.0 Executive Officers

1.1 The Executive Board of the PSFA is responsible for the day-to-day activities that result in the smooth operation of the organization.

#### 1.2 Duties of each member:

1.2.1 **President:** A president should actively display characteristics of a pleasant, hardworking, and dedicated leader in leading PSFA in a steady pace of goal-setting, development, and achievement as an organization. The president is tasked with the following duties:

1.2.1.1 Knowing the constitution and bylaws of this organization

1.2.1.2 Studying the objectives and procedures of the organization

1.2.1.3 Reporting to director of NSOPR on the business of the organization

1.2.1.4 Planning committees for each event or issues that the president deems necessary

1.2.1.5 Seeing that all executive members are properly performing their duties

1.2.1.6 Preside over meetings

1.2.2 **Vice President:** A vice president should serve as second in command of PSFA. A good Vice President can serve as a person to help carry out the duties delegated by the president as well as lead other members of the e-board and general assembly. The vice president is tasked with the following duties:

- 1.2.2.1 Assist the president
- 1.2.2.2 Become familiar with the president's plans and goals for the year
- 1.2.2.3 Gather ideas from members to present to the president
- 1.2.2.4 Work together with the president to run meetings
- 1.2.2.5 Assist the president in creating necessary committees
- 1.2.2.6 Serve as the head of the organization in the absence (whether temporary or after resignation) of the president until, if necessary, a proper vote is held
- 1.2.2.7 Chair the Membership Committee, which focuses on ways to communicate the PSFA's activities to parents, as well as recruiting parent and family members to join the organization.

1.2.3 **Secretary:** A successful secretary has good organizational skills, accuracy and promptness in correspondences, and strong word processing skills.

The secretary is tasked with the following duties:

- 1.2.3.1 The records kept by the secretary is the source of all official statements, motions, directives, and assignments. Thus, the secretary must keep thorough and accurate notes of all meetings and correspondences, including, but not limited to letters received, copies of letters sent, committee reports, treasurer's reports, and membership rosters.
- 1.2.3.2 Distribute the minutes and notes from appropriate meetings (meetings that are not closed session executive board meetings) to each member.
- 1.2.3.3 Create the order of business for each meeting, with the advice of the president and the vice president
- 1.2.3.4 Read minutes of meetings and call the president's attention to unfinished business
- 1.2.3.5 Have an agenda, minutes of the previous meeting, lists of committees and committee reports, and a copy of the constitution and bylaws on hand at each meeting

1.2.3.6 Provide officers and committees with all necessary papers and materials

1.2.3.7 Cooperate with the treasurer in keeping an accurate account of finances and membership status.

1.2.4 **Treasurer:** A treasurer should have some knowledge of budgeting, bookkeeping and financial matters. An effective treasurer is able to consistently and accurately keep account of the organizations financial status. The president is tasked with the following duties:

1.2.4.1 Maintain records of financial documents from the previous treasurer

1.2.4.2 Record all expenses and revenues as they occur

1.2.4.3 Chair the fundraising committee for the organization

1.2.4.4 Meet with the president to prepare the annual budget for the upcoming year, and introduce this budget to the general assembly

1.2.4.5 Prepare requisitions for prompt payments of all invoices, deposit all money collected, and use the proper account number on all paperwork in accordance with University guidelines

1.2.4.6 Collect and deposit all monies raised or earned by the PSFA in the proper account in a timely manner in accordance with University guidelines

1.2.4.7 Pay out funds on orders signed by the president, vice president, and treasurer in accordance with University guidelines

1.2.4.8 Appoint committees for fundraising events and purposes

1.2.5 **Staff Liaison:** The staff liaison is an employee of the Office of New Student Orientation and Parent Relations that has been chosen by the Director of NSOPR in order to represent the office in PSFA meetings. The staff liaison is tasked with the following duties:

1.2.5.1 Maintain a flow of communication between PSFA and NSOPR.

1.2.5.2 The staff liaison will sit on the executive board and contribute during meetings and program development, but only holds voting power in the case of a tie in executive or general sessions

1.3 **General Assembly:** The general assembly will consist of all non-executive members.

The general assembly is tasked with the following:

- 1.3.1 Attending meetings when possible
- 1.3.2 Filling spots on committees as outlined by the by-laws
- 1.3.3 Read the minutes and statements provided by the secretary in order to stay up-to-date on the goals and current state of the PSFA
- 1.3.4 Provide their votes on all PSFA matters

## **CHAPTER II: COMMITTEES**

### **2.0 Standing Committees/ Special Committees/ Ad-Hoc Committees**

2.1 Much of the important work of an organization is done through committees. Try to retain at least one person from the previous year's committee to ensure continuity. Be sure each committee has a chair and a secretary. Try to keep the number of standing committees to a minimum, filling any gaps with ad hoc committees which are created for a specific project and are then dissolved.

2.2 **Purposes of Committees:** Committees shall be formed in order to focus on one specific task or aspect of the organization. Examples of committees include the executive committee (made up of the officers), the membership committee (responsible for encouraging and maintaining new membership), the program committee (which arranges the organization's yearly schedule of events), and the publicity committee (which interprets and publicizes the policies and plans of the organization).

2.3 **Provisions for Creation:** Committees shall be created by a simple majority vote of the Executive Board.

#### **2.4 Types of committees:**

2.4.1 **Event Committees:** Committees can be created to carry out the planning and business associated with events that PSFA is assisting with or sponsoring. These committees may be led by a chairperson from either the General Assembly or Executive Board.

2.4.2 **Standing Committees:** The PSFA will establish the following standing committees: Fundraising, New Parent Family Welcome, Family Weekend



and Orientation Programming, Constitution/Bylaws Committee Membership.

**2.5 Committee Membership Selections:** Members are selected for committees, both event and standing, on a voluntary basis. The only requirement for committee members is that each member who volunteers must commit to spending the time necessary for being an active and useful member of the committee they are volunteering for.

**2.6 Dissolution:** Committees shall be dissolved based on a simple majority vote of the Executive Board.

## **CHAPTER III: MEETINGS**

### **3.0 General Meetings**

**3.1** The purpose of meetings is to plan, direct, and support the programs of PSFA, and to support the overall mission of the Office of NSOPR.

**3.2 General Assembly:** There shall be at least one meeting of the General Assembly each year. This will be scheduled during Family Weekend (in October).

**3.3 Executive Board:** Meetings in addition to the aforementioned annual meeting may be scheduled at the Executive Board's discretion, and may be conducted by phone or other electronic means. Meetings of the executive board shall be held at their discretion, keeping travel and schedules of other e-board members in mind.

**3.4 Meeting Absences:** If a board member cannot attend a meeting, they should notify the President, or highest ranking member that will be in attendance, prior to the meeting. Absent members shall provide the board with any information they have which should be presented at the meeting.

**3.5 Quorum:** A quorum for the transaction of business shall consist of a simple majority, or more than one-half (1/2) of the number of voting members.

**3.6 Voting:** Each member shall have one vote. The executive board votes to create committees, make amendments, and any previously mentioned aspects of PSFA. All other matters are left to a vote of the entire association (both Executive Board and General Assembly).

**3.7 Special Meetings:** As outlined by the constitution, special meetings may be called at the request of the President, by a simple majority (or above ½) of the E-Board, or three-fourths (3/4) of the General Assembly.

**3.8 Minutes:** At every meeting (regular, special, or emergency), minutes taken shall include the following:

3.8.1 Date and place of meeting

3.8.2 Attendance

3.8.3 Whether the minutes of the last meeting were approved or dispensed with

3.8.4 All main motions, including the name of the person introducing the motion

3.9. Minutes shall be distributed to all executive members as soon as they are prepared, and sent to the General Assembly mailing list upon being approved by executive members.

**3.9 Attendance:** Executive members shall give a week's notice for planned absences and provide all of the materials they would have presented at the meeting.

3.9.1 **Emergency Absences:** In the case of an emergency, the board member shall, if possible, notify the highest ranking member in attendance of the meeting that they will be absent.

3.9.2 **Sanctions:** If a board member misses half of the scheduled meetings, the rest of the board shall meet and vote on sanctions. Any sanction requires a super majority (3/4 of voting members present) of e-board votes to be enacted.

## **CHAPTER IV: BUSINESS/FINANCIAL ANNUAL BUDGET**

### **4.0 Annual Budget**

**4.1 Fiscal year:** The fiscal year shall begin at the first meeting of school year during Family Weekend and shall continue through the following fall, spring, and summer semesters, and until the next Family Weekend.

**4.2 Fiscal policies:** Books will be kept by the treasurer and presented to the e-board for approval once a month.

**4.3 Expenditures:** PSFA funds may be used for events, marketing, and the creation of scholarships.

**4.4 Expenditure Approvals:** Any money spent must be approved by a simple majority of the e-board

**4.5 Reporting Expenditures:** Expenses must be reported and added to the books within one week of the expense's completion.

## **CHAPTER V: ELECTIONS**

### **5.0 General Rules:**

5.1 Eligibility for e-board roles shall be based on the guidelines specified in this organization's constitution (Article IV.)

5.2 Elections shall be held annually at each PSFA meeting during Family Weekend. Instructions for special elections can be found in the constitution.

5.3 Ballots are cast in person by all those in attendance of the meeting, unless the e-board decides on a way to count votes that meets the following qualifications:

5.3.1 Anonymity must be kept for all those casting their vote

5.3.2 The medium of voting must prevent double-voting by any one member

5.3.3 The opportunity to vote must be given to as many PSFA members as possible.

### **5.4 Inauguration:**

5.4.1 Inauguration will be held within a week of the vote.

5.4.2 Each officer must take an oath of office agreeing to uphold the PSFA Constitution and By-Laws, to work toward improving the efficacy of the organization, and to support the mission of PSFA.

5.5 **Vacancies:** Vacancies shall be filled by calling an emergency meeting of PSFA or holding an online vote. Vacancies should be filled within two weeks, if candidates can be found. If candidates cannot be found, duties will be performed by other E-Board members until elections can be held and the position is filled.

## **CHAPTER VI: DISCIPLINE AND IMPEACHMENT**

### **6.0 Defined**

**6.1 Grievance-** A complaint filed by another member

**6.2 Warning-** A verbal or written admonishment given to the recipient of a grievance

**6.3 Censure-** A public (in meeting) admonishment

**6.4 Impeachment-** A charge which results in removal of office if found guilty

## **CHAPTER VII: AMENDING THE BYLAWS**

**7.0 Amendments:** Amendments can be made to these bylaws by a simple majority vote of the Executive Board.

**8.0 Review of By-Laws:** By-Laws shall be reviewed for updates every year by a committee elected from the General Assembly. The committee will have one year to review the By-Laws, take comments from the General Assembly, and propose changes, updates, or new amendments to be voted on at the next annual meeting.

## **CHAPTER VIII: GENERAL PROVISIONS**

**8.0** These bylaws and general provisions of the PSFA, and amendments thereto, shall be subject to the rules and regulations of the Office of New Student Orientation and Parent Relations.