

University of Illinois Urbana-Champaign

Illinois Student Council

Bylaws

Ratified April 19, 2023 by Illinois Student Government Senate

Commitment to Diversity, Equity & Inclusion

Illinois Student Council (ISC) values and prioritizes diversity in all its forms. ISC recognizes that diversity is not only about race, ethnicity, gender, sexual orientation, religion, or ability but also encompasses diverse thoughts, experiences, and perspectives.

ISC believes diversity is a fundamental strength that enriches our campus community and enhances our ability to address complex issues and make informed decisions. Therefore, ISC is committed to creating a welcoming and inclusive environment for all students, regardless of their background, identity, or beliefs.

Creating a genuinely diverse and inclusive community requires constant efforts and commitment to ongoing learning and growth. Therefore, we are committed to listening to feedback, learning from our mistakes, and continuously striving to create a more inclusive and equitable campus for all students.

I. Executive Branch

a. Elected Officers

i. President

The President shall engage in the following roles and responsibilities:

1. Primary representative of the Illinois Student Body by remaining well-informed about students' concerns and advocating for them.
2. Serves as the primary liaison to the University administration by regularly advocating for students' interests.
3. Approves or vetoes legislation by either signing their name or communicating their disapproval and rationale to the Speaker of Congress.
4. Manage external relations of ISC by communicating with relevant outside parties.

ii. Vice President

1. Coordinate the Cabinet by sending a weekly agenda and facilitating the meeting.

2. Shall serve as the primary representative for internal relations by communicating with relevant internal parties
3. Assist the President with any delegated responsibilities.
4. Shall assume the duties of the President upon their absence or request.

b. Appointed Officers

i. Administrative Officers

1. Chief of Staff

- a. The Chief of Staff shall oversee the operations of the executive branch, ensuring all members fulfill their duties.
- b. The Chief of Staff shall facilitate meetings between the Student Body President and the Illinois student body.
- c. The Chief of Staff shall serve as the ABTS Liaison.
- d. The Chief of Staff shall facilitate membership development for the executive branch.

2. Treasurer

- a. The Treasurer shall coordinate the development of the Budget and oversee all expenditures.
- b. Shall provide oversight for all Illinois Student Council financial transactions.
- c. Shall advise the Executive and Legislative branches on the use of financial resources.
- d. The Treasurer shall approve all expenditures.
- e. The Treasurer shall serve as an ex officio non-voting member of the Committee on Operations.

3. Director of Administration

- a. The Director of Administration shall oversee internal programming operations.
- b. The Director of Administration oversees the ILLI Coordinator, the Membership Coordinator, the Alumni Relations Coordinator, and the Programs Coordinator.

4. Director of Communications & Marketing

- a. The Director of Communications & Marketing shall facilitate communication with the student body.
- b. The Director of Communications & Marketing oversees the Communications Coordinator, the Marketing Coordinator, and the Design Coordinator.

5. Director of Engagement

- a. The Director of Engagement shall facilitate engagement with campus entities relevant to the student experience.

- b. The Director of Engagement oversees the Student Experience Coordinator, the Academics Coordinator, the Campus Safety Coordinator, the Diversity, Equity & Inclusion Coordinator, the Health & Wellbeing Coordinator, and the Environmental Sustainability Coordinator.
- c. The Director of Engagement shall consistently dialogue with the Student Trustee to ensure that student advocacy is adequately addressed.

6. Director of Community & Governmental Relations

- a. The Director of Community & Governmental Relations shall lead relations between local, state, and federal government entities pertinent to student life.
- b. The Director of Community & Governmental Relations oversees the Champaign City Liaison, the Urbana City Liaison, the Champaign County Liaison, the State & Federal Government Liaison, and the Civic Engagement Coordinator.
- c. The Director of Community & Governmental Relations shall attend all committee meetings of the Committee on Community and Governmental Relations.

ii. Coordinators & Liaisons

1. ISC Leadership Initiative Coordinator

- a. The ISC Leadership Initiative Coordinator shall oversee and coordinate the ISC Leadership Initiative, a program designed to foster leadership and equip students with the skills necessary to succeed as student body representatives.

2. Alumni Relations Coordinator

- a. The Alumni Relations Coordinator shall work alongside the University administration to maintain relations with alumni of the organization.
- b. The Alumni Relations Coordinator shall maintain the history and archives of the ISC.

3. Programs Coordinator

- a. The Programs Coordinator shall be in charge of coordinating ISC events.
- b. The Programs Coordinator shall liaise between ISC and Illinois student organizations.
- c. The Programs Coordinator shall serve as a representative of the HOPE Scholarship Committee.

- d. The Programs Coordinator shall serve as a representative of the iClicker Loan Program.

4. Communications Coordinator

- a. The Communications Coordinator shall maintain the ISC newsletter.
- b. The Communications Coordinator shall provide official ISC statements and stances.
- c. The Communications Coordinator shall maintain relations with the media.

5. Marketing Coordinator

- a. The Marketing Coordinator shall maintain the ISC social media pages.
- b. The Marketing Coordinator shall take photographs in an official capacity for the ISC.
- c. The Marketing Coordinator shall maintain the ISC website.

6. Design Coordinator

- a. The Design Coordinator shall maintain all graphics design for official ISC business.

7. Academics Coordinator

- a. The Academics Coordinator shall maintain relations with university administrators pertinent to academics.
- b. The Academics Coordinator shall serve as an ex officio non-voting member of the Committee on Academics Affairs.

8. Campus Safety Coordinator

- a. The Campus Safety Coordinator shall maintain relations with the Division of Public Safety.
- b. The Campus Safety Coordinator shall serve as an ex officio non-voting member of the Committee on Student Experience.

9. Diversity, Equity & Inclusion Coordinator

- a. The Diversity, Equity & Inclusion Coordinator shall maintain relations with University administrators pertinent to Diversity, Equity & Inclusion.
- b. The Diversity, Equity & Inclusion Coordinator shall serve as the liaison between ISC and University cultural centers.
- c. The Diversity, Equity & Inclusion Coordinator shall serve as an ex officio non-voting member of the Committee on Diversity, Equity & Inclusion.

10. Health & Wellbeing Coordinator

- a. The Health & Wellbeing Coordinator works with administrators to improve student Health & Wellbeing.
- b. The Health & Wellbeing Coordinator shall serve as an ex officio non-voting member of the Committee on Student Experience.

11. Environmental Sustainability Coordinator

- a. The Environmental Sustainability Coordinator shall serve as a liaison to all environmental and sustainability initiatives on campus.
- b. The Environmental Sustainability Coordinator shall serve as a liaison to all transportation that impacts the Illinois student body.
- c. The Environmental Sustainability Coordinator will liaise with the MTD Board.
- d. The Environmental Sustainability Coordinator shall serve as an ex officio non-voting member of the Committee on Environmental Sustainability.

12. Champaign City Liaison

- a. The Champaign City Liaison shall advocate for students' interests to the City of Champaign and attend all Champaign City Council meetings.
- b. The Champaign City Liaison shall serve as an ex officio non-voting member of the Committee on Community & Governmental Relations.

13. Urbana City Liaison

- a. The Urbana City Liaison shall advocate for students' interests to the City of Urbana and attend all Urbana City Council meetings.
- b. The Urbana City Liaison shall serve as an ex officio non-voting member of the Committee on Community & Governmental Relations.

14. Champaign County Liaison

- a. The Champaign County Liaison shall advocate for students' interests to Champaign County and attend all Champaign County Board meetings. Additionally, the Champaign County Liaison shall attend Savoy Board of Trustees meetings.
- b. The Champaign County Liaison shall serve as an ex officio non-voting member of the Committee on Community & Governmental Relations.

15. State & Federal Government Liaison

- a. The State & Federal Government Liaison shall coordinate with the University of Illinois and the University of Illinois System staff on initiatives that impact students.
- b. The State & Federal Government Liaison shall serve as an ex officio non-voting member of the Committee on Community & Governmental Relations.

16. Civic Engagement Coordinator

- a. The Civic Engagement Coordinator shall facilitate voter registration initiatives.
- b. The Civic Engagement Coordinator shall facilitate events to promote turnout in elections among students.
- c. The Civic Engagement Coordinator shall facilitate community service events.

c. Cabinet

i. Meetings

- a. The cabinet shall meet once a week while classes are in session.

II. Legislative Branch

a. Officers

i. Speaker

- 1. The Speaker shall serve as the primary representative of the Legislature by communicating the will of the Legislature to the Illinois student body.
- 2. The Speaker shall be elected by a majority of non-vacant seats of Student Representatives. They may not serve concurrently as a Student Representative.
- 3. Serve as the Chairperson of the Student Congress.
- 4. Shall not vote unless in the case of a tie.
- 5. Shall serve as the Chairperson of the Committee heads.
- 6. Shall supervise the Secretary and Parliamentarian.
- 7. Sign all legislation approved by the Student Congress and transmit the legislation to the Student Body President.
- 8. Shall swear in all members of the Legislature by administering the oath of office.

ii. Deputy Speaker

- 1. Shall assume the duties of the Speaker upon their absence or request.

2. The Deputy Speaker shall oversee membership development of the legislative branch.
3. The Deputy Speaker shall oversee the legislative process.
4. The Deputy Speaker shall serve as the Chairperson for the Committee on Operations.

iii. Secretary

1. The Secretary shall act as the keeper of Congress records and the primary correspondent for Congress by publishing records to the Illinois student body. Records of the Congress shall include the agenda, minutes, votes, and attendance.
2. Shall be appointed by the Speaker and approved by the Student Congress.
3. Coordinate the open period of the Student Congress meeting for non-members and the public by publishing a public comment registration form.
4. The Secretary shall be an ex-officio, non-voting member of the Student Congress.

iv. Parliamentarian

1. The Parliamentarian shall advise and serve as the official resource to Student Congress on matters pertaining to Parliamentary Procedure by answering all parliamentary inquiries.
2. The Parliamentarian shall opine on all matters of parliamentary procedure.
3. The Parliamentarian shall be an ex-officio, non-voting member of the Student Congress.

v. Chairpersons of Committees

1. Student Representatives may only serve as a chairperson of one ISG Committee.
2. The position of Chairperson shall be reserved for Student Representatives only.

b. Representatives

i. Meetings

1. The Student Congress of The Illinois Student Council shall meet weekly on Thursdays at 7:00 p.m. while the semester is in session.
2. Official business may only be conducted if there is a quorum of members present.
3. Only Student Representatives may author legislation.

ii. Representation of Students

1. Student Representatives shall remain accessible and accountable to their peers.

c. Committees

- i. **Committee on Academic Affairs**
The purpose of this committee shall be to advocate for practical educational policies to support all students' academic needs and preferences. In addition, this committee shall focus on fostering an inclusive, equitable, and accessible learning environment.
- ii. **Committee on Community & Governmental Relations**
This committee shall establish and maintain relationships with local, state, and federal governments, and related agencies. This committee shall also advocate for student initiatives and promote Illinois Student Government interests within these entities.
- iii. **Committee on Diversity, Equity, and Inclusion**
The purpose of this committee shall be to promote and improve equitable practices within the Illinois Student Government and the University of Illinois Urbana-Champaign. In addition, this committee shall spearhead efforts to address and remedy issues of inequality and discrimination affecting the student body.
- iv. **Committee on Environmental Sustainability**
The purpose of this committee shall be to advocate for environmental causes and promote the development of sustainable practices. This committee shall also ensure Illinois Student Government operates environmentally sustainably.
- v. **Committee on Operations**
The purpose of this committee shall be to manage the overall processes and procedures of the Illinois Student Government. In addition, this committee shall have jurisdiction over Illinois Student Government's finances and administrative operations.
- vi. **Committee on Student Experience**
The purpose of this committee shall be to support the general well-being of the student body by fostering a sense of community. The committee shall focus on student satisfaction in all aspects of student life and promote Illini pride.

III. Membership

a. Elections & Appointments

i. Elections

The Council designates a separate but established entity with the role of conducting fair and impartial elections of the President and Vice-President and representatives in Congress.

ii. Appointments

1. Executive appointments

- a. The student body president shall make all executive position appointments

- i. Cabinet positions that require appointment and approval are: Chief of Staff, Treasurer, Director of Administration, Director of Communications and Marketing, Director of Engagement, and Director of Community and Government Affairs.

- b. The Student Congress must confirm all presidential appointees with a majority vote

2. Legislative appointments

- a. All vacant Congressional seats will be filled by their respective colleges.

iii. Removals

1. Member Removal

- a. If a member is alleged to have violated the Code of Conduct, they shall be called before the Ethics Board.
- b. The Ethics Board shall facilitate fact-finding and vote on referring the individual to Congress for a vote of removal.
- c. A two-thirds vote is required to remove a member by Congress.

2. Officer removal

- a. If an officer is alleged to have violated the Code of Conduct, they shall be called before the Ethics Board.
- b. The Ethics Board shall facilitate fact finding and vote on referring the individual to Congress for removal from their office.
- c. A two-thirds vote is required to remove a member by the Congress.
- d. If an officer is removed from their position and chooses to remain a member, they may also be removed as a member following a second vote as outlined in the Member Removal section above.

b. Oaths of Office

i. Oath

The following oath shall be administered for all elected and appointed positions within the government: I, [Name], solemnly swear to uphold the duties and responsibilities of the position I have been [elected/appointed]. I pledge to serve all students with honesty, integrity, and respect, and to always act in the student body's best interest. I understand the privilege and responsibility of holding this role, and I pledge to serve with integrity, transparency, and humility.

ii. Oath Administration

1. **Student Body President**
The outgoing President shall administer the Oath of Office of Office for the Student Body President. Should the incoming President be the outgoing President, the Parliamentarian shall administer the Oath.
2. **Speaker of the Congress**
The outgoing Speaker shall administer the Oath of Office for the Speaker of the Congress. Should the incoming Speaker be the outgoing Speaker, the Parliamentarian shall administer the Oath.
3. **All Other Officers & Members**
The President shall administer the Oath of Office for members of the Executive Branch. The Oath of Office for the Legislative Branch shall be administered by the Speaker.

c. Transition

- i. Upon the certification of election results, the current Student Body President shall reach out to the newly elected Student Body President and Vice President promptly.
- ii. Both Student Body President and Vice President shall meet with their successors for transition.
- iii. All outgoing officers are expected to meet with their successors.

d. Stipends

Stipends shall be provided to the following officers: President, Vice President, Chief of Staff, Treasurer, Director of Administration, Director of Communications & Marketing, Director of Student Experience, Director of Community & Governmental Relations, Speaker of the Congress, Deputy Speaker of the Congress, Secretary, Parliamentarian, and the Committee Chairpersons. Stipends shall be determined in the budget each school year.

e. Prohibited actions

The Illinois Student Council shall not engage in partisan political activities.

- i. Political activities shall be defined as any funding, campaigning, or action related to a partisan political effort.

IV. Finances

The Illinois Student Council budget, henceforth referred to as the “Budget,” is a series of estimated and anticipated financial expenses by which the Illinois Student Council will seek to reasonably and responsibly spend its funds.

The Budget will be an accessible document available to members of Congress and the Illinois Student Body.

a. Viewpoint Neutrality Policy

- i. All fund allocations must be considered in a viewpoint-neutral manner.

- ii. A fund allocation made on a viewpoint-neutral basis is defined as one that is based entirely on facts and does not discriminate based on viewpoint, message, or popularity.

b. Budget Creation and Ratification

- i. The Illinois Student Council Budget for each fiscal year will be developed starting March 1. The Treasurer will coordinate budget development in a meeting with the Student Body President, Vice President, Speaker of the Congress, and Chairperson of the Committee on Operations. The Advisor shall serve as a resource for Budget development.
- ii. The initial draft of The Budget shall be presented to the President-elect and the Vice President-elect. As soon as the Treasurer is sworn in, the Treasurer shall assume the Budget development process in coordination with the Chairperson of the Committee on Operations.
- iii. The Budget should include an estimated end-of-fiscal year fund balance and consider past general patterns of spending.
- iv. The Budget will be submitted to the Congressional Committee on Operations after it has been introduced in Congress under New Business.

c. Budget Line-Item Reallocation

- i. Budget line items may be reallocated through the following process:
 - 1. The Treasurer presents the proposed reallocation to the Committee on Operations.
 - 2. A simple majority vote affirms the budget line-item reallocation in the Committee on Operations.
- ii. Budget reallocations are only necessary when a particular line item on the budget will not be utilized during that fiscal year.

d. Budget Accountability

- i. The Treasurer will be responsible for maintaining an up-to-date Budget document detailing the current expenditures of the Student Council.
- ii. The Treasurer will reconcile monthly expenses as compared to the University revenue/expense reports in coordination with the Advisor.
- iii. The Treasurer will report to the Committee on Operations on Student Council expenditures every month.
- iv. The Treasurer will report to the Congress on Student Council expenditures at least once a semester.

e. Expenditures

- i. The Treasurer will process all expenditures.
- ii. The Treasurer will be the only officer authorized to request a purchase on behalf of ISC in coordination with the Advisor and their designee.
- iii. All expenditures must be formally requested through an expense request.
- iv. The Treasurer will meet with the requesting member to ensure the requested purchase aligns with the approved budget line item(s).

- v. The Treasurer shall have the authority to approve or deny the expense based on the objective request review.
 - 1. The decision of the Treasurer of a denied expense request may be formally appealed through the Committee on Operations.
- vi. Expenditures in excess of the budget line-item balance will require authorization from the Speaker of the Congress and the Student-Body President.

f. **Reconciliation & Records**

The ISC financials shall be reconciled by the fifteenth day of each month for the following month's expenses.

V. Ethics

a. **Code of Conduct**

Members of the Illinois Student Council shall commit to the following the Code of Conduct:

- 1. shall be present and actively engaged at all meetings required of them unless otherwise excused;
- 2. shall always act respectfully toward other members;
- 3. shall refrain from making Ad Hominem attacks toward anybody else in their capacity as an ISC member;
- 4. shall always act professionally when representing ISC;
- 5. shall acknowledge they are always representing ISC;
- 6. shall comply with all local, state, and federal laws;
- 7. shall comply with all university policies and the Student Code of Conduct;
- 8. shall not discriminate against others;
- 9. shall respect their peers' identities.

Any deviations from the code of conduct may result in a referral to the Ethics Board.

b. **Transparency**

- i. All actions of the Council shall be made available to the Illinois Student Body.
- ii. All minutes, agendas, voting records, and attendances shall be available on the ISC website.

c. **Ethics Board**

The Ethics Board shall be comprised evenly of executive and legislative members. When an issue is raised to the Board, the Board fact finds and determines if a violation of the governing documents has occurred and any consequences. The Ethics Board shall NOT act as a policing body but rather as a

behavioral intervention body after the code of conduct has been broken. Members can appeal the committee's decision to the Student Congress.

d. **Conflicts of Interest & Recusals**

Conflicts of interest refers to moments where it is recognized that a circumstance has arisen where a member or officers should not exercise their duties as it would create a perception and possibility of biased action. Recusal is the act of removing oneself from the role in the interim due to a Conflict of Interest.

VI. Illinois Student Trustee

a. **Speaking Privileges**

- i. The Student Trustee shall attend the proximate Congress meeting following every Board of Trustees (BOT) meeting to report on the proceedings and decisions of the BOT.
- ii. Following the Student Trustee report there will be a period of discussion for questioning and input for the next BOT meeting

b. **Attendance**

- i. The Student Trustee may attend all Student Council Congress meetings as an ex-officio member.

VII. Association of Big Ten Students

- a. The Chief of Staff will maintain relations with the Association of Big Ten Students (ABTS)