

Skinner Park Advisory Council By-Laws

ARTICLE I. NAME

The name of the organization shall be Skinner Park Advisory Council, hereinafter referred to as Council.

ARTICLE II. PURPOSE

The purposes of the Council are:

- organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- To review and advise the Chicago Park District and other government entities regarding budgets, permits, partnerships, and program offerings to better serve the community
- To provide a vehicle where information can be shared to and from the community
- To provide community feedback and build community cooperation and awareness by involving all segments of the community in the planning and implementation of all projects that will impact the community.
- To improve and help maintain the safety and beauty of Skinner Park, Loomis St. Gardens and other parks, open spaces, leisure and recreational facilities that the Council may adopt or build to meet the needs of community.
- To raise and advocate for both private and public funds to develop and maintain the physical facilities of Skinner Park, Loomis St. Gardens, other open spaces, and programs to serve the community
- To create and produce free/low cost special events to benefit the community

ARTICLE III. TYPES OF MEMBERSHIPS

Section 1.1 RESTRICTIONS

The Council shall not discriminate based on race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status, or sexual orientation or pet ownership.

Section 1.2 REQUIREMENTS

Section 1.2a GENERAL REQUIREMENTS

Members of the Council shall be Chicago residents over the age of eighteen (18). Businesses and organizations located in Chicago may be members of the Council with a designated representative and alternate representative. Members shall at all times act in a civil manner and shall not engage in disruptive behavior during meetings or events.

Section 1.2b VOLUNTEER SERVICE HOURS

Annual Service hours for members of the Council shall be :

| <u>Type</u> | <u>Service Hours</u> |
|-------------|--|
| Senior | 2 hour of volunteer service at a Council project or event per 12 month period |
| Individual | 5 hours of volunteer service at a Council project or event per 12 month period |

Section 2: VOTING MEMBER

Section 2.1 QUALIFICATIONS

Voting members of the Council shall have met the requirements of Section 1.2 of this Article AND must have :

- attended the two Council meetings immediately preceding the meeting at which voting is to take place.
- OR attended a majority of the past six(6) Council meetings immediately preceding the meeting at which voting is taking place.
- OR have volunteered 10 hours for Council projects or events in the last 12 months.

A voting member is entitled to one vote on each matter submitted to a vote of the Council.

A person may vote as an individual or as a representative of one organization, but not both.

An affirmative vote by a simple majority of all Council members in good standing at a Council meeting shall be required to pass any matter which is up for a vote (excepting Article XII-Amend By-Laws).

Section 2.2 PROXIES

There will be no voting by proxy.

Section 3. FRIENDS MEMBER

Members who have completed their volunteer service hours or made a membership donation shall be recognized as members of Friends of Skinner Park and Loomis St. Garden.

Section 3.1 Annual membership donations or volunteer service hours for members of the Friends of Skinner Park and Loomis St. Garden shall be :

| Type | Service Hours or membership donations |
|----------------|--|
| Student/Senior | \$5 or 2 hour of volunteer service at a Council project or event per 12 months |
| Individual | \$15 or 5 hours of volunteer service at a Council project or event per 12 months |
| Family | \$25 or 8 hours of volunteer service at a Council project or event per 12 months |

Section 3.2 Membership donations for business and organizational members of Friends of Skinner Park and Loomis St. Garden shall be set by the Executive Committee.

ARTICLE IV. CHICAGO PARK DISTRICT

Chicago Park District Staff may be ex officio non-voting members of the Council. Chicago Park District staff shall not vote on any Council matters.

ARTICLE V. BOARD & EXECUTIVE COMMITTEE

Section 1. Composition

The Board shall be composed of the officers designated in Section 3 of this Article and comprised of at least three(3) officers.

The Executive Committee shall be composed of the Board and committee co-chairpersons

Section 2. Duties and Powers

A. The executive power of the Council shall be vested in the Executive Committee.

B. The Executive Committee shall:

- establish priorities and actions to fulfill the purpose of the Council
- take actions necessitated by deadlines or other emergencies between meetings of the Council

Section 3. Officers

The President shall preside at all meetings of the Council and Executive Committee and shall be the representative for Council matters. The President may appoint other officers or members to represent the Council.

The Vice President shall preside at meetings in the absence of the President. If the President cannot complete their term for whatever reason, the Vice President is the successor to the President.

The Secretary keep record minutes of Council meetings; keep Council records; issue notices for Council meetings.

The Treasurer will be responsible for the financial records of the organization. The Treasurer shall give a financial status and a year end financial report, at meetings designated by the Executive Committee.

The President and Treasurer must be signatories to any bank accounts of the Council. Only those elected as Officers can be signatories to the account. Checks and withdrawals require signatures of two officers.

The Board may create additional officer positions to fulfill the mission of the Council. Additional officer positions shall be filled by election.

Section 4. Eligibility

To be a candidate for officer or chair of a committee, a person shall be a voting member in good standing

Section 5. Attendance

Unexcused absence from the majority of regular Council meetings or Executive Committee meetings in one (1) year shall constitute resignation from the Executive Committee. The President shall send written notice of such resignation to the Executive Committee member.

Section 6. Term of Office

Officers shall serve for two (2) years, or until their successors are elected.

Section 7. Elections of Officers

Elections shall be held at the Annual Meeting for following officers

- President and Treasurer shall be elected on odd years for a term of two(2) years.
- Vice President and the Secretary shall be elected on even years for a term of two(2) years.
- Members may stand for re-election at the end of their term
- All elections shall be conducted in an open meeting. Representative(s) of the Chicago Park District should be invited to the elections and shall be notified of the elections. Election notices shall be posted with at least 14 days notice at Skinner Park.
- If there are two or more candidates per office, a secret ballot shall be used. Ballots shall be counted in view of the Council and results shall be announced at the meeting.
- For offices with only one candidate, election by acclamation may be substituted for a ballot.
- Candidates may submit a self-nomination for an officer position. The Board may set a nomination deadline that is between 5 days and 3 days prior to the election date to facilitate printing of ballots.

Section 8. Vacancies

Elections shall be held to fill vacancies on the Board if there are less than three officers.

ARTICLE VI. REGULAR MEETINGS

Section 1. Council Meetings

Regular meetings of the Council will be set by the Executive Committee and shall be open to the community. Notices will be posted at Skinner Park at least ten (10) days in advance. Election meetings shall be posted with at least fourteen(14) days notice.

- The Executive Committee may cancel Council meetings due to emergencies
- The Executive Committee may call emergency meetings of the Council to handle issues that require immediate attention of the Council with 24 hour notice
- All meetings should be governed by Robert's Rules of Order, except in so far as such rules are inconsistent with these by-laws
- Regular Council meetings may be recorded by the Secretary to ensure accurate minutes

The Council shall hold an Annual Meeting for elections of officers. The Annual meeting shall be held around Noon on the date designated as the Skinner Park Earth Day Volunteer Work Day each year, unless the Executive Committee sets another meeting date and time with appropriate notice. Other regular council meetings should be held quarterly and as needed.

Section 2. Agenda

The Secretary shall prepare an agenda for each meeting of the Council in consultation with the President. After all agenda items have been completed, any Council member may introduce new business to be discussed. New business may be scheduled for the next Council meeting.

ARTICLE VIII. COMMITTEES

The Executive Committee shall create committees as necessary to fulfill the purposes of the Council. Committees shall be composed of Council members. All committees should have two co-chairs. One co-chair shall be elected by the Executive Committee from the officers. Committee members shall elect the other co-chair. All members may join any committee of the Council.

ARTICLE IX. CONFLICTS OF INTEREST

All members shall avoid conflicts of interest with respect to the work and actions of the Council whenever possible. If there is a conflict of interest, the member has the duty to disclose the conflict and recuse themselves from further participation in the matter. The Executive Committee shall have the authority to take action to ensure that the Council is protected from conflicts of interest.

ARTICLE X. USE OF DONATIONS

Section 1. Intent of Donor

Donations to the Council shall be used as intended by the donor. Donations received for a specific purpose may not be used for another purpose without consent of the original donor. If the donor cannot be contacted within one (1) year time based on the information provided with the donation, the Executive committee may refer the matter to the Council to designate a similar or related purpose. For example, excess funds for playground construction may be used for future playground repairs.

Section 2. Committee Control of Funds

Committees formed for a specific purpose or specific project shall have control of funds contributed for their specific purpose or project. Funds shall be expended at the recommendation of the committee subject to the review and approval of the executive committee to ensure compliance to this Article.

Section 3. General Funds

Donations received without a specific designation of use may be used to fulfill the mission of the Council subject to the vote of the Executive Committee. The Executive Committee may at its discretion refer an expenditure vote to the Council.

ARTICLE XI. OTHER PROVISIONS

Section 1. Inurement of Income

No part of the net earnings of the Council shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons except for reasonable expenses and reasonable compensation for essential, professional services rendered.

Section 2. Legislative or Political Activities

No substantial part of the activities of the Council shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Council shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign for any candidate for public office.

Prohibited legislative activities do not include advocacy work pertaining to the mission of the Council allowed under the law as defined under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Notwithstanding any other provisions of these articles, the Council shall not carry on any other activities not permitted to be carried on: by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Section 3. Privacy Clause

Council shall hold member and attendee information confidential. Council shall not share or sell information unless as required by law through a subpoena.

Section 3. Dissolution Clause

Upon the dissolution of the Council, the executive committee shall, after paying or making provisions for the payment of all of the liabilities of the Council, dispose of all the assets of the Council exclusively for the purposes of the Council in such manner, or to such organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the executive committee shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of Cook County, exclusively for such purposes of to such organization, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII. AMENDMENTS

These Bylaws shall be amended by an affirmative vote of two-thirds (2/3) of the voting council members present at the Council meeting at the time of the vote and provided that the proposed language of any by-law amendment is included in the meeting notice.

Adopted : March 21, 2000

Amended : April 21, 2007

Amended : September 26, 2009