

# BY-LAWS OF JEFFERSON PARK NEIGHBORHOOD ASSOCIATION

Voted and passed by JPNA Board 09/21/2015

Voted and passed by JPNA General Membership 09/30/2015 (82% Approved)

Amendment Voted and passed by JPNA General Membership 09/27/2017 (100% Approved)

## ARTICLE I - Name

The name of this Association shall be Jefferson Park Neighborhood Association, JPNA for short.

## ARTICLE II – Mission Statement

As an organization the JPNA is committed to enhancing the vitality and quality of life in the Jefferson Park Community.

Section 2.1 – To achieve our Mission Statement we will pursue but are not limited to the following actions:

1. Promote and endorse a clean, safe and stable neighborhood with an improved quality of life while respecting the diversity of all Jefferson Park neighbors.
2. Provide a community liaison with the Alderman and other public officials.
3. Take a active role in future land use planning including density, parking, green space, congestion, building heights, etc.
4. Encourage and endorse the preservation, renovation, and, whenever appropriate, adaptive reuse of the historic building stock in the neighborhood.
5. Provide and foster a social outlet among all Jefferson Park neighbors.
6. Promote civil community discussion and sharing of information.
7. Support a vital mix of residential, commercial and institutional uses that is essential to a balanced urban setting.
8. Act as a watchdog to hold public officials accountable.

Section 2.2 – Adhere to Platform Statements determined by survey of the neighborhood and vote of the members (See Section 8.2.5.2).

## ARTICLE III -- Non-Discrimination

Activities supportive of the JPNA mission shall be carried on without reference to race, creed or national origin in cooperation with governmental, religious, charitable and other educational, civic, scientific or community organizations. JPNA shall not directly or indirectly discriminate against any person or organization for reason of race, creed, color, sex, age, religion, disability, national origin, ancestry, marital status, sexual orientation, parental status, gender identity,

economic status, military discharge status, or as provided by Illinois statute.

#### ARTICLE IV - Limitation – Conflict of Interest

Section 4.1 --The JPNA shall not endorse any political candidate.

Section 4.2 – Board members shall not hold political office or paid working positions for politicians. Political office is defined as Federal, State, or City elected position. Positions such as Local School Councils, School Boards, or similar future positions are exempt from the political office rule. Board members can sit on boards of other organizations with the notification to the JPNA board. The JPNA board will review and approve.

Section 4.3 – Board members shall not hold a position or provide consulting services that conflict with the Mission Statement or JPNA Platform.

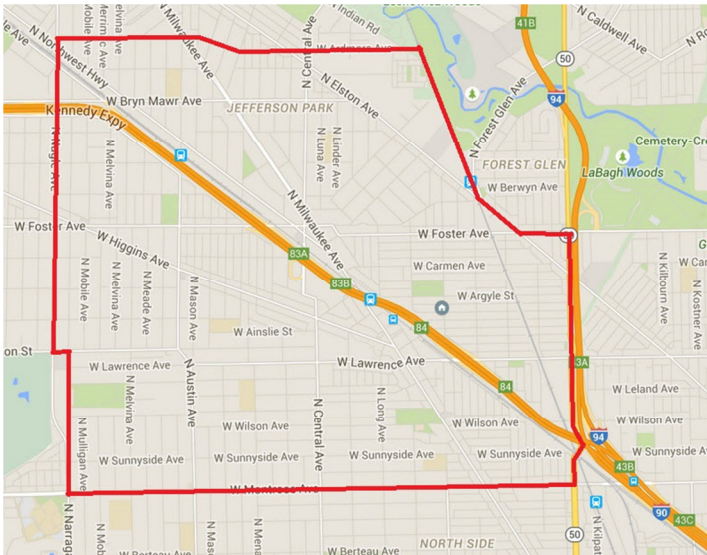
Section 4.4 – The JPNA shall not be a part of other organizations. JPNA can coalitions with other organizations when issues do not conflict with the Mission Statement or JPNA Platform.

Section 4.5 – A member cannot in the name of the JPNA organization present a stance to the media unless it was voted, part of Platform Statement, or part of By-Laws. A member can take any stance as an individual citizen.

#### ARTICLE V – Boundaries

The primary JPNA borders, using a version of "in center of the way" method, are:

1. South Boundary is Montrose Ave;
2. North Boundary is Ardmore Ave between Nagle Ave and Milwaukee Road RR Tracks;
3. West Boundary is Narragansett Ave from Montrose Ave to Gunnison Ave. Nagle from Gunnison Ave to Ardmore Ave;
4. East Boundary is Cicero Avenue between Montrose and Foster; then on the East in N. Elston Ave; down Milwaukee RR Tracks to Ardmore.



## ARTICLE VI - Membership

### Section 6.1 -- Membership Types

1. Voting membership of the JPNA shall be open for all paid members that are 18 years or older and reside within the current JPNA boundaries.
2. Non-voting membership of the JPNA shall be open for all paid members that are 18 years or older and reside outside of the current JPNA boundaries.
3. Non-members can attend all meetings.
4. The Board of Directors may accept individuals as Courtesy Members that do not pay membership dues. Courtesy members are non-voting.

### Section 6.2 -- Membership Dues

The dues schedule provides a standard rate and senior rate (applicable when age 55 or older) for both memberships.

Dues are prepaid in 12 or 24 month increments, are non-refundable, are non-transferable, and are defined as "new" or "renewal" for either membership. A membership year does not necessarily coincide with the JPNA fiscal year.

### Section 6.3 – Membership Action

All memberships (voting and non-voting) may participate in the discussions of accepted motions at JPNA general meetings. Only a person who qualifies for voting membership may cast a valid vote at any regular or special meeting of the JPNA provided the person is physically present.

The voting membership determines the course of JPNA through the following:

1. Resolutions and platform statements.
2. Nominations and election of board members and officers.
3. Confirmation of board members and officer appointments.

4. Establishing fiscal year spending limits.
5. The right to recall board members and officers.
6. The right to amend the By-Laws.

Issues which affect the quality of life within JPNA primary borders do not necessarily need to emanate from within these borders and may be addressed by the membership, whether it is an issue within the ward, or outside the ward.

#### Section 6.4 -- Membership – Voting

Only members that reside in the JPNA boundaries described in Article V and who fulfill the new membership and renewal membership qualifications shall have a vote.

##### Section 6.4.1 – New Members Qualifications

A new member can start voting after two full calendar months after dues are paid in full. For example, a new member that has paid on January 3 can vote at meetings in the month of April. A new member that has paid on December 31 can vote in meetings in the month of March. Members shall maintain voting rights as long as membership is paid in full.

##### Section 6.4.2 – Renewal Members Qualifications

Existing members who require renewal may vote as long as membership is paid in full. Membership that has expired because of non-payment of dues and is within three months is considered pending. Members in pending status cannot vote. A member in pending status who pays within the three months has their voting rights immediately re-established.

#### Section 6.5 – Membership Meetings

##### Section 6.5.1 – Agenda:

The proposed agenda at JPNA meetings shall provide for the following in any order: Call to order; Guest speaker; Presentation of minutes; Report of treasurer; Report of committees; Old Business; New Business; Announcements; Adjournment

##### Section 6.5.2 - General schedule

1. Monthly JPNA meetings are the last Wednesday of each month.
2. Meetings may be rescheduled for any reason such as holidays with public notice.

##### Section 6.5.3 Privacy -- Membership Lists

The membership list and information gathered by the JPNA is to be used solely for conducting JPNA business. This information will not be released or sold to individuals or organizations for other uses.

##### Section 6.5.4 - JPNA, Dissolution

The dissolution of the JPNA can occur with a quorum of 75% voting and a 2/3 majority vote in favor. Remaining funds shall go to the following charitable organizations spun off by the JPNA:

1. Northwest Chicago Historical Society.
2. Olives Garden for the Hungry.
3. Jefferson Park Sunday Market.

If the JPNA is operating financially in the red the Board of Directors is responsible for the debt incurred.

## ARTICLE VII – Finances

All funds shall be deposited in a checking account, interest bearing account, or CD account in the name of the JPNA.

### Section 7.1 -- Income

The JPNA may raise funds by charging dues, selling ads to the newsletter, voluntary contributions, and/or by fundraising events (raffles, etc.). Donation received for which the donor has specified a particular use, shall be used for the specified purpose or returned to the donor. Such donations may be accepted or rejected at the discretion of the Board.

### Section 7.2 -- Expenditures

1. The fiscal year of the JPNA shall run from April 1st to March 31st.
2. The Board shall adopt a budget by the end of January describing the planned expenditures and projected income for the fiscal year.
3. The Board shall accept comments and suggestions from the general membership for alteration of the budget, but the final decision with respect to the budget will be made by the Board.
4. Expenditures not included in the budget may be approved by majority vote of a quorum of Board members.
5. Payment of funds requires a receipt.
6. Officers of the Board are signatures for payment of debt.
7. Dual signatures are required for amounts of \$500 and over.

## ARTICLE VIII - Board of Directors (Commonly called Board)

### Section 8.1 - Selection -- Nominees or Appointee

Need to qualify for the following:

1. Be a JPNA voting member one year prior to nomination.
2. Participate in either a JPNA sanctioned fund raiser or event.

3. Evidence a willingness to serve and be legally competent to enter into contracts.
4. Present a Bio on previous community experience and their stance on issues in the neighborhood.

## Section 8.2 - Responsibilities

### Section 8.2.1 – Board Voting

A quorum for the transaction of business shall consist of a majority of the Board members currently serving.

### Section 8.2.2 – Financial Gain

No Board Member or Member shall financially benefit from the JPNA activities.

### Section 8.2.3 – Location of Funds

The Board of Directors shall select the banks, trust companies, or other depositories in which JPNA funds shall be deposited.

### Section 8.2.4 – Acquire Funds

In order to acquire funds for the purposes of JPNA, the Board of Directors in whole shall have the power of the following:

1. Hold or sponsor fund raising events
2. Prepare and submit proposals and receive grants
3. Hire consultants to advise the Board of Directors on matters relating to the JPNA's organization, administration and programs.

Board members are financially responsible for debt incurred.

### Section 8.2.5 – Communication

The Board may gather information and appropriately share the results with the membership, interested parties and others.

#### Section 8.2.5.1 -- Newsletter

The JPNA newsletter shall be published at a minimum of 4 times a year. The newsletter shall be printed in hard copy and distributed for the membership. A pdf version of the newsletter shall be posted on the JPNA website.

#### Section 8.2.5.2 – JPNA Platform

The Board shall conduct a survey every three years starting in 2016 that will be used to update Platform Statements. The survey shall be conducted by a committee led by a Board member with voting members who want to participate. Survey shall be approved by the board prior to distribution. Platform Statement changes will go to the voting membership for a vote. A vote of

50% plus 1 modifies the platform.

### Section 8.3 -- Board Elections

There are ten elected board members, of which 4 are officers. One-half shall be elected in odd years and one-half in even number years. The duration of the term is two years.

#### Section 8.3.1 – Board Officer Election

The Board of Directors Officer election shall serve a two year term and elected as follows:

1. Odd years for President and Treasurer
2. Even years for Vice-President and Secretary

#### Section 8.3.2 -- Election

Nominations for board members and officers occur during the August general meeting. The person seeking to be on the board shall disclose all conflicts of interest as defined in Article IV. A voting member can nominate a voting member for board or officers.

Elections shall occur during September general meeting. Candidate may run for one open position. A candidate cannot run for an officer and board position at the same time. A candidate who currently has a position can run for an open position; for example, a sitting Vice-President or Board member can run for President.

#### Section 8.3.3 – Start Term of Office

Elected Board members and officers shall assume their duties on the First of the month after the election. All outgoing board members and officers shall make themselves available for a period of two weeks for transition purposes following the election.

#### Section 8.4 – Vacancy

A vacancy in the board seat shall be filled by the board with confirmation by the general membership. The filled vacancy shall be up for re-election based on whether it filled an even or odd numbered year open position.

#### Section 8.5 – Board Member Activities

All board members shall be encouraged to submit a Community Bio to be posted on the JPNA website.

#### Section 8.6 – Board Officers

##### Section 8.6.1 Duties of the Board Officers

##### Section 8.6.1.1-- President

It shall be the duty of the President to preside at all the meetings of the JPNA. Appoint the chair of committees with approval of the board.

#### Section 8.6.1.2 – Vice-President

The Vice President, in the absence or inability of the President to serve, shall perform those duties necessary for the effective operation of the JPNA.

#### Section 8.6.1.3 -- Secretary

The Secretary shall take minutes or provide a board member to take minutes of general and board meetings of the JPNA.

#### Section 8.6.1.4 -- Treasurer

The Treasurer or board designee shall collect and receive all money due to the JPNA, shall be custodian of the funds received and shall disburse the same only upon order of the Board. The Expenditures, receipts and pertinent balances for a given month and portion of the fiscal year shall be reported by the Treasurer or designee at the next regular meeting. Treasurer is responsible for following all the sections under the Article VII - Finances.

#### Section 8.6.2 – Officer/Board Resignation

If an officer resigns their position they are still considered a board member until next term elections. If the President resigns, then the Vice-President becomes President. If the Vice-President, Treasurer, or Secretary resigns then the position is to be filled by a current board member through Presidential appointment.

Board member resignation removes the person from the Board.

#### Section 8.6.3 – Board Decisions

The Board shall work to further the mission of JPNA and shall have the power to transact business between meetings of the JPNA. The Board shall meet monthly. The Board may also meet at the call of the President or at the request of the majority of the Board. A majority of voting Board must affirm pending transactions for approval.

#### Section 8.6.4 – Board Meetings and Voting

Board meetings are open to the general membership but non-members are not allowed unless invited by the Board. Non-board members can provide input only after all other board members have talked about a topic and recognized by the chair. Only board members have a vote at the board meetings.

In order for a Board vote or decisions to occur a majority need to be present.

All matters resolved by a Chair vote shall be presented at the next General Membership Meeting.



## ARTICLE IX - Committees

### Section 9.1 -- Establishment

The Board of Directors may designate and establish standing committees. The President shall appoint Chairpersons of each committee, who shall typically be Directors of the Board. The committee chairperson shall recruit additional members for the committee who need not be on the Board. Such persons shall have demonstrated an interest or/and knowledge of the subject of that committee's work. All committee appointments are subject to approval by the Board of Directors, which shall also determine the terms of service for all committee members.

### Section 9.2 -- Oversight

Decisions and votes of Committees shall be presented at the board meeting or through minutes. Decisions of the committee shall not supersede the By-Laws or Platform statement. The board has the right to step in where a committee has become functionally ineffective.

### Section 9.3 – Disbandment

A committee shall be disbanded if it is perceived there is no longer a need or interest by members of the JPNA.

## Article X – Membership Removal / Sanctioned

### Section 10.1 Board

A Board Member can be removed if any of the following occur:

1. Excessive non-notice Absence -- Three or more whole absences without prior notice or just cause from general meetings of the JPNA, during any twelve-month period.
2. Eligibility – Membership is no longer valid.
3. Violate Article III – Non-Discrimination.
4. Conflict of Interest – Article IV is violated. Representing themselves in media as talking for the JPNA Board if it is beyond the Platform Statement or no vote was performed on the topic.

### Section 10.2 -- Membership

A member can be considered for removal if any of the following occur:

1. Violate Article III – Non-Discrimination.
2. Conflict of Interest – Uses the JPNA for personal gain. Representing themselves in media as talking for the JPNA if it is beyond the Platform Statement or no vote was performed on the topic.

### Section 10.3 – Removal

Any Director or Member proposed to be removed shall be entitled to written notice of such

proposal, delivered to the address by United Postal Service certified mail in the records of JPNA, at least ten days prior to such meeting at which removal is to be voted upon.

If a Board Member is to be removed at a special meeting, written notice of the proposed removal shall be delivered to all Directors at least twenty days prior to such meeting, unless such notice is waived by each Director. Such removal shall be without prejudice to the contract rights, if any, of the person is removed.

A board member can be removed by a two-thirds vote at a regular meeting if it is determined Section 10.1 is violated.

A member can be removed by a two-thirds vote at a regular meeting if it is determined Section 10.2 is violated.

### Section 10.3 – Sanctioned

A Board Member or General Member can be sanctioned if these By-Laws are not adhered to in spirit. This can be done through removing voting rights for a limited time and/or access to JPNA Facebook page.

### ARTICLE XI - Authorities

These By-Laws, as authority, supersede any previous By-Laws enacted by JPNA. These By-Laws become effective October 1, 2015.

The parliamentary authority for JPNA uses the latest edition or revision of Roberts Rules of Order.

Platform statement is separate from the By-Laws and is covered in Section 8.2.5.2.

### ARTICLE XII – Amendments

Amendments to the By-Laws shall be submitted to the Board by voting members in writing by the November meeting. The board shall review and ask for clarification of the proposed amendment. The schedule of presenting and voting as follows:

1. Presentation of amendments and board recommendation to Membership in the February/March meeting.
2. Voting of amendments at the April General Meeting. Amendments in the By-Laws require a two-thirds majority.