

Chicago Park District 541 N. Fairbanks Chicago, IL 60611

Indian Boundary Park Advisory Council Bylaws

ARTICLE I - NAME

The name of the organization shall be “**Indian Boundary Park Advisory Council**” (PAC), hereinafter referred to as the PAC.

ARTICLE II - PURPOSE

The purpose of the PAC will be to promote ways for the community to better utilize the Chicago Park District's programs and facilities at Indian Boundary Park: to develop and maintain park landscape and gardens, to provide and expand cultural programs;

To provide communication to the Park District on matters relating to Indian Boundary community and all patrons of Indian Boundary Park;

To increase community awareness by involving all segments of the Indian Boundary Park community and all patrons of Indian Boundary Park, in the planning and implementation of the PAC and/or Chicago Park District Projects;

To provide the community with a vehicle through which information regarding Indian Boundary Park, can be shared; and

To assist in locating alternate funding sources to enhance the facilities at Indian Boundary Park for all patrons.

ARTICLE III - MEMBERSHIP Section 1: Restrictions

The PAC will not discriminate because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status or sexual orientation. Any resident of the City of Chicago can be a voting member of the PAC. To maintain voting rights members must attend at least one meeting during the calendar year.

Section 2: Requirements

The PAC shall consist of at least three (3) members, including the elected officers as defined in Article IV. Every member must complete a membership application. Any member whose work involves contact with children or any finances must submit a volunteer application to the Chicago Park District and may be asked to submit to a criminal background check.

Section 3: Member Removal

Any member may be removed as a member of the PAC for failing to remain in good standing upon a written motion by any officer containing the reason for removal and approval by a majority vote of the elected PAC members.

ARTICLE IV

OFFICERS Section 1: Officers

The officers of the PAC shall govern the PAC at all times and shall consist of:

The **President**, a voting member who shall prepare an agenda and preside over all PAC meetings, and shall perform such other duties as the PAC shall direct. The President can assign duties to other officers from time to time. In the event that the President is not present at a meeting, the Treasurer shall chair the meeting unless there is an elected and present First Vice President who will then chair the meeting. If there is no elected First Vice President and the President is not present then if there is an elected and present Second Vice President the Second Vice President shall chair the meeting.

The **Secretary:** a voting member who shall record minutes of all PAC meetings; shall keep a permanent file of all PAC records; shall keep an up-to-date roll of members; shall maintain a record of member attendance to PAC meetings; shall issue notices of all PAC meetings; and shall perform such other duties as the PAC shall direct. Copies of all are to be kept in the PAC binder kept at its respective park.

The **Treasurer:** a voting member shall have charge and custody of and be responsible for all funds of the PAC; receive receipts and give monies due and payable to the PAC from any source whatsoever, and deposit all such funds in the name of the PAC in such bank or other depository with the assistance of a fiscal agent. The Treasurer shall give financial statements at each meeting, and an itemized report once a year. In the absence of the President, and if there is no First Vice President and if there is also no Second Vice President, the Treasurer shall preside at the meeting.

In addition, the following officers may also be elected to govern the PAC:

The **First Vice-President:** a voting member who, if elected, shall preside at the meetings in the absence of the President, and shall perform such other duties as the PAC shall direct.

The **Second Vice-President:** a voting member who, if elected, shall preside at the meetings in the absence of the President and First Vice President, and shall perform such other duties as the PAC shall direct.

All officers shall complete and file a Registration Form with the Chicago Park District.

Section 2: Term of Office

Officers are limited to one year term of office. Officers cannot hold more than one office at a time and can only serve as an officer on one PAC at a time.

Section 3: Elections

Written notice of all elections shall be posted in the Indian Boundary Park Cultural Center 14 days prior to the election.

Elections shall take place once each calendar year.

Officers shall be elected by majority of the votes cast. Ballots shall be counted and results shall be announced at the same PAC meeting. Any ties are to be resolved as follows: 1. Candidates restate their positions, 2. Voting is repeated by secret ballot.

At least one (1) representative of the Park District must be present at the election.

All ballots shall be placed in an envelope and presented to the Park District representative to be filed.

Section 4: Vacancies

In the event of an officer vacancy, follow the outline in Article IV, Section 3.

After any vacancy has been filled with an unregistered PAC member, a new Registration Form is to be completed and submitted to the Chicago Park District immediately.

ARTICLE V - PARLIAMENTARY AUTHORITY

Section 1: Rules

Robert's Rules of Order shall govern all meetings, except insofar as such rules are inconsistent with these bylaws. A copy of Robert's Rules of Order will be kept in the cultural center.

Section 2: Quorum

A quorum for the transaction of business at a PAC meeting shall consist of a majority of PAC members present at the meeting.

Section 3: Voting

A resident of the city of Chicago will be deemed a member of the Advisory Council provided the resident attended at least one meeting of the Advisory Council within the previous 12 months not including the current meeting. Any resident member of the PAC is eligible to vote with the exception of Park District Employees who work at the same park in which they are a PAC member. Non-resident members of the PAC, are not eligible to vote.

It is expected that PAC members will excuse themselves from voting on issues where there is a conflict of interest such as where an issue would affect their personal, organizational or financial interest.

There shall be no voting by proxy or absentee ballot.

Section 4: Meetings

All meetings of the PAC shall be open to the public and proper notice must be posted at the park cultural center at least 14 days prior to the meeting date. Meetings of the PAC may be canceled due to emergency conditions and notice of such must be posted immediately. The Executive Committee shall meet as needed prior to the regularly scheduled monthly PAC meeting.

Emergency or Special meetings require a 48 hour notice. If a meeting is cancelled notice must be posted immediately and the Park Supervisor or Area Manager should be notified.

ARTICLE VI - COMMITTEES Section 1: Committee Composition

The PAC may create committees deemed necessary and appropriate to fulfill the purpose of the PAC. Committees shall be composed of voting members with at least one elected PAC member residing as Chair.

Section 2: Executive Committee

The executive committee shall consist of the elected officers of the PAC and shall be authorized to act for the PAC between meetings. The actions of the executive committee will be reported to the full advisory council at the next meeting.

Section 3: Committee Chairs

Chairpersons shall assure that all interested parties are given notice of meetings and assure that an accurate report of the proceedings is made at each PAC meeting.

ARTICLE VII - CONFLICT RESOLUTION

The officers of the PAC have the responsibility of monitoring the actions and activities of their PAC as a whole. The elected PAC has the right to review the actions of an individual member, officer, or group of members or officers acting on behalf of the PAC. The elected PAC may consider removal of a member, officer, or group of -members in accordance with the terms contained in these bylaws.

The President and the Secretary of the elected PAC should respond to any complaints in writing and file a copy of the response in the file kept at its respective park. Should the complainant be dissatisfied with the response, the complainant should have the right to appear before the PAC's general membership in order to be heard.

If the elected PAC is unable to successfully remedy a complaint or the complainant is dissatisfied with the response after being heard by the general membership the matter can be presented to the Complaint Review Committee (CRC) of the CPD for consideration. The decision of the CRC will be final and binding upon all the parties involved.

ARTICLE VIII - REGISTRATION

The PAC acknowledges that each park shall have only one registered PAC, there shall be no joint PACs or combined representation. The PAC will register with the Chicago Park District by completing and submitting to the Chicago Park District Department of Legislative and Community Affairs, a Registration Form. The Secretary will execute the Registration Form on behalf of the PAC and all members shall agree to abide by its terms.

ARTICLE IX - AMENDMENTS

The PAC by-laws can be amended through a written request submitted by any member to the PAC's Secretary or in the absence of the Secretary, the PAC's President. Any such requests shall be voted upon at the next scheduled meeting of the PAC. Amendments become effective by a favorable 2/3 vote of the general PAC members and shall be attached to these bylaws. A copy of all amendments shall be provided to the Chicago Park District.

ADOPTED: (12/9/2014)