

Bylaws
Bucktown Community Organization

Article I
Name and Office

Section 1

The name of the organization shall be Bucktown Community Organization, as incorporated under the general Not-for-profit Corporation Act of Illinois, and shall be referred to in the bylaws as the BCO.

Section 2

The principal office of the organization shall be located within the boundaries of the Bucktown neighborhood being North Avenue, Western Avenue, Fullerton Avenue, and the Chicago River.

Article II
Purpose

The BCO strives to promote the general welfare of Bucktown neighborhood residents. The primary purposes of the BCO are as follows:

- 1) To complement governmental and other public efforts by supporting educational, social, recreational, environmental, and cultural enrichment activities that serve the needs and interests of community children, youth, families, and seniors;
- 2) To promote a spirit of cooperation, goodwill and neighborliness, ease neighborhood tensions, and encourage people to openly communicate and take action for positive change in the community;
- 3) To collect and distribute information about topics of interest to the community and provide a public forum for residents and business owners to express their opinions;
- 4) To ensure the quality and availability of public and private community services and enhance the safety for those who live and work in Bucktown; and
- 5) To work with public officials, private citizens, and other neighborhood agencies to protect and preserve the historical diversity of the neighborhood, including housing stock, people, cultural capacity, and other characteristics of the community that make it unique.

Article III Membership

Section 1 Voting Membership

Voting membership shall be open to all individuals, households and institutions within the boundaries as stated in Article I, Section II. A membership is classified as one of the following: individual, household, senior, or institution.

Section 1A: An Individual shall be any person 18 or older.

Section 1B: Household members shall have one vote per household that shall be cast by the designated representative. Any individual within a household can establish his/her unique membership by paying for an individual membership as defined in Section 1A.

Section 1C: A senior is a person age 60 or older.

Section 1D: An institution is any civic group, social club, religious institution, non-profit organization, block club, or business. Institutional members shall have one vote per institution that shall be cast by the designated representative.

Section 1E

Voting members may exercise their right to vote 30 days after they have paid their dues in full.

Section 1F

The duties of the voting membership are to: 1) nominate and elect a Board of Directors; 2) create and participate in committees of the membership; 3) adopt, alter, amend or repeal bylaws; 4) pay such annual dues as are determined by the Board of Directors; 5) assist with the operations of the BCO when called upon by the Board of Directors; and 6) participate in any other functions not specified herein which advance the purposes of the BCO.

Section 2 Nonvoting Membership

Nonvoting membership is open to all individuals, households, and institutions, as in Article III, Section 1A -1D residing outside of the boundaries as stated in Article I, Section II and with immediate interest in the welfare of the community.

Section 2A

The duties of nonvoting membership are to: 1) create and participate in committees of the membership; 2) pay such annual dues as are determined by the Board of Directors; 3) assist with the operations of the BCO when called upon by the Board of Directors; and 4) participate in any other functions not specified herein which advance the purposes of the BCO.

Section 3 Dues

The Board of Directors may establish membership dues annually. New membership can be established at any time by paying the annual dues. The Board of Directors has the authority to raise the annual dues by no more than 25% in a calendar year, with the approval of the general membership.

Section 4 Public Meetings

Public meetings are those meetings held for the benefit of the general membership and open to the public at large. All public meetings of the BCO shall be held the third Tuesday of every month unless modified by a majority vote by the Board of Directors.

Article IV Board of Directors

Section 1 Duties

The duties of the Board of Directors are to promulgate the purposes of the BCO, as stated in Article II.

Section 2 General Powers

Its Board of Directors shall manage the property and affairs of the BCO. The Board may delegate any of its powers that it may deem judicious to such committees, councils or others groups as it shall create, while ensuring that such entities are held fully accountable to the Board of Directors.

Section 3 Board Members

The Board of Directors shall be comprised of: President, Vice President Membership, Vice President Zoning & Planning, Vice President Community Relations, Vice President Public Relations, Vice President Fundraising, Vice President Cultural Relations, Vice President Parks Recreation & Environment, Secretary, and Treasurer.

Section 3A: President

The President shall preside over Board and public meetings in accordance with the prescribed agenda in Article VI, Section X. The President shall be an ex-officio member of all committees. The President shall vote only in the event of a tie during the deliberations of the Board. The President shall ensure that the Secretary receives copies of all agendas and all other Presidential correspondence and communications authored on behalf of the Board.

Section 3B: Executive Vice President

The Executive Vice President shall act in the role of President in the absence of the President. The Executive Vice president may not vote during deliberations of the Board. The Board will elect from the seven vice-presidents an individual to fill the position of Executive Vice President at the first Board meeting following the general election.

Section 3C: Vice President of Membership

The Vice President of Membership will be the Chairman of the Membership Committee, which shall have the responsibility of maintaining all membership records, collecting dues, and maintaining contact lists. Dues collected will be delivered to the Treasurer. The Chairman shall seek members for the committee and conduct meetings as necessary to accomplish the duties of the office. The Chairman shall be responsible for ensuring that the Secretary receives copies of all committee reports and correspondence.

Section 3D: Vice President of Zoning & Planning

The Vice President of Zoning & Planning will be the Chairman of the Zoning & Planning Committee, which shall have the responsibility of reviewing and recommending to the Board the results of its deliberations as concerns the developments and projects in the area. The committee will present to the public at scheduled meetings any projects or issues under review, solicit comments from the membership, and recommend Board action in its advisory role. The Chairman shall be responsible for ensuring that the Secretary receives copies of all committee reports and correspondence.

Section 3E: Vice President of Community Relations

The Vice President of Community Relations will be Chairman of the Community Relations Committee, which shall have the responsibility for the development and maintenance of communications with the social, civic, governmental, religious, educational and public safety entities in the community. The Committee will bring to the Board its recommendations for the support of activities of these entities, which will strengthen the community. The Chairman shall be responsible for ensuring that the Secretary receives copies of all committee reports and correspondence.

Section 3F: Vice President of Public Relations

The Vice President of Public Relations will be the Chairman of the Public Relations Committee, which will be responsible for communicating the BCO's mission, activities and objectives to the community. This includes various media, including print communications, electronic communications, and the BCO hotline. The Chairman of Public Relations Committee will recommend to the Board of Directors an Editor and a Webmaster subject to the Board's approval. The Editor of the BCO newsletter will be responsible to the committee, which will oversee the production and distribution of the newsletter. The guidelines for determining the editorial content of all communications will be determined by the Board of Directors. The Webmaster will be responsible for maintaining the BCO website. The Chairman shall be responsible for ensuring that the Secretary receives copies of all committee reports and correspondence.

Section 3G: Vice President Fundraising

The Vice President of Fundraising will be Chairman of the Fundraising Committee, which will be responsible for revenue generation, other than membership dues. The committee will determine and recommend to the Board such activities that will support the BCO mission. The committee will undertake those activities approved by the Board, which may include working with other community groups. The Chairman shall be responsible for ensuring that the Secretary receives copies of all committee reports and correspondence.

Section 3H: Vice President of Cultural Relations

The Vice President of Cultural Relations will be the Chairman of the Cultural Relations Committee, which will be responsible for directing the BCO's mission in support of arts and cultural opportunities in the community as well as maintaining and responding to community library needs. The committee will review and recommend the support of the activities of other non-profit organizations seeking to provide cultural opportunities for the community. The Chairman shall be responsible for ensuring that the Secretary receives copies of all committee reports and correspondence.

Section 3I: Vice President Parks, Recreation and Environment

The Vice President of Parks Recreation and Environment will be the Chairman of the Park/Environment Committee, which will be responsible for coordinating the BCO's mission in the support of parks, beautification, and environmental issues in and relevant to the Bucktown community. The committee will provide liaison with the appropriate governmental agencies, park administrators, and individual park support groups in order to promote the beautification of the parks and for providing recreational opportunities to all members of the community. The Chairman shall be responsible for ensuring that the Secretary receives copies of all committee reports and correspondence.

Section 3J: Secretary

The Secretary will be responsible for maintaining the records of the BCO, including public and Board meeting minutes, committee reports and committee correspondence, requests for donations, and for providing written communications as directed by the Board. All members of the Board of Directors shall provide a copy of all correspondence sent on the behalf of the BCO to the Secretary. The Secretary is responsible for compiling all copies of committee reports and correspondence.

Section 3K: Treasurer

The Treasurer will be responsible for the funds of the BCO, reconciling bank accounts, maintaining current records and providing timely financial reports to the Board, as required. The Treasurer will be responsible for filing required tax reports or other document required by governmental agencies, obtaining insurance coverage, and engaging outside auditors as needed. The Treasurer will have authority to write and sign checks within the limits as authorized by the Board. The Treasurer shall be responsible for ensuring that the Secretary receives copies of all reports and correspondence.

Section 4:**Appointed Members**

The Board may appoint individuals to various positions as necessary. These may include, among others, newsletter editor, historian, Webmaster, and BCO liaison with other community and governmental groups. The Board shall determine appointed members' terms of office. Appointed members shall have no voting authority on the Board and will attend meetings as requested by the Board.

Section 5:**Terms of Board of Directors**

Elected board members shall serve for one (1) year. Members may not be elected to the same position for more than two (2) consecutive years. No officer shall hold more than one position. In the event of vacancy of a Board position, the Board may appoint an individual to fill the vacancy for the remainder of the term.

Section 5A:

In the event of a vacancy in the office of President, the Executive Vice President shall serve as Acting President for the remainder of the vacated term. The Executive Vice President will maintain the chairmanship of his/her particular committee.

Section 5B:

Should any member of the Board of Directors miss meetings without just cause and not uphold his/her duties as set forth for their office and/or the purpose of the BCO as stated in Article II, the Board may direct a letter of remediation to this Board member and may call for his/her dismissal.

Section 5C:

The Board of Directors shall declare a Board office vacant upon receipt of a letter of resignation. Upon resigning from the Board of Directors, the resigned member shall turn over all of his/her BCO records and correspondence to the Board of Directors.

Article V
Election of Board of Directors

Section 1
Nominating Committee

A Nominating Committee of four members shall be selected at the September public meeting for the purpose of soliciting candidates and presenting a complete slate of candidates to the general membership at the October public meeting. This Committee shall be comprised of two individuals from the Board of Directors and two individuals from the general voting membership. Should the Board of Directors be unable to recruit two voting members to serve on this Committee, the Board may delegate two other Board members to serve in this capacity.

Section 2
Slate of Candidates

At the October public meeting, the Nominating Committee will present a slate of candidates, ensuring at least one candidate is represented for each office. At this time, nominations will be solicited for each board position from the floor.

Section 3
Voting

At the November public meeting, an election will take place by printed ballot. Printed ballots will be provided to the qualifying voting membership as described in Article III Section 1 and 1E. Votes will be tallied immediately and the results certified and announced by the tally clerk.

Section 4
Assumption of Office

The members certified as elected at the November public meeting will take their place on the Board after the prior board adjourns, *sine die*, and the newly elected President calls the new Board to order.

Section 4A: Orientation for Board members

The retiring and remaining Board of Directors are responsible for orienting newly elected Directors following the November elections. Retiring members shall turn over to the Secretary all appropriate documents and records pertaining to the operations of the BCO as relevant to the duties of each member.

Article VI
Board of Director Operations

Section 1: Quorum

Board meetings shall be held with a quorum of 40% of elected Board of Directors present in order to conduct business.

Section 2: Board of Directors' Meetings

The Board of Directors shall meet every second Tuesday of the month unless modified by a majority vote by the Board.

Section 3: Special Meetings

Any Board member may call for a special meeting to be held with the stipulation that a quorum of 40% of the elected Board of Directors must be present to conduct any business.

Section 4: Board Voting

Voting by electronic communication is prohibited in efforts to maintain and uphold Robert's Rules of Order.

Section 5: Bank Accounting

All organization revenue is to be put into account(s) in a bank selected by the Board of Directors.

Section 6: Records

The Board of Directors shall maintain complete records of its rules, regulations, and policies as set forth by each new Board.

Section 7: Insurance

The Board of Directors shall obtain errors and omission insurance covering all members of the BCO Board.

Section 8: Communication

No letters or electronic mail presenting or stating a BCO position in a controversial or possible controversial issue will be put on BCO stationery without the approval of the Board of Directors.

Article VII:
Meeting Protocol

All business taking place at both Board meetings and public meetings shall be governed by Robert's Rules of Order, Revised.

Article VIII:
Meeting Agenda

In efforts to uphold a fair and democratic process for sharing information and making decisions, the following meeting format shall be used at both Board of Directors' and public meetings. This agenda may be adapted upon approval of the majority of the Board of Directors.

- 1) Welcome
- 2) Approval of Minutes
- 3) Correspondence
- 4) Treasurer's Report
- 5) Committee Reports
- 6) Old Business
- 7) New Business
- 8) Speaker/Special Program
- 9) Good of the Order
- 10) Adjournment

Article IX

Conflict of Interest

No part of the net earnings of the association shall inure to the benefit of, or be distributed to its members, officers, or other private persons. No substantial part of the activities of the BCO shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the BCO shall not participate in, or intervene in (including publishing or distribution of statements) and political campaign on the behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of the articles of this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes and mission of the BCO.

Article X:

Bylaws

Section 1: Amendments

These bylaws may be proposed for amendment by the Board of Directors or the general membership at a public meeting. Voting will take place at the following month's public meeting with a decisive action depending on 2/3rds of the vote. All modifications to the bylaws shall be filed with the appropriate governmental bodies.

Section 2: A copy of these bylaws shall be made available to each paid member. A record of the distribution of bylaws shall be kept by the Membership Chairman. A charge of \$1.50 shall be paid for an additional copy.

Article XI

Dissolution

Upon dissolution of the BCO, the assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal revenue Code, or the corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose within the boundaries of the BCO as stated in Article I, Section 2. Any such assets not so disposed of shall be disposed of by a Court of Competent jurisdiction of the county in which the principal office of the association is located, exclusively for such purposes, or to such organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

2003 Bylaws revisions were recommended to BCO Board of Directors on August 26, 2003 and approved by the Board for presentation to the general membership at the September 9, 2003 public meeting. Revisions were approved by the general membership, through ballot voting, on October 21, 2003.